1. Log into the NYU Identity Management service (IIQ) and check for requests awaiting your approval in the "Action Items" box:

![IIQ Dashboard Screenshot](image1)

If your sponsee has contacted you about a request awaiting approval, but you do not see it in this list, the request may have expired or they may have missed a step when submitting their request. In either case they will need to resubmit their request according to the instructions at [TODO link].

2. Click on the action item to see details as per the image below. If you are happy to approve the request, click the "ok" button.

![Account Update Approval](image2)

3. You will see a dialog in which you can add a comment, if you wish. You can also leave this empty. Click "Add Comment" to close the dialog box:
4. Finally, hit "Complete" to finish the approval process. The account will then be created automatically within a few hours.

5. If you have any difficulties or questions, contact us at hpc@nyu.edu for assistance.