

Approve or Reject an Endpoint/Role (or a Removal of an Endpoint/Role)

To approve an **endpoint/role** for OTCnet user, complete the following steps:

1. Log in to OTCnet and from the **Administration** tab, select **Manage Users**, and then **Manage OTCnet Users**.
2. From the **Manage OTCnet Users** screen, notice the **Pending Requests** list (**Your To-Do list**) as shown in Figure 1.



Application Tip

- You will receive an email notification regarding a new user provisioning request awaiting review when a provisioning request is made and added to your **pending requests list** to alert you when a user needs your verification.
- For each request, notice the **Request Type**, **Time Due**, and **Requestee**.
- Notice 2 request types, for **Access Approval** and **Remove Endpoint/Role**. Each selection will take you respectively to the appropriate workflow for access approval or access removal.

3. Select the **View Details** link for a specific **access approval** request.

Figure 1: Manage OTCnet Users Screen

Location: Home > Administration > Manage Users > Manage OTCnet Users

Manage OTCnet Users

Search User Directory >>

New Pending Requests: 3

Pending Requests: Your To-Do List

Displaying 1-3 of 3 results « 1 »

ID #	Request Type	Time Due	Requestee	View Request
1284	Access Approval	Mar 11, 2024 01:56 PM EDT	smith_john@gmail.com (John Smith)	View Details
1280	Access Approval	Mar 08, 2024 03:14 PM EST	jones_ana@gmail.com (Ana Jones)	View Details
1279	Access Approval	Mar 05, 2024 10:58 AM EST	mercado_juan@gmail.com (Juan Mercado)	View Details

4. The **Access Approval Request** screen displays as shown in Figure 2.
5. Review the read-only information and enter any approval or rejection comments in the **Approver Comments** field.



Application Tip

- If you reject the request, you **must** provide comments in the specified field. Otherwise, you will get an error message and will not be able to continue until you provide comments.
- You can enter a **maximum** amount of 4000 characters.

6. Select the **Approve** or **Reject** button.

Figure 2: Access Approval Request Screen

Access Approval Request 800 Manage OTCnet Users Home

Step 1 of 2: Review User Request

Please review the request below. If approved, you will be directed to the confirmation page. If rejected, please include comments before submitting. The requestor will be notified of your decision after you have completed all steps.

Request Type:	Access Approval
Request ID #:	800
Request Description:	OTC Endpoints and roles were added to the user's account
Requestor:	Auto Testben
Requestee:	smith_john@gmail.com (John Smith)

Current Endpoint/Role Assignments	
Assigned Endpoint	Assigned Role at Endpoint
NIST	Deposit Approver

Selections for Review	
Assigned Endpoint	Assigned Role at Endpoint
Cost Accounting Section	MVD Viewer

Time Submitted: Aug 23, 2023 04:47 PM EDT

Time Due: Sep 01, 2023 04:47 PM EDT

Max 4000 Characters

Approver Comments:

4000 Characters Remaining



Application Tip

- Selecting **Cancel** will cancel the approval process.
- If you select **Reject**, you will get a notification: "Are you sure if you want to reject this request?" Select **Reject** or **Cancel**.

7. A confirmation page about the approval/rejection of the access request will display as shown in Figure 3.
8. Review the read-only information and select **OK** to return to the **Manage OTCnet Users** page.

Figure 3: Confirmation Screen on Approval/Rejection of the Access Request

Access Approval Request 308

Step 2 of 2: Confirmation

The following user request has been rejected. The requestor has been notified.

Request Type: Access Approval
 Request ID #: 308
 Request Description: Roles and/or OTC Endpoints were added to the user's account.
 Requestor: LSA Alfred Pennyworth
 Requestee: smith_john@gmail.com (John Smith)

Selections for Review	
Assigned Endpoint	Assigned Role at Endpoint
CN - CaliforniaNevada	Check Capture Operator
CN - CaliforniaNevada	Card Operator
FWS NE Regl Ofc	Check Capture Operator
FWS Valley Stream	Check Capture Operator

Time Submitted: Sept 20, 2022 2:30 PM EDT
 Time Due: Sept 29, 2022 2:30 PM EDT

Approver Comments: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo. Proin sodales pulvinar tempor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

Approver Name: PLSA Bruce Wayne
 Time Rejected: Sept 22, 2022 9:00 AM EDT

OK

View All Details | History | Details | Approved by | Details | Contact | Not Selected | Other



Application Tip

Requestors will be notified via e-mail when a request is approved or rejected.



Application Tip

- To approve or reject a **removal** of an endpoint/role, follow the same process and steps as for approving or rejecting an endpoint/role request.
 - Start with selecting the **View Details** link from the **Manage OTCnet Users** page for a **Remove Endpoint/Role** request.
 - Refer to Figure 1 for more information.
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