

Manager Tools Quick Guide

MANAGER TOOLS

- ▶ [Set an Access Boston Delegate](#)
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Set An Access Boston Delegate (scroll down by 2 pages for approvals!)

If you will be away for a period, you can designate someone else to undertake pending tasks and access requests within the Access Boston system in your absence.

1. Click on the link to '[Set An Access Boston Delegate](#)'

Work Reassignment [Reassignment History](#)

Automatically reassign your governance work to another user.

Work Item Type *
Assign To *
Start Date *
Start Time *

End Date *
End Time *
Time Zone *

No end date

2. Designate the **Work Item Type** you want to reassign.

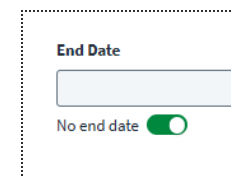
- Access Requests are for Department Heads/people who approve FN access
- Tasks are for Managers (approve Sponsored Account requests)
- Certifications are for access reviews (BAIS FN recertification)

3. Search for the person you want to **Assign To** (the best search option is their ID but names work fine too).

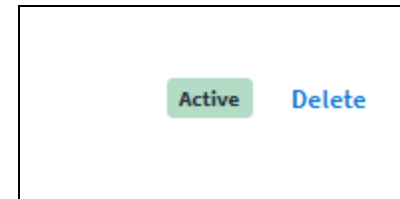
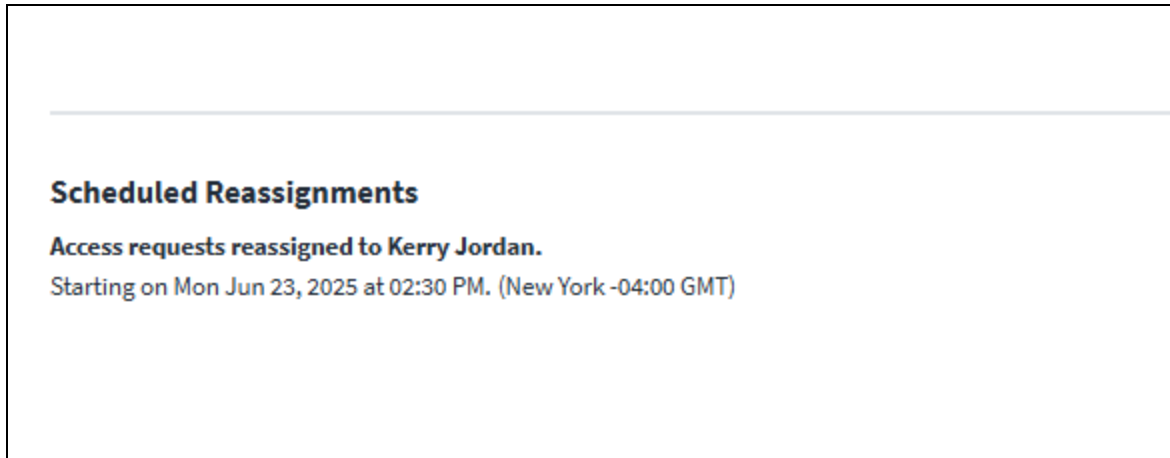
4. Next designate the **Start Date** and **Start Time** for this reassignment to begin.

5. Finally, input the **End Date** and **End Time** for this reassignment to finish

Important Note: If you want this delegation to be a permanent arrangement, toggle the No end date button so that it appears green.



6. Click the 'Add Reassignment' button to set your delegate.




Your reassignments will be listed at the bottom of the page. Anything active can be immediately terminated by clicking the Delete link.


My Access Boston Approvals

When you have pending approvals in the Access Boston system (for example: if someone you manage requests a Sponsored Account or if you are involved in an application approval request process) you can quickly access that information from the Access Boston Portal. But you will also get email notices from Access Boston to let you know you have an approval pending (a hyperlink will be included within the email).

1. Click on the link to 'My Access Boston Approvals'
2. Your Approvals page will open, find the item that you want to approve, then click on **Approve** or **Deny** on the right. Most work items will require comments if you deny them. A side bar will pop up for those.

APPROVAL Access Request			
Grant: Sponsored Account Creation			
DATE REQUESTED	REQUESTED BY	RECIPIENT	TYPE
Sep 11, 2025	SailPoint Services	Rudolf Valentino	Role

[Approve](#) [Deny](#) [Menu](#) 

[Approve](#) [Deny](#) [Menu](#) 

Reassign

Read comments

NOTE: If you want to see the details for the Sponsored Account requests click the down arrow by Menu and click the Read comments link. It will provide you the name, dates, etc.

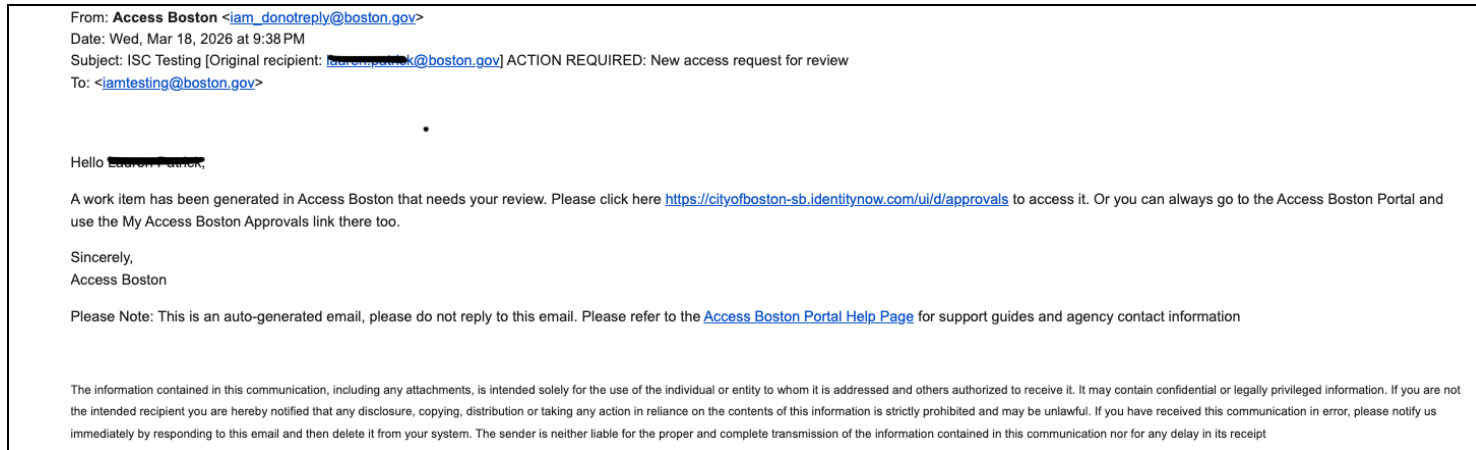
Grant: Sponsored Account Creation ✕

Requested for Rudolf Valentino

Details	Identity	Comments	Accounts
SailPoint Services Sep 11, 2025			
New Sponsored Account Request :First Name: Rudolf, Last Name: Valentino, DOB: 12/29/1930, Start Date: 2025-09-11, End Date: 2025-10-11, Needs COB Email: true, Sponsor Name:Gretchen Grozier			

Important note: certain approval work items have a time limit. For example, if you do not act upon a sponsored account approval request within 14 days it will time out. The requestor will be notified if the work item expires.

Email notices about approvals look like this:



And one final thing - on the Approvals page in the upper right corner is a little megaphone icon. This is your Notification Inbox, you will see any notices sent out from the identity governance platform to you here!

