Create a User Identity (User ID)

To create a user identity, complete the following steps:

1. Log in to Over the Counter Channel (OCTnet)—from Administration, select Manage Users.

2. Log in to IBM Security Identity Manager (ISIM) with your OTCnet credentials as shown in Figure 1. The Request Management-Your To-Do List page appears.

   **Figure 1: Log in to ISIM**

3. From the main menu bar, select Organization and click New External User Identity. The New External Identity page appears, as shown in Figure 2.

   **Figure 2: New External User Identity**

4. Under the External tab, enter your personal information details:
   - Legal Prefix
   - Legal Name, required
   - Legal First Name, required
   - Legal Middle Name
   - Legal Last Name, required
5. Click the Corporate tab.
7. Enter the organization name in the text box and click Search.

**Application Tip**

If you do not know the full name of the organization, enter a partial name search.

8. From the resulting list, click the organization name that you wish to add.
9. Scroll to the bottom of the dialog box and click Add and Done.
10. From Sponsoring Application, click Search. The Search: Sponsoring Application dialog box appears.

**Application Tip**

The Primary Location search functionality is optional to identify the user’s primary base location. The steps mirror those of Sponsoring Application.

11. Select OTCnet (SSO) from the list.
12. Scroll to the bottom of the dialog box and click Add and Done.
13. Click the Contact tab.
14. Enter the appropriate contact details:
   - Enter an Email Address, required
   - Enter a Mobile Phone
   - Enter an Office Phone, required
   - Enter a Pager number
   - Enter an Office Fax Number
   - Enter an Office Room Number, if applicable
   - Enter an Office Street address, required
   - Enter an Office Street Address 2, if applicable
• Enter a City, required
• Enter an Office State, required
• Enter an Office Postal Code, required
• Enter an Office Country, required

**Application Tip**

The Telephone Number field may not include special characters including, but not limited to hyphens, periods, spaces, and parenthesis.

15. Click the Schedule for Now or Schedule for Later radio button.

**Application Tip**

If the Schedule for Later radio button is selected, enter the Date and Time the ID should be created.


**Application Tip**

To verify creation of a new identity, select Request Management, and click the View Pending Requests or View Completed Requests.