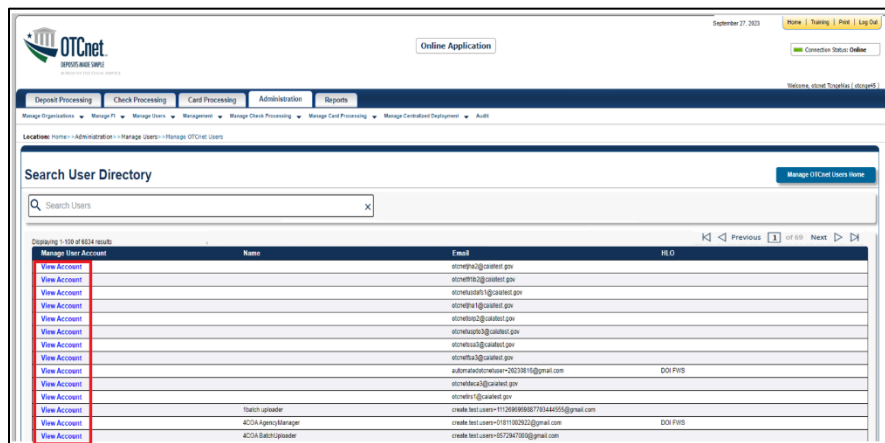


## Add an Endpoint/Role for a User in OTCnet

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

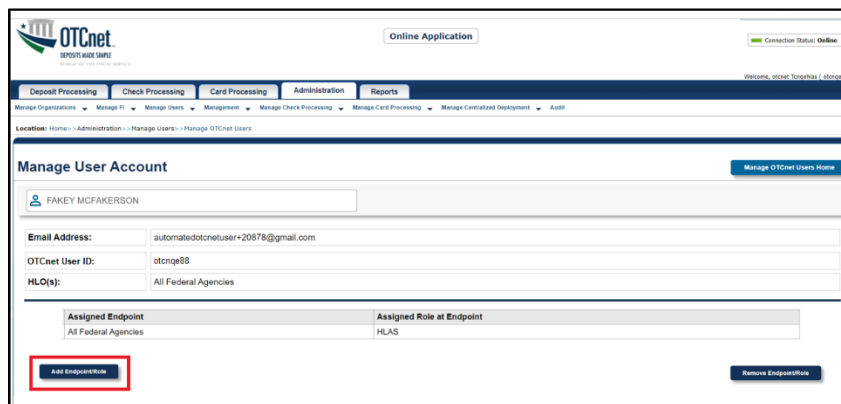
1. From the **OTCnet Home page**>**Administration**>**Manage Users**>**Manage OTCnet Users** screen, select the **Search User Directory** button.
2. In the search field, type user **email address**.
3. Under **Manage User Account**, select **View Account** for the desired user as shown in Figure 1.

**Figure 1: Search User Directory Screen**



4. The **Manage User Account** screen displays as shown in Figure 2.
5. Review the read-only information including the current endpoint/role assignments listed for the user. Select the **Add Endpoint/Role** button.

**Figure 2: Manage User Account Screen**



6. The **Add Endpoint/Role** screen displays as show in Figure 3.
7. Select a **role** from the **Choose a Role** dropdown choosing from the options provisioned for the specific OTCnet user.

8. Then select the associated **level(s)** from the dropdown options (each one is based on the previous selection and may be prepopulated). There can be many levels to select depending on the HLO/endpoint hierarchy.
9. As needed, add another role by selecting the **Add Role** button to select a different role. Once you select a role, it will be added to the *Selected Role at Endpoint* field as illustrated in Figure 3.



### Application Tip

You can select up to **10 roles** per request. After 10 role additions, the **Add Role** button is disabled. To add additional roles, you must repeat the process by submitting a new request.

**Figure 3: Add Endpoint/Role Screen**

The screenshot shows the 'Manage User Account' interface for a user named FAKEY MCFAKERSON. It includes fields for Email Address, OTcnet User ID, and HLO(s). Below these are two tables: 'Assigned Endpoint' and 'Assigned Role at Endpoint'. At the bottom, there is a dropdown menu for 'Choose a Role' with 'MVD Viewer' selected, and a table for 'Selected Endpoint' and 'Selected Role at Endpoint'. The 'Add Role' button is highlighted with a red box.

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

Selected Endpoint	Selected Role at Endpoint	Delete
0-A-S3	MVD Viewer	Delete
All Federal Agencies	MVD Viewer	Delete

10. When you selected all roles needed, select the **Submit** button to submit your request.
11. The confirmation page after submitting an endpoint/role request and it is awaiting approval appears as shown in Figure 4.
12. Select the **OK** button to return to the **Manage OTcnet Users** screen.

Figure 4: Confirmation Screen on Adding Endpoint/Role Request Submitted

**Manage User Account**

**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: Access Approval

Request ID #: 307

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

Requestee: Richard Grayson

Selections	
Assigned Endpoint	Assigned Role at Endpoint
CN - CaliforniaNevada	Check Capture Administrator
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

**OK**

[Rule of Behavior](#) | [Privacy Statement](#) | [Accessibility Statement](#) | [Contact Us](#) | [Feedback](#) | [About](#)

BUREAU OF THE Fiscal Service



**Application Tip**

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