Remove an Endpoint/Role for a User in OTCnet
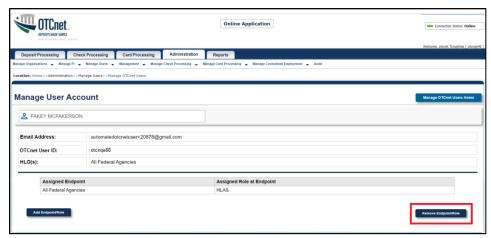
To remove an endpoint/role for OTCnet User, complete the following steps:

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

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.
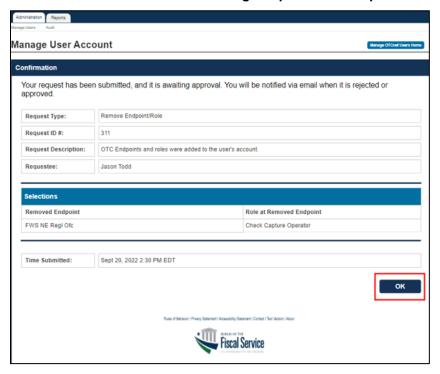
8. Then select the **Submit** button to submit your request.

Figure 2: Select an Endpoint and Role to Remove Screen

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

💡 **Application Tip**

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