



User's Guide For Requesting Access To Communities/Groups

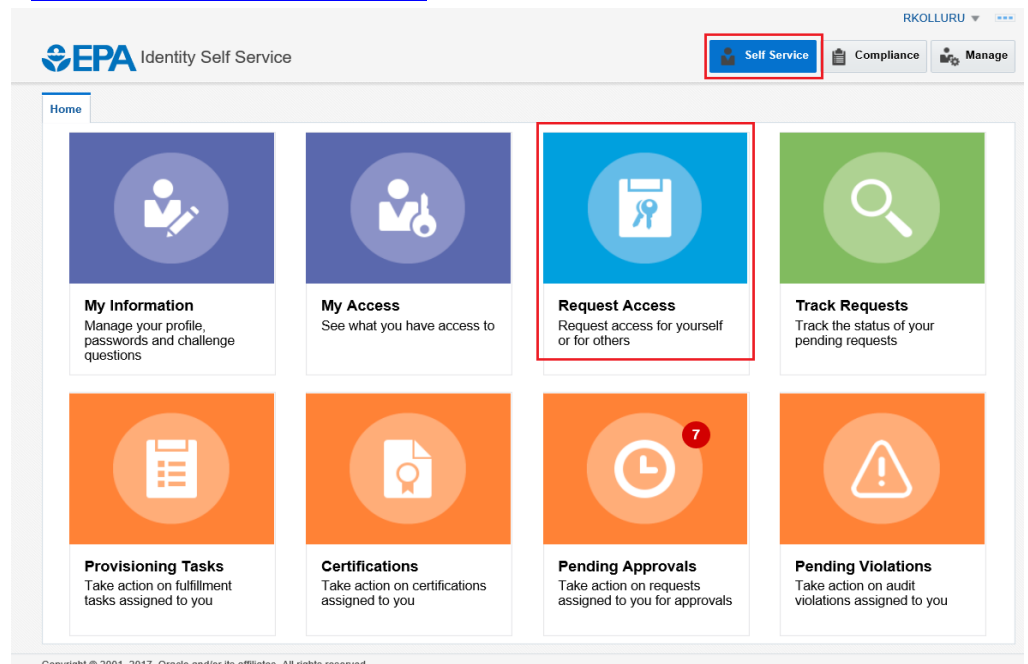
Office of Environmental Information
Office of Information, Technology, and Operations
National Security and Operations Division

1. Purpose.

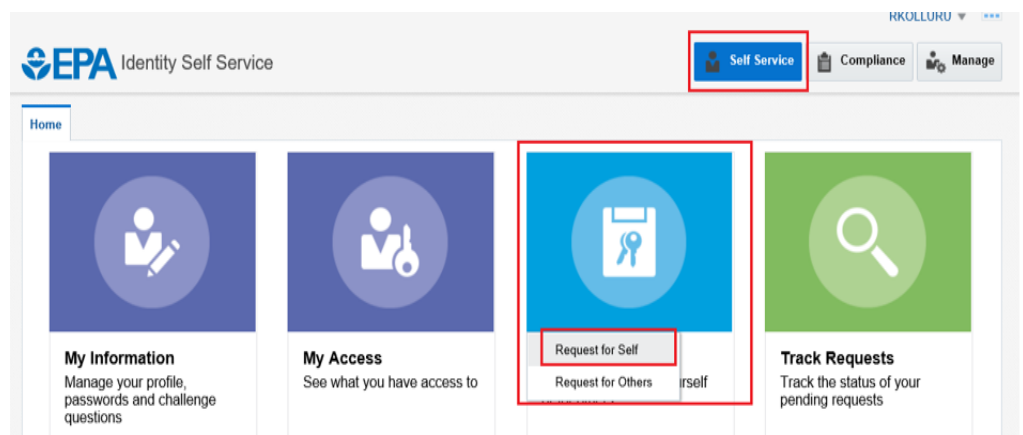
The purpose of this document is to guide users on how to request access to a Community/Group using the OIM Console. External Communities must use <https://waa.epa.gov> to request access.

2. Request access to a Community/Group.

- Open your web browser and visit <https://wamssopr.epa.gov/identity>
- Log in with your LAN ID credentials.
- Click on **Self Service** in the upper right. Then, click on **Request Access**.

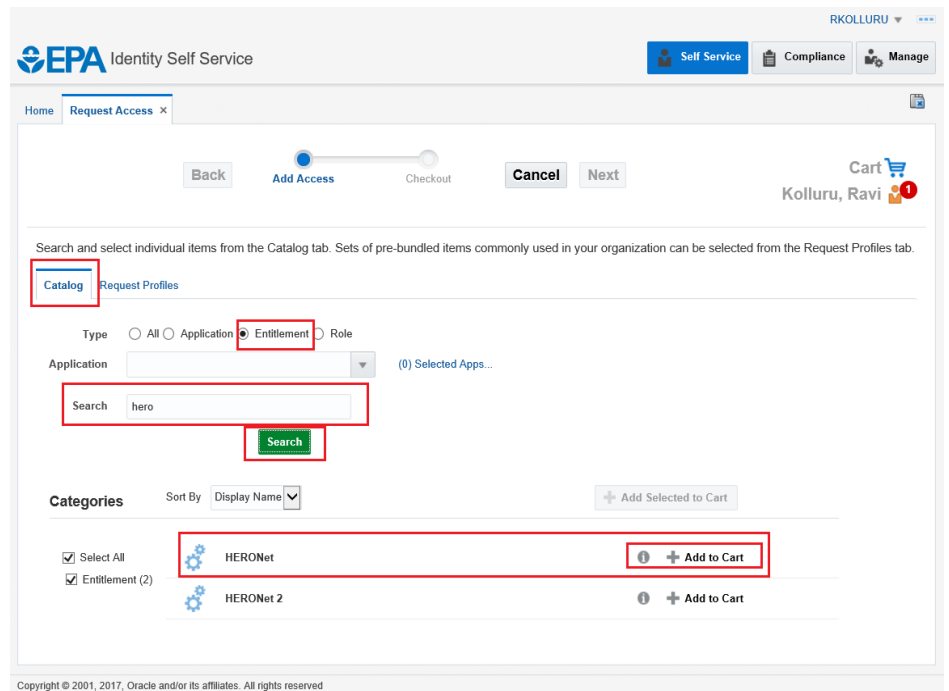


- Click on **Request for Self**.



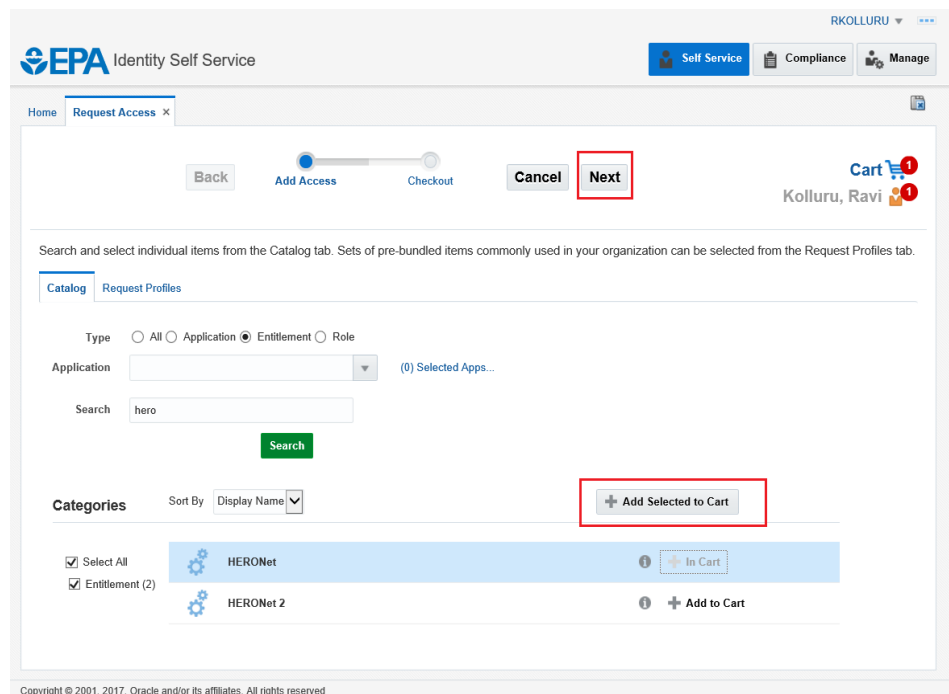
e) Under the Catalog tab, click on **Entitlement**. In the Search field, type in the name of the Community/Group being requested. Click the **Search** button.

f) From the list under Categories, highlight your preferred Community/Group and click **Add to Cart**.



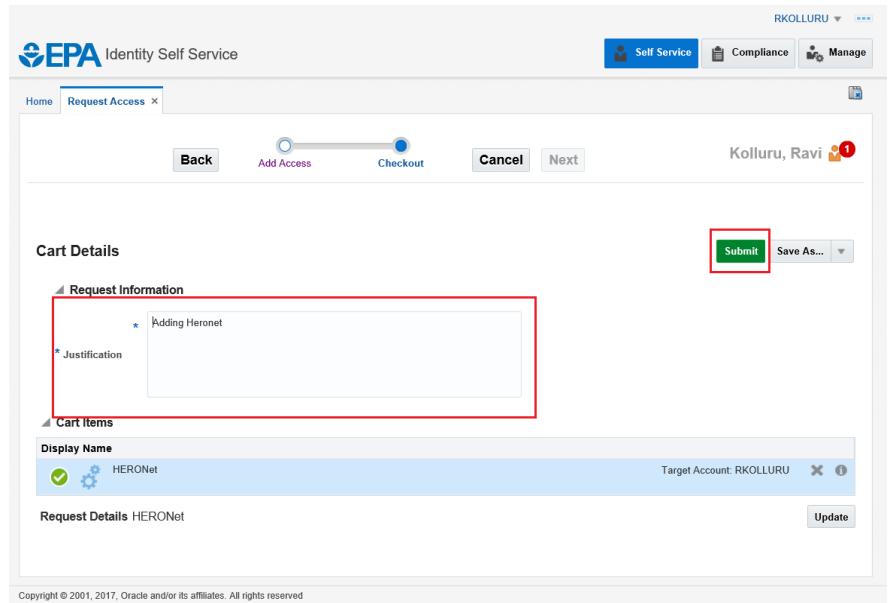
The screenshot shows the 'Request Access' page in the EPA Identity Self Service portal. The user is logged in as 'RKOLLURU'. The page has a navigation bar with 'Home', 'Request Access', 'Add Access', 'Checkout', 'Cancel', and 'Next' buttons. A progress indicator shows 'Add Access' is the current step. A 'Cart' icon in the top right shows 'Kolluru, Ravi' with 1 item. Below the navigation, there is a search section with 'Catalog' and 'Request Profiles' tabs. The 'Type' section has radio buttons for 'All', 'Application', 'Entitlement', and 'Role', with 'Entitlement' selected. The 'Application' dropdown is empty. The search field contains 'hero' and a green 'Search' button is highlighted. Below the search, the 'Categories' section shows a list of items: 'HERONet' and 'HERONet 2'. The 'HERONet' item is highlighted in blue, and its '+ Add to Cart' button is highlighted with a red box. The 'Entitlement (2)' checkbox is checked. At the bottom, there is a copyright notice: 'Copyright © 2001, 2017, Oracle and/or its affiliates. All rights reserved.'

g) This will grey out the selected group. Click on the **Next** button at the top right.



The screenshot shows the same 'Request Access' page as above, but with the 'HERONet' item now greyed out. The '+ Add to Cart' button for 'HERONet' is now labeled 'In Cart'. The 'Next' button in the top navigation bar is highlighted with a red box. The 'Add Selected to Cart' button in the categories section is also highlighted with a red box. The 'Entitlement (2)' checkbox remains checked. At the bottom, there is a copyright notice: 'Copyright © 2001, 2017, Oracle and/or its affiliates. All rights reserved.'

- h) Enter the reason for your request in the **Justification** field and then click the **Submit** button.



- i) Finally, the request submission acknowledgement message is displayed. You can log off.

