To modify user status, complete the following steps:

1. From the main menu bar, select Search and click Person. The Search Person page appears.

2. From the Select drop-down menu, select External.

   **Application Tip**

   By default, the Select drop-down menu is set to External.

3. From the Where drop-down menu, select a criteria type.

   **Application Tip**

   By default, the Where drop-down menu is set to Full Name. Choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click Search. The Search Person page appears with the results of your search criteria.

   **Application Tip**

   By default, the drop-down menu after Where is set to Contains. Choose any option as needed.

5. Click the Select hyperlink of the account for whom you would like to suspend, restore, or de-provision an OTCnet account. A Manage User page appears.

6. Click Manage Accounts. The Manage Accounts page appears.

7. Select the Service (OTCnet) you want to suspend, restore or de-provision by checking the check box under the Select column, then complete the following steps, the Manage Accounts page appears after each you click each item:
   
   - Click **Suspend**
     Or
   - Click **Restore**
     Or
   - Click **De-Provision**

8. Click the **Schedule for Now** or **Schedule for Later** radio button.
9. Click **Submit**. The *Request Management—Your Pending Requests* page appears.

**Application Tips**

- To verify the account was successfully modified, select **Request Management—View Pending Requests** or **View Completed Requests**.
- To finalize the modification of a user’s OTCnet account, an approver (Primary Local Security Administrator [PLSA] or Local Security Administrator [LSA]) within the same OTC Endpoint or hierarchy must approve the request.

10. Log in to IBM Security Identity Manager (ISIM), under **Activity**, click **Account Approval**, as shown in Figure 1.

![Figure 1: Request Management- Your-To-Do List (Account Approval)](image)

11. The Approve/Reject the Request page appears. Click **Approve**.