Approving Account Request

Approving New Account Request

To enlarge the screenshots below, click it.

1. When someone nominates you as their HPC sponsor, you should be notified by email. You can also log into IIQ at any time. https://iiq.homemy.nyu.edu/identityiq. After login, you will see a similar screen.

   ![IIQ Screen Screenshot]

   with “QuickLinks” to both “Bulk HPC Account Request” and “Request HPC Account” and will show any recent or pending approvals or forms.

2. Clicking on the “Approvals” QuickLink will lead to a list of pending requests:
3. Click on the action item to see details as per the image below.

Here, the Approve or Deny button should be clicked, then confirmed, in order to complete the request.

The account will then be created automatically within a day.

4. If you have any difficulties or questions, please contact us at dalma.admins@nyu.edu
1. When someone nominates you as their HPC sponsor, you should be notified by email. You can also log into IIQ at any time. [https://iiq.home.nyu.edu/identityiq](https://iiq.home.nyu.edu/identityiq). After login, you will see a similar screen.

   ![IIQ Home Screen](image.png)

   with “QuickLinks” to both “Bulk HPC Account Request” and “Request HPC Account” and will show any recent or pending approvals or forms.

2. Clicking on the “Approvals” QuickLink will lead to a list of pending requests:
2. For HPC Account Renewals, the page will look like this:

3. For HPC Account Renewals, the page will look like this:

4. Here, all systems should be selected by clicking the checkbox in the menu bar, and choosing “Select Everything”.
5. Then, the “Select Bulk Action” menu is used to Approve or Reject all items selected. Please note that the line items may span multiple pages and all items must be acted upon in order to complete the request. Clicking “Complete” will complete the request.

6. The account renewal will then be processed within a day.

7. If you have any difficulties or questions, please contact us at dalmaadmins@nyu.edu