Modify User Status

To modify user status, complete the following steps:

1. From the main menu bar, select **Search** and click **Person**. The *Search Person* page appears.

2. From the **Select** drop-down menu, select **External**.

💡 **Application Tip**

By default, the **Select** drop-down menu is set to **External**.

3. From the **Where** drop-down menu, select a criteria type.

💡 **Application Tip**

By default, the **Where** drop-down menu is set to **Full Name**. Choose any option as needed.

4. Enter the search criteria in the blank text box on the right and click **Search**. The *Search Person* page appears with the results of your search criteria.

💡 **Application Tip**

By default, the drop-down menu after **Where** is set to **Contains**. Choose any option as needed.

5. Click the **Select** hyperlink of the account for whom you would like to suspend, restore, or de-provision an OTCnet account. A *Manage User* page appears.

6. Click **Manage Accounts**. The *Manage Accounts* page appears.

7. Select the **Service (OTCnet)** you want to suspend, restore or de-provision by checking the check box under the **Select** column, then complete the following steps, the *Manage Accounts* page appears after each you click each item:

   o Click **Suspend**

      Or

   o Click **Restore**

      Or

   o Click **De-Provision**

8. 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 User ID should be created.

9. Click **Submit**. The *Request Management—Your Pending Requests* page appears.

Application Tips

- To verify the account was successfully modified, select **Request Management**>**View Pending Requests** or **View Completed Requests**.
- To finalize the modification of a user's OTCnet account, an approver (**Primary Local Security Administrator [PLSA]** or **Local Security Administrator [LSA]**) within the same OTC Endpoint or hierarchy must approve the request.

10. Log in to IBM Security Identity Manager (ISIM), under **Activity**, click **Account Approval**, as shown in Figure 1.

Figure 1: Request Management- Your-To-Do List (Account Approval)

11. The *Approve/Reject the Request* page appears. Click **Approve**.

12. *The Request Management—Your Pending Requests* page appears.