Remove User Access in SailPoint IIQ

To remove 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.
- 3. Search for the user by typing their **email address** and select the **Search** button (blue magnifying glass) as shown in Figure 1.
- 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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Manage User Access	
1 Select Users Tirel and release course for whom you wave to manage access.	2 Manage Access Add access for the cases you've selected. 3 Review and Submit
jane.doe@example.com	Q Titters 🗸
Memities Selected: None Jane.doe@example.com Usemame: (3368:27-c2ce-4cas-97d)-c5ed8a s2x16	Showing 1-1 of 1

Figure 1: Search Users Screen

 Select Remove Access as shown in Figure 2. Then select the Magnifying Glass icon to the right of the text box to return all currently assigned HLOs or roles for the selected user. Select Next.

Figure 2:	Remove	User	Access	Screen
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1 Select Users Find and select users for wh	om you want to manage access.	2 Manage Access Add access for the users you've selected.	3 Review and Submit Look over your selections and confirm.	
	Add Access		Remove Access ()	
	Search Current Access		T Filters V	
Identities Selected: jane.doe@exam	ple.com	Showing 1-4 of 4		
caiaUser				
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ECP-Administration-E	CP Customer Service		Details	
·		Previous		



The requestor will only be able to remove **HLOs or roles** that they are authorized to manage.

6. Review the information to confirm the removal as shown in Figure 3. You may add any comments using the **voice bubble** on the right side. Then select the **Submit** button to confirm the changes.

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Manage User Access		• Help
1 Select Users Find and select users for whom you want to manage access.	2 Manage Access Add access for the users you've selected.	3 Review and Submit Okor Submit
Identities Selected: jane.doe@example.com		
Remove Access 1		
ECP-Administration-ECP Customer Service Type: Role Owner: AppISSO-ECP		Details
	Previous Cancel Submit	

Figure 3: Review and Submit Remove Access Screen



Application Tip

If the information is incorrect, select the **Previous** button to modify the removal.