



A Manager's Guide For Approving Access to Communities/Groups

Office of Environmental Information
Office of Information, Technology, and Operations
National Security and Operations Division



1. Purpose.

This document is intended as a guide for managers who have the responsibility of approving or rejecting requests for access to a Community/Group, using the OIM Console.

2. Steps for approving/rejecting requests for access to your Community/Group.

When a user requests access to your Community/Group, you will receive an email alert with the type of request that has been made (see Figure 1 and Figure 2).

Figure 1 : Manager Notification – WAA and Community Request

Dear <Sponsor Name>,

<User Name> has named you as their EPA Sponsor for a new external affiliate account with access to the <Name> application.

Please REPLY TO ALL on your agreement/disagreement to sponsor this person. Sponsoring a person confirms that the requester is supporting EPA business and requires access to this application.

If an email response is not received from you within 10 days, the request will be denied.

Below is the contact information for <User Name>:

<User Email>
<User Address>
<User Telephone>

Community Manager: Once approved by the sponsor you may approve or reject the request for access by logging into the IdM site at <https://wamssopr.d.epa.gov/identity>. Click on the "Pending Approvals" tile and select the appropriate request from the list, then Click Approve/Reject.

If you have questions regarding the WAA site, please contact the EPA Customer Call Center at: epacallcenter@epa.gov or 1-866-411-4EPA.

Sincerely,
WAM Support

Figure 2 : Manager Notification – Community Request Only

Dear <Community Manager>,

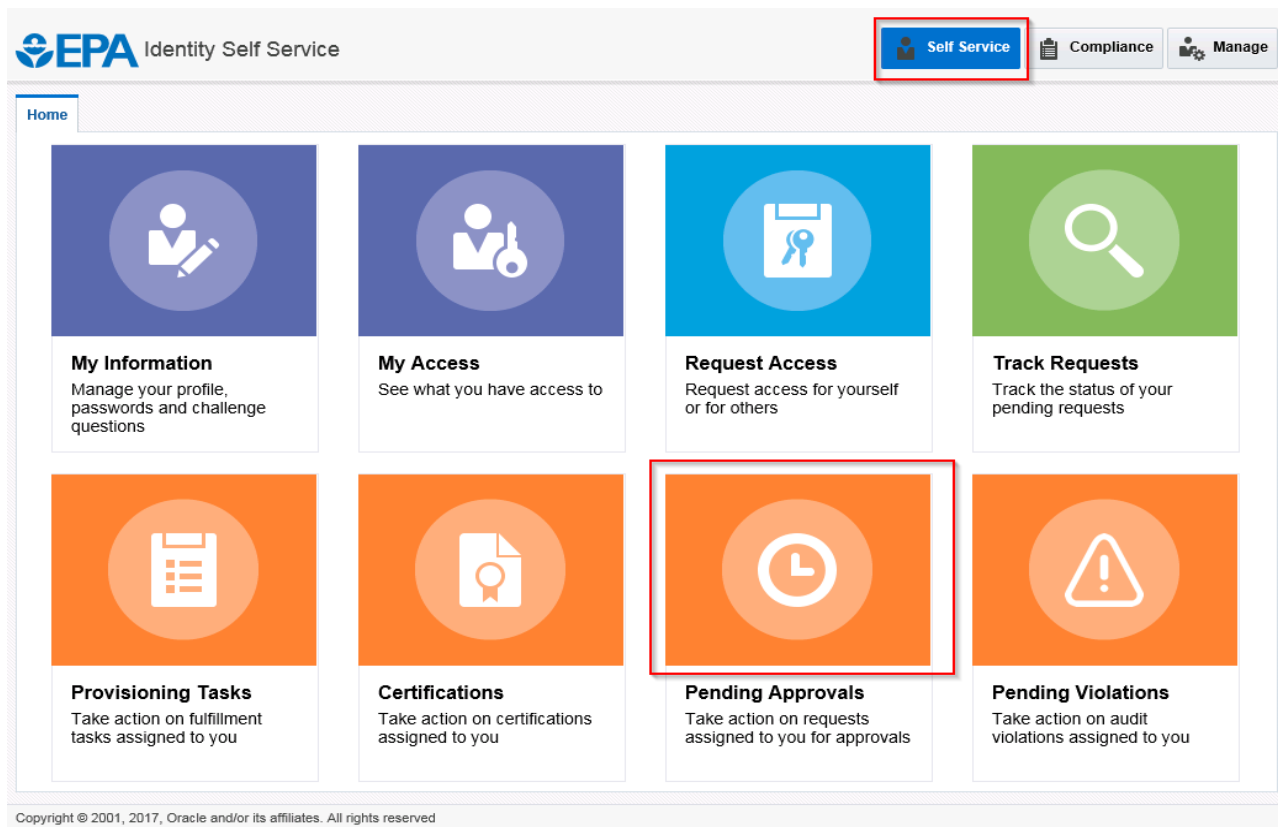
A potential user, <User Name> has requested access to the <Name> Community.

To approve or reject the request for access, please log into eIDW site at <https://wamssopr.d.epa.gov/identity> and click on the "Pending Approvals" tile and select the appropriate request from the list and Click Approve/Reject.

Sincerely,
EPA WAA Manager

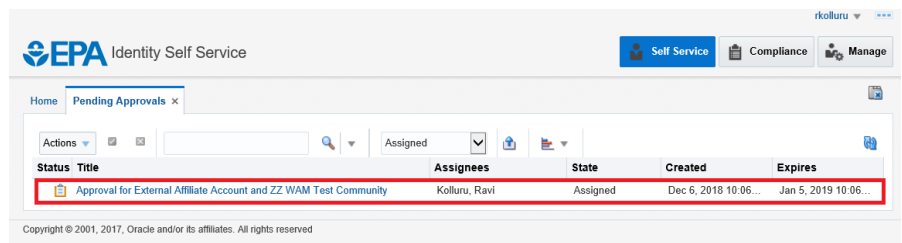
To view requests to your Community/Group, follow these steps:

1. Open your web browser and visit <https://wamssopr.d.epa.gov/identity>
2. Log in with your LAN ID credentials.
3. Click on **Self Service** in the upper right. *(It may already be selected.)* Then, click on **Pending Approvals** from the options below.



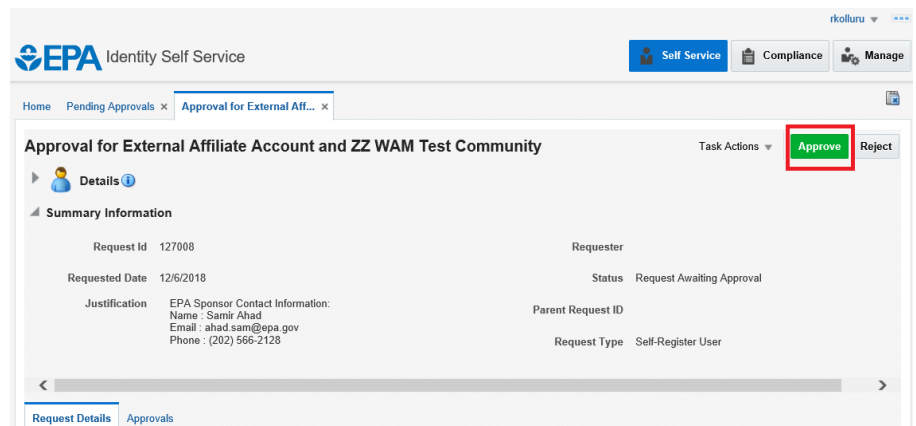
4. Select the appropriate request from the list.

As the Community/Group Manager and based on the sensitivity of the data in your community, please ask the requester any additional questions that you believe are necessary for verification.





- Once you have verified the user, click *Approve* or *Reject* from the top right corner.



- When you approve or reject a request, an email is sent to the requestor to notify them that their request has been approved or rejected (see Figures 4 and Figure 5).

Figure 4: Notification to User - Community Request Accepted

Dear <firstname lastname>,

Your request for access to the <Name> Community has been accepted.
The next time you log in to the EPA WAA you will be able to access the Community.

If you have any problems with your access please contact the Community Manager.

Sincerely,
EPA WAA Manager

Figure 5: Notification to User - Community Request Rejected

Dear <firstname lastname>,

Unfortunately, your request for access to the <Name> Community has been rejected based on confirmation of the information you provided.

If you have questions regarding your access, please contact EPA Customer Call Center via email at: epacallcenter@epa.gov or phone at 1-866-411-4EPA

Sincerely,
EPA WAA Manager