

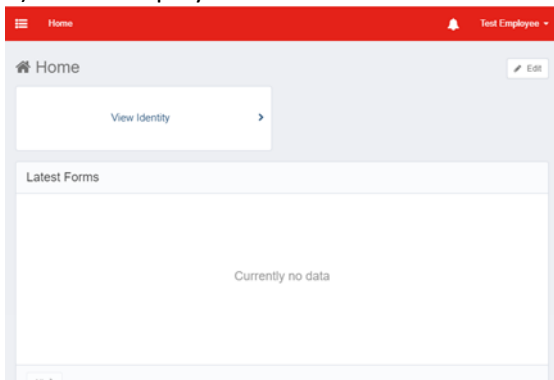
## SailPoint IIQ Login Process

1. Open your preferred browser. Navigate to the following link:  
<https://myid.reading.ac.uk>  
 to Login to the IIQ User Account Management (UAM) system.

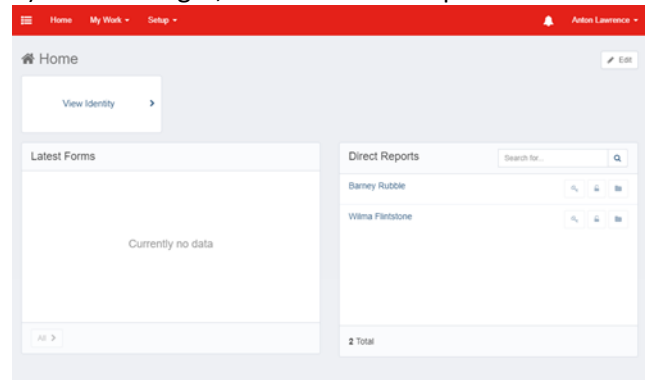
**Note:** If you have been issued with a new user account or had your account reactivated, when you try to login for the first time, a password expiry notification message may appear, prompting you to change your password. Click on 'OK' to change password, then after entering your chosen password in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

2. You will automatically be directed straight to your **IIQ Homepage**. 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, students and/or sponsored external accounts. Only Live accounts will be shown in this pane, to view all accounts that you manage click on the **View Identity** button.

A **Latest Approvals** pane may also be shown.

## 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

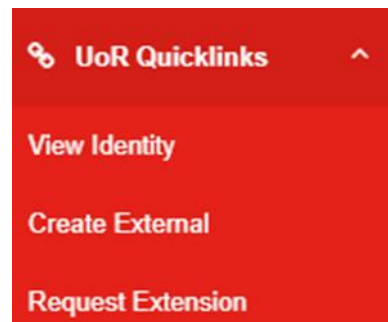


b. UoR Side Bar menu



c. UoR Quicklinks

Open UoR Quicklinks to access the View Identity link. Current Employees, Managers and External Partnership Staff who have an arrangement approved by DTS will also see Request Extension and Create External links



i. View Identity

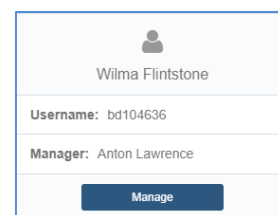
If you are not a manager, clicking on View Identity will open up your own Identity details.

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



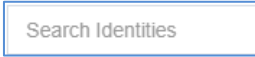
a) View identity details

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, Managers and External Partnership Staff who have an arrangement approved by DTS.  
For details on this process please refer to the **'Requesting or Approving 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 **'Requesting or Approving a Staff or External Extension'** guide


- d. Home
 

Press this to return to your Homepage 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'
 

[My Access Reviews](#)
  - ii. This will display the history of any requests for an external account or an account extension
 

[Access Requests](#)
  - iii. This is not currently in use so will return 'No Results'
 

[Policy Violations](#)
  - iv. This will show any items awaiting your approval
 

[Work Items](#)
- 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.
 

[Identity Warehouse](#)

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.



i. The dropdown menu is where you can update your **Preferences** and access **Help**.

 Preferences

 Help