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](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](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.