# 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

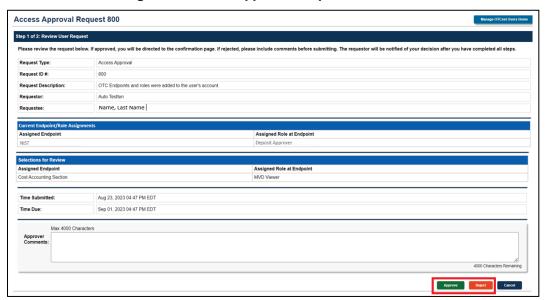
- 4. The Access Approval Request screen displays as shown in Figure 2.
- 5. Review the read-only information and enter any approval or rejection comments in the **Approver Comments** field.



#### **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



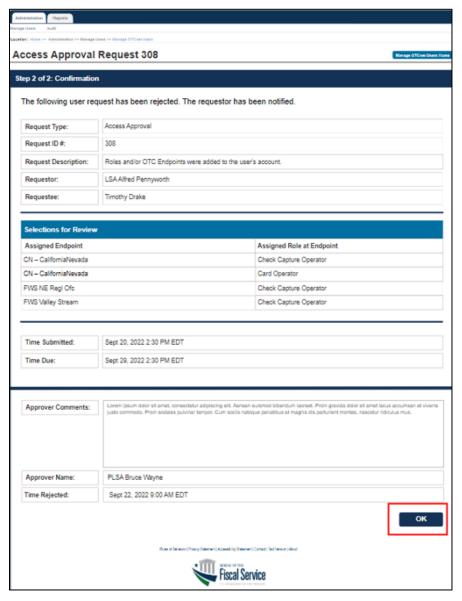


#### **Application Tip**

- 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





## **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.