

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

- 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

The screenshot shows the 'Manage OTCnet Users' interface. At the top, there is a breadcrumb trail: 'Locations Home > Administration > Manage Users > Manage OTCnet Users'. Below this, the title 'Manage OTCnet Users' is displayed. There are two buttons: 'Search User Directory >>' and 'New Pending Requests: 3'. A red box highlights the 'Pending Requests: Your To-Do List' section. Below this, a table displays 12 results. The table has five columns: ID #, Request Type, Time Due, Requestee, and View Request. The 'View Request' column contains blue links for each row. A red box highlights the 'View Request' column.

ID #	Request Type	Time Due	Requestee	View Request
320	Remove Endpoint/Role	2022-11-07	Unon West	View Details
231	Remove Endpoint/Role	2022-11-05	Sam Torante	View Details
453	Access Approval	2022-11-03	Thy Highland	View Details
799	Remove Endpoint/Role	2022-11-03	William Peter	View Details
456	Access Approval	2022-11-02	John Carre	View Details
440	Remove Endpoint/Role	2022-11-02	Tom Drake	View Details
457	Access Approval	2022-11-02	Mary Dole	View Details
123	Access Approval	2022-11-02	Jerry Moore	View Details
342	Access Approval	2022-11-02	Gary Su	View Details
345	Access Approval	2022-11-02	Tommy York	View Details

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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

The screenshot displays the 'Access Approval Request 800' screen. At the top right is a 'Manage OTCnet Users Home' link. Below the title is a sub-header 'Step 1 of 2: Review User Request' and a note: '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.'

The request details are as follows:

Request Type:	Access Approval
Request ID #:	800
Request Description:	OTC Endpoints and roles were added to the user's account.
Requestor:	Auto Testfen
Requestee:	Name, Last Name

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

Approver Comments: Max 4000 Characters. A text area is provided with a character count of '4000 Characters Remaining'.

At the bottom right, there are three buttons: 'Approve' (green), 'Reject' (red), and 'Cancel' (grey).



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: Timothy Drake

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

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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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