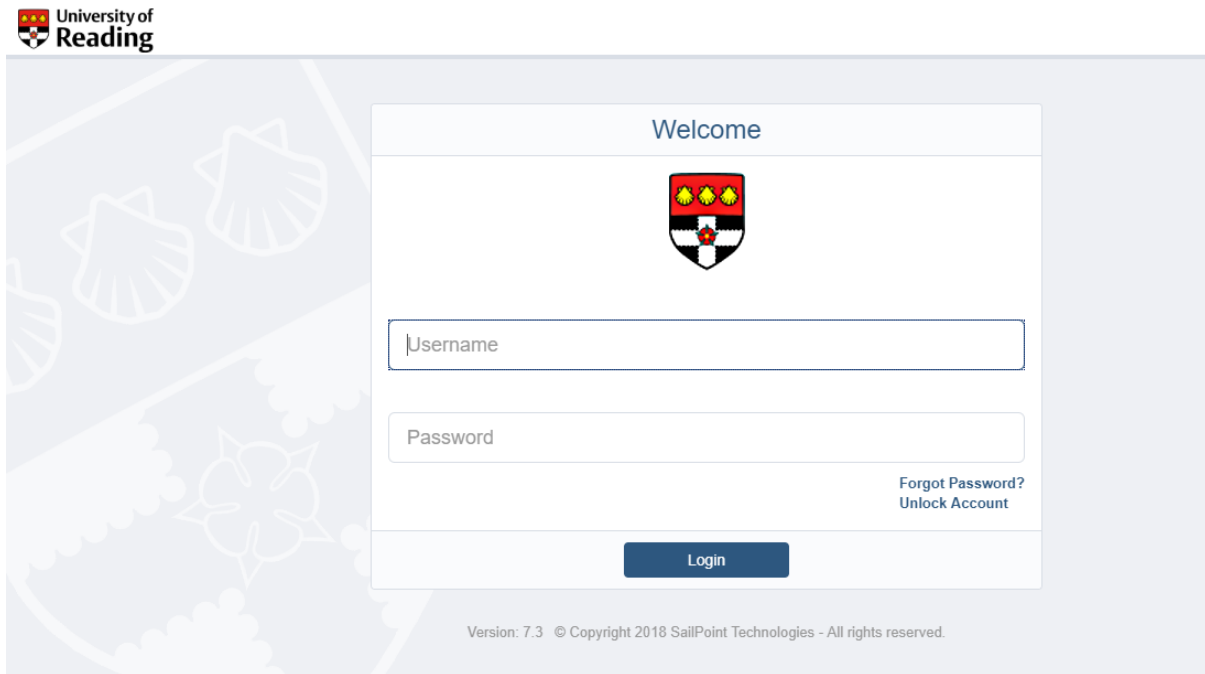


SailPoint IIQ Login Process

1. Open your preferred browser. Navigate to the following link – <https://myid.reading.ac.uk>
You will reach the following screen. Use your university network username and password to login.

The screenshot shows the login interface for the University of Reading. At the top left is the University of Reading logo. The main content area is titled "Welcome" and features the university crest. Below the crest are two input fields: "Username" and "Password". To the right of the password field are links for "Forgot Password?" and "Unlock Account". A blue "Login" button is centered below the input fields. At the bottom of the page, there is a small copyright notice: "Version: 7.3 © Copyright 2018 SailPoint Technologies - All rights reserved." The background of the page has a faint, light blue pattern of stylized leaves or petals.

Note: If you have been issued with a new user account or had your account reactivated, when you try to login for the first time, a password expiry notification message may appear, prompting you to change your password. Click on **'OK'** to change password, then after entering your chosen password in both the 'New Password' and 'Chosen Password' prompts click on **'Change'**.

2. If this is the first time you have logged into IIQ, you will be prompted to setup your **'Authentication Questions'** through the following screen. Select and answer three different questions from the drop down list then click **'Save'**. Your Authentication Questions can be used to access IIQ in future, should you need to reset your password because you have forgotten it.

Answer Authentication Questions

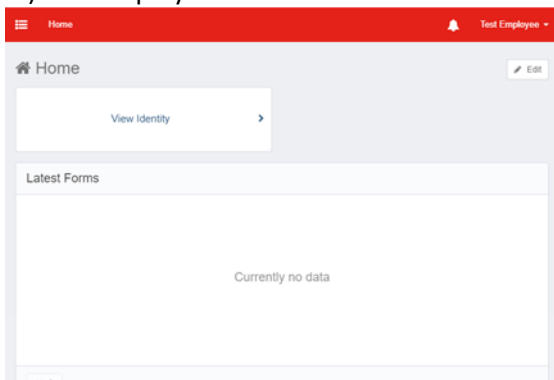
Provide answers for your authentication questions before continuing. These are required to reset your IdentityIQ password if you forget it and are unable to login.

Question #1:	--Select question--
Answer #1:	<input type="text"/>
Question #2:	--Select question--
Answer #2:	<input type="text"/>
Question #3:	--Select question--
Answer #3:	<input type="text"/>

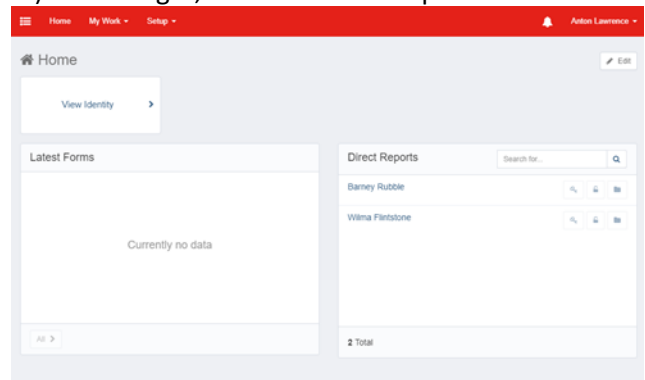
Save

3. Next you will be directed to the **IIQ Home** screen. The information displayed will depend on whether you are:

a) an Employee or External user



b) a Manager, tutor or account sponsor



The **Latest Forms** pane is where any outstanding requests awaiting your approval are displayed.

The **Direct Reports** pane is visible to Managers only and gives quick access to all their current staff and/or sponsored external accounts.

SailPoint IIQ Navigation

These navigation options are available to Employees, Externals and Managers, unless otherwise specified.

1. The Navigation Bar



a. Side Bar button – click to access the side bar menu

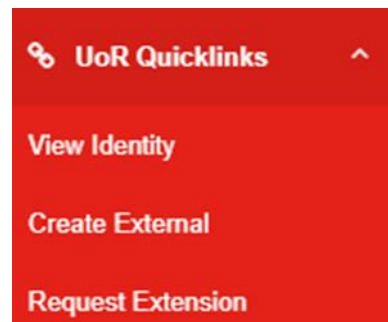


b. UoR Side Bar menu



c. UoR Quicklinks

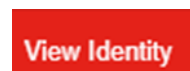
Open UoR Quicklinks to access the View Identity link, or to request an Extension or an External Account



i. View Identity

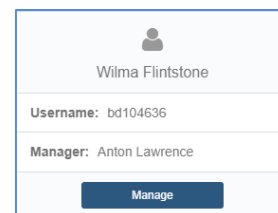
If you are not a manager, clicking on View Identity will open up your own Identity details.

If you are a manager, you will then see Identity Cards for yourself and all your staff.




a) View identity details

Click on Manage to view full details.




- b) Find identity


Use search to find a specific person, or do a partial search to reduce the number of cards displayed. You can search by name, surname, or username.


 - ii. Create External


This option is only available to current Employees and Managers.
For details on this process please refer to the '[Request an External Account](#)' guide.


 - iii. Request Extension








This option is only available to current Employees and Managers or External Partnership Staff who have an arrangement approved by DTS.
For details on this process please refer to the '[Request an Extension](#)' guide


- d. Home

Press this to return to your home page from any screen.


- e. My Work

Clicking on this displays up to 4 options.


 - i. This is not currently in use so will return 'No Results'
 
 - ii. This will display the history of any requests for an external account or an account extension
 
 - iii. This is not currently in use so will return 'No Results'
 
 - iv. This will show any items awaiting your approval
 
- f. This item will only be visible to core users, e.g. the IT Service Desk and Student Support Centres and is where to find identity details in Identity Warehouse format.
 
 - i. This lists all identities or the relevant subset of identities, depending on the core user group to which you belong.
 

g. This item will only be visible to core users, e.g. the IT Service Desk and Student Support Centres and offers identity searches.



i. This provides the ability to search for identities using multiple criteria.

Advanced Analytics

h. At the right-hand side of the navigation bar you will find the notification bell and next to your name a drop down menu where you can Logout, access Help or reset your preferences.

