snippet - How to approve an HPC account request

When someone nominates you as their HPC sponsor, you should be notified by email. You can also [log into IIQ](#) at any time, and if you have a request awaiting your approval, it will appear in your "Actions Items" box.

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

   ![IIQ dashboard](image)

   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](image)

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.