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:

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.

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.