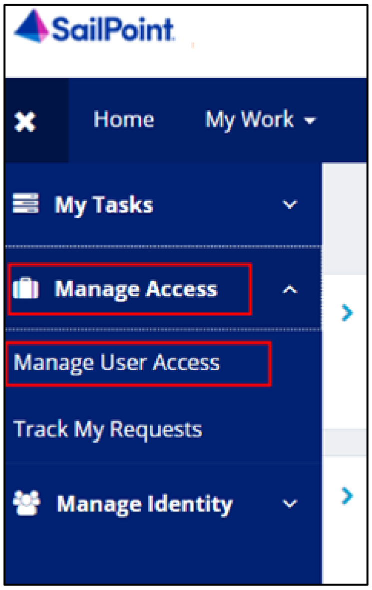
Add User Access in SailPoint IIQ

To request/add OTCnet user access, complete the following steps:

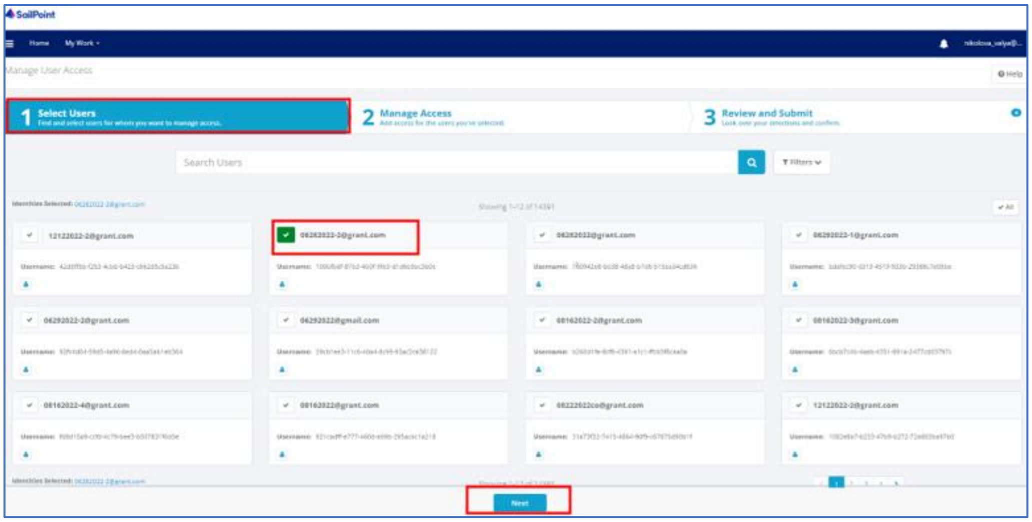
1. At the top left of left of the application, select the **Hamburger Menu** to display the options.
2. Select the **Manage Access** option, then select **Manage User Access** as shown in Figure 1.

Figure 1: Manage Access/Manage User Access



3. Search for the user (recipient of the access) typing their **email address** and select the **Search** button (blue magnifying glass) as shown in Figure 2.
4. Select the **checkmark** to the left of the user's **email address** in the returned search result, then select **Next** at the bottom of the page.

Figure 2: Select Users Screen



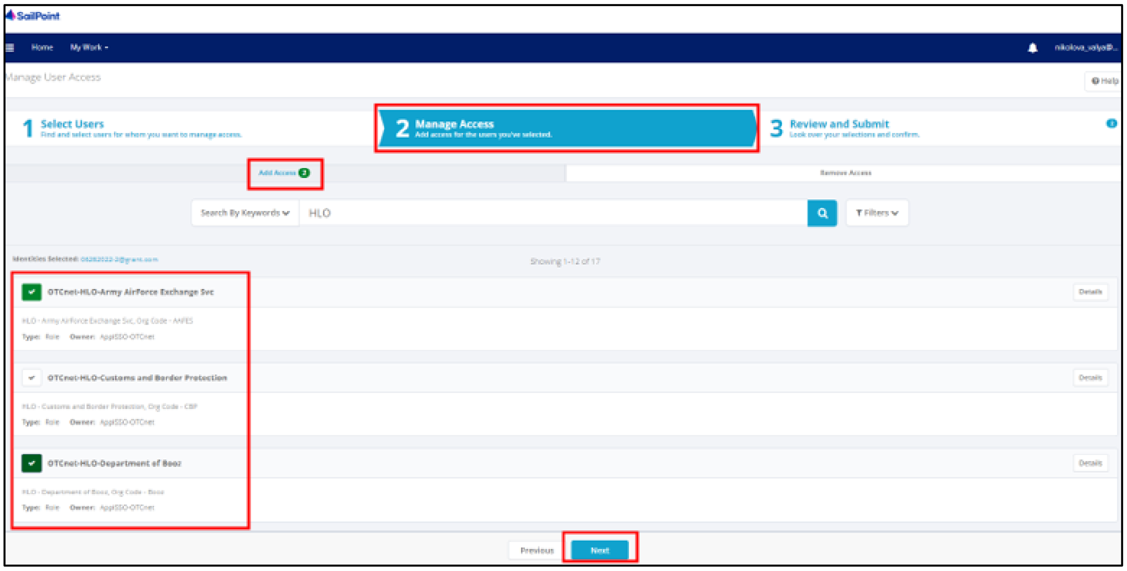
5. Select **Add Access** as shown in Figure 3. In the search field, enter part or all of the **HLO or role** name to be assigned to the user. For example, enter “customer”.

Application Tip

If you are unsure of the **HLO or role** name, simply select the **Magnifying Glass** button to return all roles that you as a requestor are authorized to provision to users.

6. Select an **HLO or role** by clicking the **checkmark** to the left of the **HLO or role** name. Select **Next** at the bottom of the page.

Figure 3: Manage Access/Add Access Screen

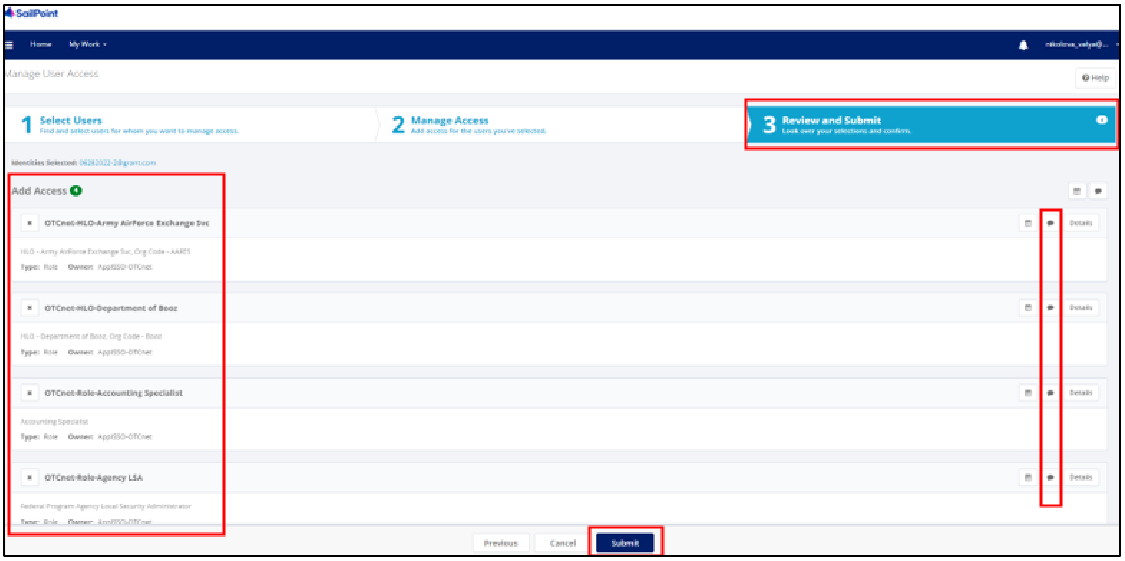


Application Tip

Multiple **HLOs or roles** can be selected.

7. Review the requested **HLOs or role(s)** as shown in Figure 4. Select the **voice bubble** on the right side to add any comments on the **HLO or role**, as needed. Then select the **Submit** button when finished.

Figure 4: Review and Submit Add Access Screen



8. A confirmation message will appear. You will also receive an **e-mail** confirmation. The request is now pending approval.