

# Delegated Administrator (DA) Checklist

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Organization Name and Location: \_\_\_\_\_

Organization Authorized Representative: \_\_\_\_\_

Organization DAs: \_\_\_\_\_

IAM Portal home page: <https://iamportal.services.ncdot.gov/ofis>

## Approve or Deny Entitlement Request

1. Receive an email from the IAM Portal containing an employee's entitlement request.
2. Open the email. Click the entitlement request link. Then log on to the IAM Portal using your NCID and password.
3. Alternatively, go to the IAM Portal home page and log on using your NCID and password. Click the **Approval Dashboard** link, select the option under "My Pending Requests" to approve Pending Entitlement requests.
4. Click the Approve/Deny icon next to the request. Click the Information icon instead for additional details.
5. Approve or deny the request. If denial, you must enter a reason for denial. If you don't want to give a reason, use "Reason not given."
6. Confirm your choice and return to the dashboard.
7. The user receives an email stating that the request was approved or denied. Denial emails include the reason.

## Verify User Access (Ongoing, As Needed)

1. Users with approved entitlements should visit Connect NCDOT (<https://connect.ncdot.gov>). Login using NCID.
2. Under **your project team sites or other assigned areas**, users should have permission to navigate freely.
3. Ensure that your users can access the right content as communicated to you by your NCDOT project contact and that the users have the appropriate read or read/write permissions to content.

## Remove User from Organization (Ongoing, As Needed)

1. Go to the IAM Portal home page and log on using your NCID and password.
2. Click the **User Manager** link and search for the approved user.
3. Once user is returned in the search results, click the minus sign (enclosed in red circle) to remove the user from your Organization. Confirm the removal.

## Certify Organization Membership (Annual Requirement)

1. Go to the IAM Portal home page and log on using your NCID and password.
2. Click the **Certify Organization** link and then click search to see list of current users.
3. Once user is returned in the search results, click the minus sign (enclosed in red circle) to remove the user from your Organization. Confirm the removal.
4. Once you finish confirming your Organization membership is accurate, then click **Certify**. Once re-certified, your next certification date will automatically advance to one year later. If your Organization' was in a suspended state prior to re-certification, then please allow 24-48 hours for reinstatement to occur. All current Delegated Administrators will be notified.

***Please logout and close your browser after you complete your transactions!***

