

Create a User Identity (User ID)

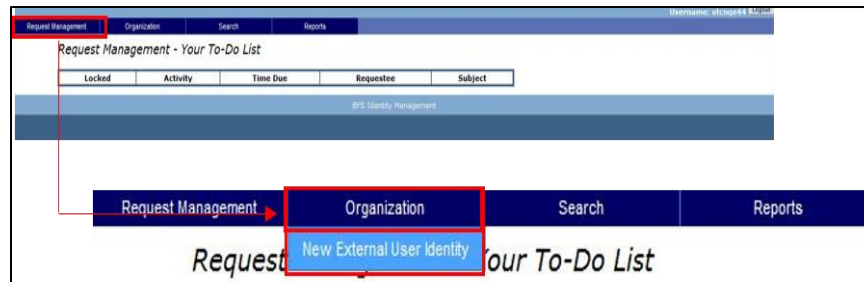
To create a user identity, complete the following steps:

1. Log in to Over the Counter Channel (OCTnet)—from **Administration**, select **Manage Users**.
2. Log in to IBM Security Identity Manager (ISIM) with your OCTnet credentials as shown in Figure 1. The *Request Management-Your To-Do List* page appears.

Figure 1: Log in to ISIM

3. From the main menu bar, select **Organization** and click **New External User Identity**. The *New External Identity* page appears, as shown in Figure 2.

Figure 2: New External User Identity



4. Under the **External** tab, enter your personal information details:
 - **Legal Prefix**
 - **Legal Name**, required
 - **Legal First Name**, required
 - **Legal Middle Name**
 - **Legal Last Name**, required



Application Tip

The **Generation Identifier/Suffix** and **Organizational Roles** details are not applicable. The **Organizational Roles** details populates after the user's identity is successfully created.

5. Click the **Corporate** tab.
6. From **Identity Organization**, click **Search**. The *Search: Identity Organization* dialog box appears.
7. Enter the organization name in the text box and click **Search**.



Application Tip

If you do not know the full name of the organization, enter a partial name search.

8. From the resulting list, click the organization name that you wish you to add.
9. Scroll to the bottom of the dialog box and click **Add** and **Done**.
10. From **Sponsoring Application**, click **Search**. The *Search: Sponsoring Application* dialog box appears.



Application Tip

The **Primary Location** search functionality is optional to identify the user's primary base location. The steps mirror those of *Sponsoring Application*.

11. Select **OTCnet (SSO)** from the list.
12. Scroll to the bottom of the dialog box and click **Add** and **Done**.
13. Click the **Contact** tab.
14. Enter the appropriate contact details:
 - Enter an **Email Address**, *required*
 - Enter a **Mobile Phone**
 - Enter an **Office Phone**, *required*
 - Enter a **Pager number**
 - Enter an **Office Fax Number**
 - Enter an **Office Room Number**, *if applicable*
 - Enter an **Office Street address**, *required*
 - Enter an **Office Street Address 2**, *if applicable*

- Enter a **City**, *required*
- Enter an **Office State**, *required*
- Enter an **Office Postal Code**, *required*
- Enter an **Office Country**, *required*



Application Tip

The **Telephone Number** field may not include special characters including, but not limited to hyphens, periods, spaces, and parenthesis.

15. Click the **Schedule for Now** or **Schedule for Later** radio button.



Application Tip

If the **Schedule for Later** radio button is selected, enter the **Date** and **Time** the ID should be created.

16. Click **Submit**. The *Request Management – Your Pending Requests* page appears.



Application Tip

To verify creation of a new identity, select **Request Management**, and click the **View Pending Requests** or **View Completed Requests**.
