Create a User Identity

To create a user identity, complete the following steps:

1. Log into OCTnet and select **Manage Users** under the **Administration** tab.

2. Log into the IBM Security Identity Manager (ISIM) with your OTCnet credentials. The *Request Management-Your To-Do List* page appears.

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

4. Under the **External** tab, enter the personal information details.
    - Enter the user's **Legal Prefix**
    - Enter the user's **Legal Name**, *required*
    - Enter the user's **Legal First Name**, *required*
    - Enter the user's **Legal Middle Name**
    - Enter the user's **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's name in the text box and click **Search**.

> **Application Tip**
>
> If you do not know the full name of the organization, you can enter a partial name search.

8. From the resulting list, click the organization's name you want 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.

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*

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 identity should be created.

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

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