# **Favorites**

## Requesting Access with Slack

Use the Apono Slack app to request access

#### GitBook:

https://app.gitbook.com/o/PzhkhZfYfM09lO3HDKmE/s/4b5s3CkOzm7qGYWUu4YD/~/changes/41 7/access-requests-and-approvals/slack/requesting-access-with-slack#request-new-access

[No changes]

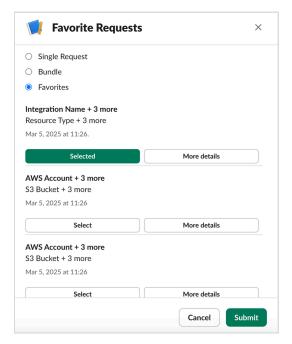
### Prerequisites

[No changes]

#### Request new access

You can request access to specific resources or bundles in Slack. You can also request access through a favorite request.

#### **Favorites**



Favorite Requests popup

Follow these steps to request access through a favorites request:

- 1. In a Slack channel, type /apono favorites. A popup window appears.
  - You can also initiate a request from the Apono Slack app. On the **Home** tab, click **Create New Request**.
- 2. (Optional) In the row of a favorite request, click **More details** to view its specifics on the **Messages** tab.
- 3. For a specific favorite request, click **Select**. The button will change to a green button with the word **Selected** displayed.
  - Be mindful of the following:
    - You only request one favorite request at a time.
    - If a favorite request is not listed, click **View All Favorites** to open the **Favorites** tab in the Apono Portal.
- 4. Click **Submit**. The request will appear with its <u>status</u> on the **Messages** tab.

### Access Statuses

Status	Description
Pending Approval	The request is waiting for the approver to approve or reject the request.
Granting	The request has been approved. Apono is provisioning the access.
<b>Granted</b> or <b>Active</b>	Access has been provisioned. You can access the resource.
	If your access is approved and granted, you will receive a Slack message from Apono. You can use this information to access the requested resources.
	<ol> <li>Follow these steps to access the resource:</li> <li>Either from the message or under My Sessions         (Home &gt; My Access &gt; My Sessions), click Access         Details. The Access Details popup window appears.</li> <li>Follow the instructions to access the resource.</li> <li>Click Close to close the popup window.</li> </ol>
Expired	The access duration has elapsed. Your access is revoked.
Rejected	The request has been rejected either automatically or by approvers.
Revoked	An admin has removed your resource access.
Failed	An error has occurred with your request. Contact your admin.