UNM Health and Health Sciences Information Technology HSC.ID CAMP (Certification of access Management Process) End user Guide.

- 1. Log into <u>HSCID</u> using your HSC Credentials
- 2. You will see this on your dashboard

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Access Reviews > Approvals > 1 0	Manage User Access >	Manage Passwords	•	
Latest Approvals	Direct Reports	Search for	Q My Access Reviews	
Currently no data	Currently	no data	Reassignment from Ac	eas Review for Factor
ALC X	0 Total		AL >	Reviews: 1

3. Click on "Access Reviews"

≣	Home	My Work 👻	
	Home		
		Access Reviews	>

4. You should see one item for each of access reviews that you are being requested to complete, in the below screenshot there is only one access review. To begin the access review, click "Start"

My Access Re	eviews 🕦			Show Signed Items Sort by: Due Date V I B @ Holp
0%	Reassignment from Access Review	for Harts Bars		Active Phase
	A Date in 7 Date	Completed: 0 / 5	Requested By: The Administrator	
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5. After clicking start you will see the next screen which shows you the items that are needed for approval. Most groups that you will see here are groups that provision N Drive access.

Reas	ssignment f	rom 'Identity Access Review fo	or U.I. U.S. to		A Due	In 7 Days 🛓	0	O Hel;
(III)	Open 3	Review 🚺						
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a. If you are unsure of what the group name means, click on the group name and this window will pop up. It will default to "Standard Properties", navigate to the "Object Properties" tab and under "description" you should see the path on the N drive that that respective group grants access to. (note that "\\health\hsc_departments" can be read as "N:\". So in this specific example "N:\CIO\Tier2")

O Tier 2 Access					
Standard Properties	Object Properties	Members	Inheritance		
GroupType: Security					
sAMAccountName: CIO Tier 2 Act	Cess				
GroupScope: Global					
objectguid: {7d4d3cfe-e3f6-4eb6-8c28-4cc9440ba4a3}					
description: \\health\hsc_departments\ClO\Tier 2					
objectSid: S-1-5-21-3639515735-3000443172-754303046-315108					
cn: CIO Tier 2 Access					

Approving/Revoking Access

- 6. You, the approver, have the option to approve, revoke, or re-assign each individual item of the access review. We also give you the option to bulk approve, or bulk deny.
 - a. To bulk approve/deny the access review, click on the checkbox in the upper left corner of the of the access review, select either "Select Page" or "Select Everything". After making your choice, click on the drop down menu 'Bulk Decisions'

Bulk Decisions 🗸	Bulk Decisions 🗸 (3)	
	Approve	
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7. If you wish to individually Approve or Deny, on the right-hand side of the screen you will see the options to do so.

Decision		
Approve	Revoke	
Approve	Revoke	
Approve	Revoke	=

a. Note that if you click "Revoke" you will be required to give comment on why you denied the access for the user.

Comments		×
Type your comment here*		
Comments on why this user should no longer have this access		li li
	Cancel	Add Comment
Click add comment		

8. Finally click on "save 3 decisions"

b.

