## 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.

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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.

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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".



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.

 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.

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Figure 3: Manage Access/Add Access Screen

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

**Application Tip** 

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.