Requesting Access for Others

Begin Your Request

- Browse to https://sailpoint.mountsinai.org in your web browser
- Log in with your network account

Request Access

- Click on “Request Access” and select “For Others”

Select Identity

- Under “Available Identities”, type in a person's last name and click the magnifying glass.
- Click the checkbox next to the person's name.
- Click on the “Submit” button.

Note: You can do multiple searches and select multiple people
Note: If you can’t find an identity, you will need to create a new one – read Create A New Identity.

Add applications to your request

- Type in an application, for example “OnsiteHealth”, and click “Search”.
• Click on "Add To Cart" to add the application to your request.

Add Shared Drives

• Click on the "Entitlements" tab
• Search for a shared drive name, like "Nuerosurg"
• Click on the "Add To Cart" button, next to the shared drive you want to choose.

Checkout

• Click the "Checkout" button.
• Review your request.
• Click the "Submit" button.