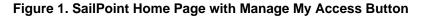
## **Request Your OTCnet Access in SailPoint IIQ**

To request access for yourself in SailPoint IIQ, complete the following steps:

1. From the **Home** screen of SailPoint, navigate to **Manage My Access** through the **Manage MyAccess** button as shown in Figure 1.



Sa	SailPoint						
=	Home My Work +						
n H	ome						
	Manage My Access	>	Notifications	>			

2. On the **Manage My Access** screen, ensure that **Add Access** tab is selected as shown in Figure 2.



### **Application Tips**

Search for the specific **HLO** name (e.g., Alaska USA Federal Credit Union) and user **role** (e.g., Check Capture Operator). If the HLO or user role's name is not known, type **HLO/Role** in the search field.

- 3. Search for an **HLO**. Select an **HLO** by clicking the **checkmark** to the left of the **HLO**'s name.
- 4. Continue on the same screen to search for a user role. Select a **role** by clicking the **checkmark** to the left of the **role's** name. Then select **Next.**



#### **Application Tips**

- Multiple HLOs and roles can be selected.
- All roles selected in SailPoint IIQ will be validated (and edited as needed) in OTCnet by the designated PLSA/LSA.

Figure	2.	Add	Access	Screen
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4 SailPoint			
🖽 Hame My Work -			
1 Manage My Access Select access you would like to add or remaine.	2 Review and Submit Lick over your telemons and confirm.		
Add Access		Remove	Access
Role		٩	T filters 🗸
San C	Showing 1-12 of 42		
OTCnet-Role-Accounting Specialist			
Accounting Specialist Type: Role - Owmen: App550-010Het			
OTCnet-Rale-Agency LSA			
Federal Program Agency Local Tenarity Administration Type: Aul: General App/SD-OTChes			
OTCnet-Role-Agency Manager			
Agency Manager - The agency warr in this role can view/itswelland CRN and view reports. Typen: Role :: Owners: Appl500-010/est			
OTCnet-Role-Agency Onboarding and Support (AOS)			
	Next		

- 5. On the **Review and Submit** screen, verify the requested **HLOs** and **role(s)** are correct. Select the **voice bubble** to the right of the **HLO** or **role** to add any comments.
- 6. Select the **Submit** button at the bottom when finished, as shown in Figure 3.

### Figure 3. Review and Submit Screen

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		e nep
1 Manage My Access Setect access you would like to add or remove.	2 Review and Submit Load own your selections and confere.	۰
Add Access O		
* OTCnet-HLO-Army AirForce Exchange Svc		Details
HLD - Army Addiona Exchange Swi, Org Code - AARES Types: Role — Deeser: App550-OTCne:		
* OTCnet-HLO-Customs and Berder Protection		Details
HLO - Customa and Border Protection, Org Cade - CBP Types: Rola: Owner: AppISSD-OTCres		
* OTCnet-Role-Agency LSA		Details
Federal Program Agency Local Security Administrator Types Rote Owners Agr/330-07Cnet		
* OTCnet-Role-Agency Manager		Details
Agency Monager - The agency user in this rule can view idownload CRA and view reports. Type: Role Owner: Appl300-0TCner.		
	Presidual Cancel Submit	

7. A confirmation message will appear. SailPoint IIQ will automatically notify the necessary approvers to review the request. Once approved, your PLSA/LSA can create your identity in OTCnet and assign endpoints and roles for you.



# **Application Tips**

- You will receive an autogenerated email when your user account is created in OTCnet.
- Then you can access the OTCnet application.