

Remove an Endpoint/Role for an OTCnet User

To remove an endpoint/role for OTCnet User, complete the following steps:

1. From the **OTCnet Home page>Administration>Manage Users>Manage OTCnet Users** screen, select the **Search User Directory** button.
2. From the **Search User Directory** screen, type the user **email address** in the search field.
3. Under **Manage User Account**, select **View Account**.
4. The **Manage User Account** screen displays as shown in Figure 1. Review the read-only information including the current endpoint/role assignments listed for the user.
5. Select the **Remove Endpoint/Role** button.

Figure 1: Manage User Account Screen

The screenshot shows the 'Manage User Account' screen. At the top, there is a navigation bar with 'Deposit Processing', 'Administration', and 'Reports'. Below this, the user's email address is displayed as 'automatedotcnetuser+436@gmail.com'. The 'OTCnet User ID' and 'HLO(s)' are also visible. A table below lists assigned endpoints and roles:

Delete	Assigned Endpoint	Assigned Role at Endpoint
<input type="checkbox"/>	0310140100	MVD Editor
<input checked="" type="checkbox"/>	AAFES	Agency LSA

At the bottom right of the table area, the 'Remove Endpoint/Role' button is highlighted with a red box.

6. The **Select an Endpoint and Role to Remove** screen displays as show in Figure 2.
7. Select the **Delete** checkbox next to the specific **Assigned Endpoint** or **Assigned Role at Endpoint** item.



Application Tip

You can select multiple checkboxes to remove multiple assigned endpoints/roles.

8. Then select the **Submit** button to submit your request.

Figure 2: Select an Endpoint and Role to Remove Screen

Manage User Account

FAKEY MCFKERSON

Email Address: noname00@gmail.com

OTCnet User ID: nname00

HLO(s): #Brows, DOa25

Assigned Endpoint	Assigned Role at Endpoint
DOa25	Accounting Specialist
#Brows	Agency LSA

Select an Endpoint and Role to remove.

Delete	Assigned Endpoint	Assigned Role at Endpoint
<input type="checkbox"/>	DOa25	Accounting Specialist
<input type="checkbox"/>	#Brows	Agency LSA

Submit Cancel

- The confirmation page about removing an endpoint/role request being submitted and awaiting approval appears as shown in Figure 3.
- Select the **OK** button to return to the **Manage OTCnet Users** screen.

Figure 3: Confirmation Screen on Removing Endpoint/Role Request Submitted

Confirmation

Your request has been submitted, and it is awaiting approval. You will be notified via email when it is rejected or approved.

Request Type: Remove Endpoint/Role

Request ID #: 311

Request Description: OTC Endpoints and roles were added to the user's account.

Requester: smith_john@gmail.com (John Smith)

Removed Endpoint	Role at Removed Endpoint
FWS NE Regl Otc	Check Capture Operator

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

OK



Application Tip

- You will be notified via e-mail when the request is approved or rejected by another PLSA/LSA.
- When a role is successfully removed it is logged in the **Audit log**.