

## Approving MES Module Access Requests Using ICAM

This document provides steps for OCS (Office of Compliance and Security) Admins and Module Approvers to approve MES module access requests using ICAM.

[Download the ICAM role List.](#)

ICAM sends approvers an email when an access request is awaiting review and approval.

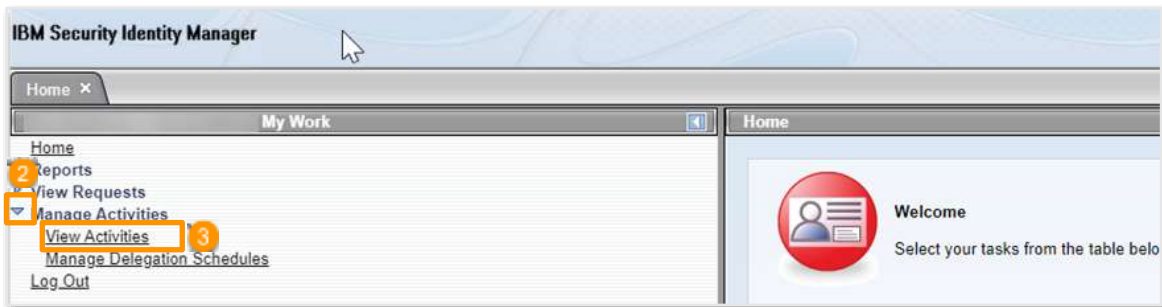
To view and approve MES module access requests:

1. Access ICAM.
  - a. Log into MES.
  - b. Select the **Security & System Maintenance** tile arrow.
  - c. Select the *User Administrator Console* link.
2. Select the **Manage Activities** section arrow (Figure 1).
3. Select the *View Activities* link.



**NOTE:** If you have multiple roles assigned to your profile, you may see more sections and links.

*Figure 1: Accessing View Activities*



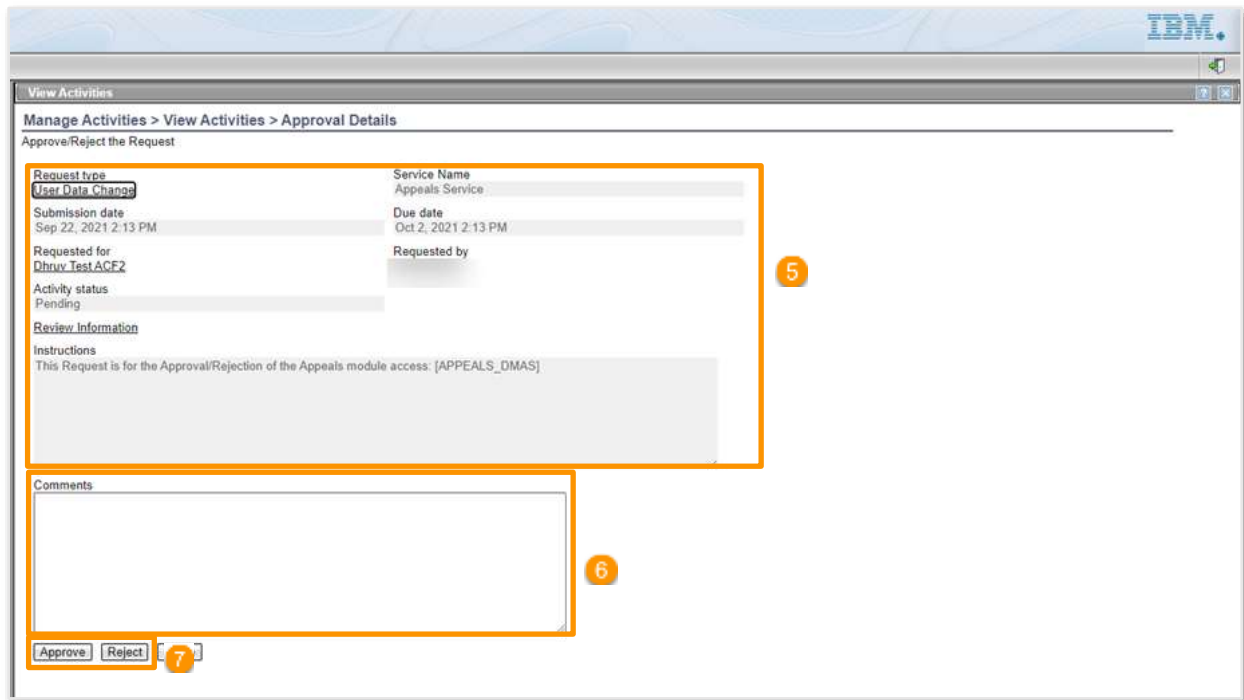
4. Select the link in the **Activity** column you want to review (Figure 2).

*Figure 2: View Approval Activity Details*



5. Review the request details (Figure 3) to make a determination.
6. Enter comments related to your determination.
7. Select the **Approve** button to approve the request or the **Reject** button to deny the request.

*Figure 3: Add Comments and Approve*



8. Select the **Close** button on the **Success** page (Figure 4).

*Figure 4: Successful Approval*

