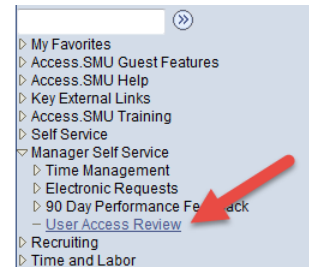# User Access Review Process

1. Login to **my.SMU**
2. Locate the **Manager Self Service** section on the left hand menu
3. Click **User Access Review**
4. You will see a list of direct reports with elevated permissions. Next to each employee, click **Review Pending**
5. The list of roles currently assigned will be displayed. If that role requires approval, there will be a drop down menu showing "needs approval". You can also click the role description field to view more details about that role.
6. Change the approval status field as appropriate. You can also click the Approve All button if there are no changes required to the permissions list.
    a. If you have a question about the level of access, select "**Pending Clarification**". A help desk ticket will be routed to the application security team. They will contact you to provide more information about the access required.
    b. If the access is no longer needed, select "**Approval Denied**". The access level will be removed from the individual's profile shortly thereafter
    c. If there are no changes to the required permissions list, you can click the **Approve All button**

7. Click **Apply**
8. Click **OK**
9. The status under **Review** should now display Review Complete. Repeat this process for all individuals listed.

Please note: if you mark a permission level as "denied" and then click save, you will not be able to change the status. If there are changes, please contact the Help Desk at 214-768-4357.