

Remove an Endpoint/Role for a User in OTCnet

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 OTCnet interface for managing a user account. The user's name is FAKEY MCFAKERSON. The email address is automatedotcnetuser+20878@gmail.com, the OTCnet User ID is otcnqe88, and the HLO(s) is All Federal Agencies. Below this, a table lists the assigned endpoints and roles:

Assigned Endpoint	Assigned Role at Endpoint
All Federal Agencies	HLAS

At the bottom of the screen, there are two buttons: "Add Endpoint/Role" and "Remove Endpoint/Role". The "Remove Endpoint/Role" button is highlighted with a red rectangular 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 Manage OTCnet Users Home

FAKEY MCFAKERSON

Email Address: noname00@gmail.com

OTCnet User ID: nname00

HLO(s): #Browns
DOa25

Assigned Endpoint	Assigned Role at Endpoint
DOa25	Accounting Specialist
#Browns	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"/>	#Browns	Agency LSA

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

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

Administration Reports

Manage Users Auth

Manage User Account Manage OTCnet Users Home

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.

Requestee: Jason Todd

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

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

[Rules of Behavior](#) | [Privacy Statement](#) | [Accessibility Statement](#) | [Contact](#) | [Test Version](#) | [About](#)

BUREAU OF THE Fiscal Service

 U.S. DEPARTMENT OF THE TREASURY



Application Tip

You will be notified via e-mail when the request is approved or rejected by another PLSA/LSA.