AHS IAM QUICK REFERENCE FOR COMMUNITY NETCARE ACCESS ADMINISTRATORS:

(7) Approving an NAA's Request on Their Own Account
(Primary Custodian Only)

This document outlines the procedure that the Primary Custodian completes to approve changes requested by the NAA for their own Alberta Netcare account. An example of the type of modification that an NAA may request includes changes to their Netcare permissions.

Log In:

- Enter the *AHS IAM URL* in the address bar: https://iam.albertahealthservices.ca/
- The **Remote Access Login** screen displays. Log in with your *User name* and the *passcode* on the FOB.
- The **Community IAM Login** screen displays. Log in with your *AHS IAM credentials.*

Approving the Request:

- Click on the *Approval Notification* link on the **IAM Home Page**.

- From the list of requests click the link under the *Request* heading for the user you wish to approve.

- **Review** the request by scrolling down the page.

- Click *Approve* at the bottom of the page.

- If you wish, you may *Save For Later* or *Deny* the request.

Confirmation:

- The **Confirmation Page** displays with the request tracking number. If all is correct, click *OK.*

- The **IAM Home Page** displays with your request under the **Request Status** pane.