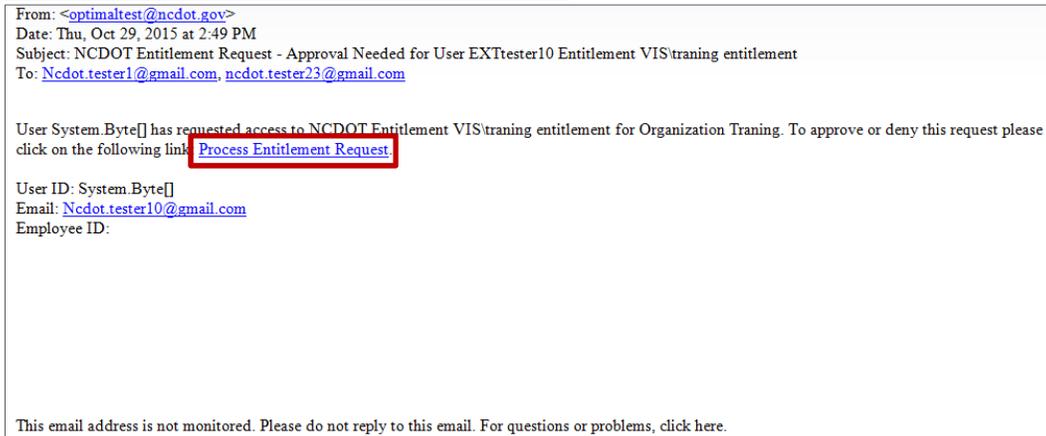


# Approve or Deny Entitlement Request from an External User

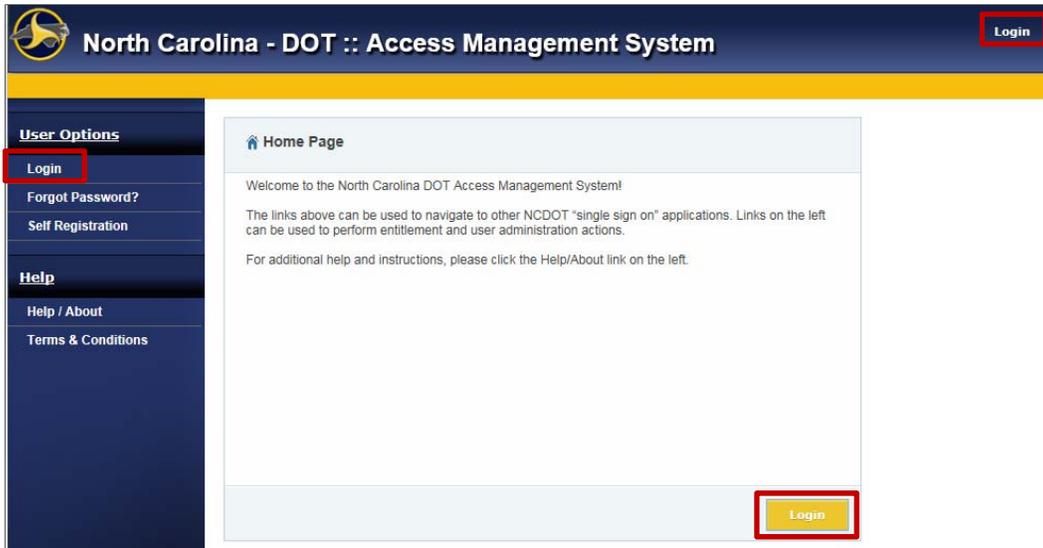
*(Note: NCDOT Construction Project Team Sites are used as examples but general procedures are the same for other NCDOT Project Team Sites.)*

For the Project Team Sites, you must use Internet Explorer, version 10 or higher.

1. An email with the subject **NCDOT Entitlement Request** asks you to approve or deny a request. Click the **Process Entitlement Request** link. You can also go directly to the Access Management home page: <https://iamportal.services.ncdot.gov/ofis/public/alt/>.



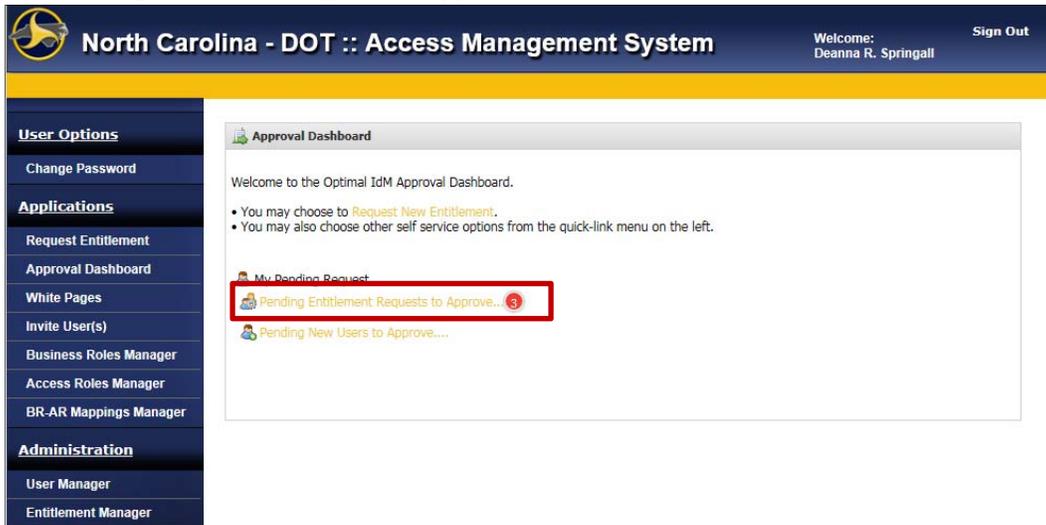
2. Click **Login**.



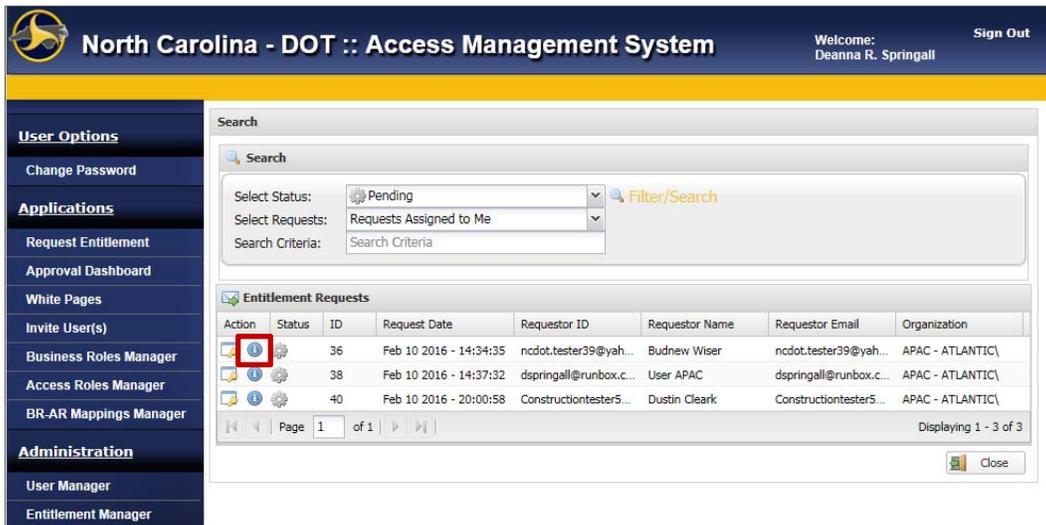
3. Enter your NCID and password and click **Log On**.

4. The lower left corner of the screen confirms your role as a Delegated Administrator (DEL\_ADMIN). Click **Approval Dashboard**.

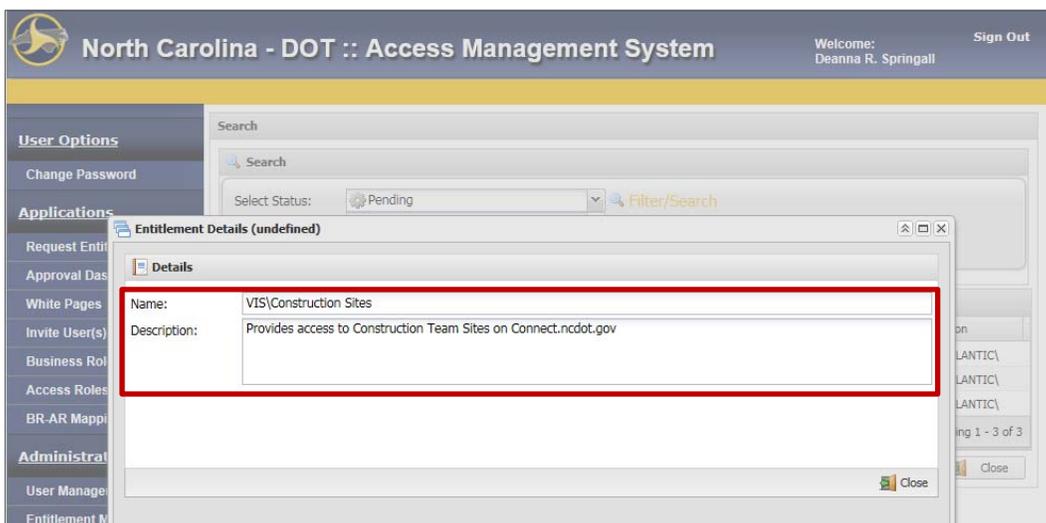
- Click **Pending Entitlement Requests to Approve**.



- For additional information on the entitlement request, click the **Information** icon next to the requestor ID.



A dialog with entitlement details appears.



- Click the **Approve/Deny Request** icon next to the requestor ID to go to the approval screen.

**North Carolina - DOT :: Access Management System** Welcome: Deanna R. Springall [Sign Out](#)

**User Options**

- Change Password

**Applications**

- Request Entitlement
- Approval Dashboard
- White Pages
- Invite User(s)
- Business Roles Manager
- Access Roles Manager
- BR-AR Mappings Manager

**Administration**

- User Manager
- Entitlement Manager

**Search**

Select Status: Pending [Filter/Search](#)

Select Requests: Requests Assigned to Me

Search Criteria: Search Criteria

**Entitlement Requests**

Action	Status	ID	Request Date	Requestor ID	Requestor Name	Requestor Email	Organization
		36	Feb 10 2016 - 14:34:35	ncdot.tester39@yah...	Budnew Wisner	ncdot.tester39@yah...	APAC - ATLANTIC\
		38	Feb 10 2016 - 14:37:32	dspringall@runbox.c...	User APAC	dspringall@runbox.c...	APAC - ATLANTIC\
		40	Feb 10 2016 - 20:00:58	Constructiontester5...	Dustin Cleark	Constructiontester5...	APAC - ATLANTIC\

Page 1 of 1 | Displaying 1 - 3 of 3

[Close](#)

## Approve a Request

(Steps 8 and 9 for Deny Request follow this section.)

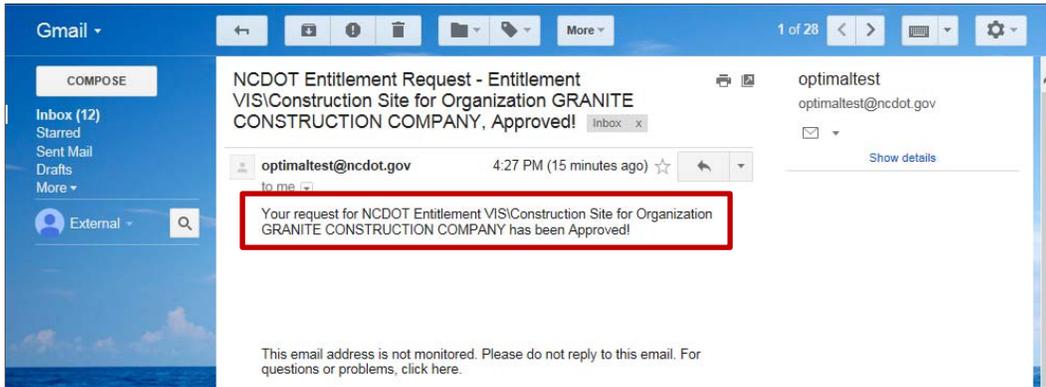
- Click **Approve**. (**Reset** clears the form and **Return to Dashboard** takes you back to the dashboard with no changes.)

The screenshot shows the 'Approve Entitlement Request' page in the North Carolina DOT Access Management System. The page header includes the system logo, the title 'North Carolina - DOT :: Access Management System', and a welcome message for Deanna R. Springall. A left-hand navigation menu contains sections for 'User Options', 'Applications', 'Administration', and 'Help'. The main content area is divided into four sections: 'Entitlement Details', 'User Details', 'Request Details', and 'Request Processing Details'. At the bottom of the main content area, there are four buttons: 'Approve' (highlighted with a red box), 'Deny', 'Reset', and 'Return to Dashboard'. The footer contains technical information like 'ROLE = DEL\_ADMIN' and 'AUTH\_LEVEL = BASIC', a user ID 'dot-visiamq01', a copyright notice for Optimal IdM, LLC, and a 'Home' link.

- Click **OK** to add the user to your organization and return to the dashboard.

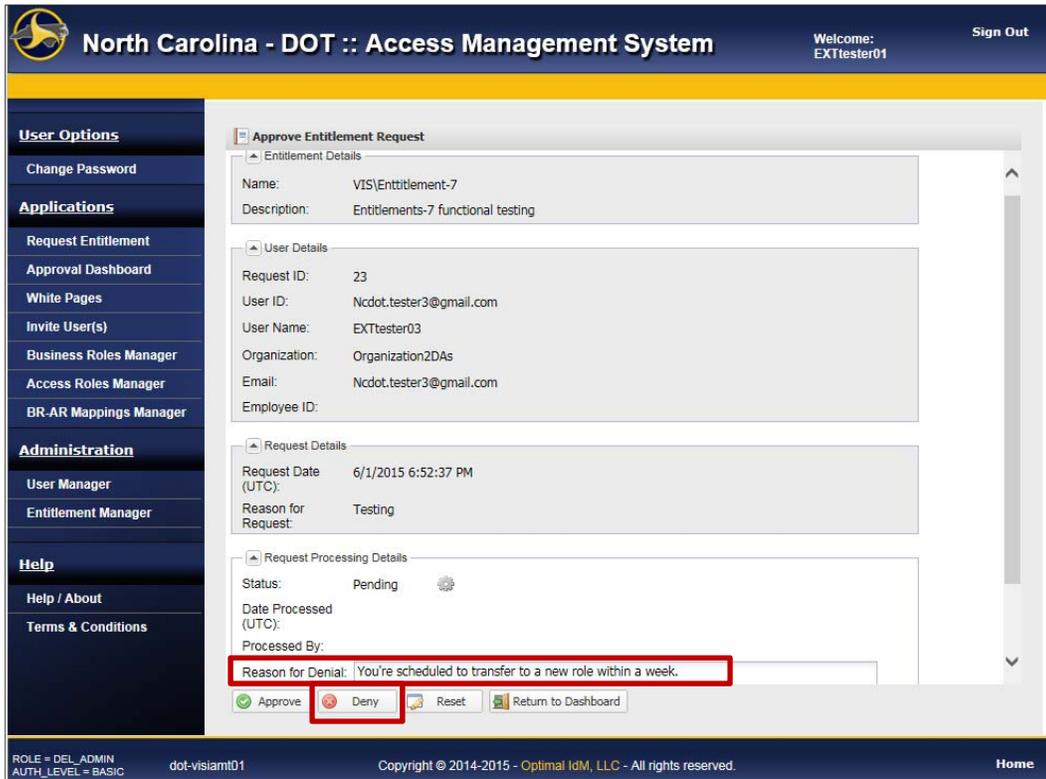
This screenshot shows the same 'Approve Entitlement Request' page as the previous one, but with a confirmation dialog box overlaid. The dialog box has a title bar that reads 'NCDOT Entitlement Request - Entitlement VIS\Construction Sites for Organization APAC - ATLANTIC...' and a message that says 'NCDOT Entitlement Request - Entitlement VIS\Construction Sites for Organization APAC - ATLANTIC, INC. THOMPSON ARTHUR DIVISION, Approved!'. An 'OK' button is highlighted with a red box. The background page content is partially obscured by the dialog box.

The user receives an email stating that the entitlement request was approved.

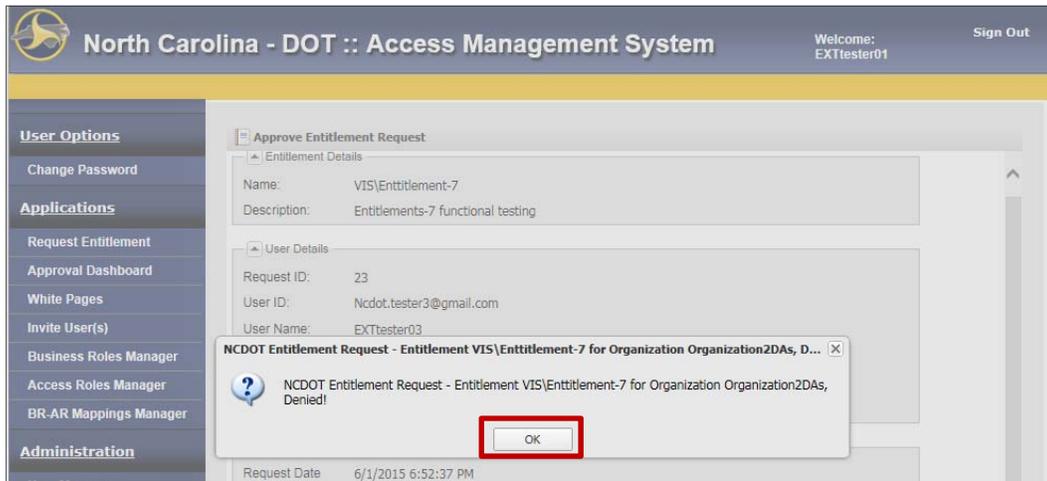


### Deny a Request

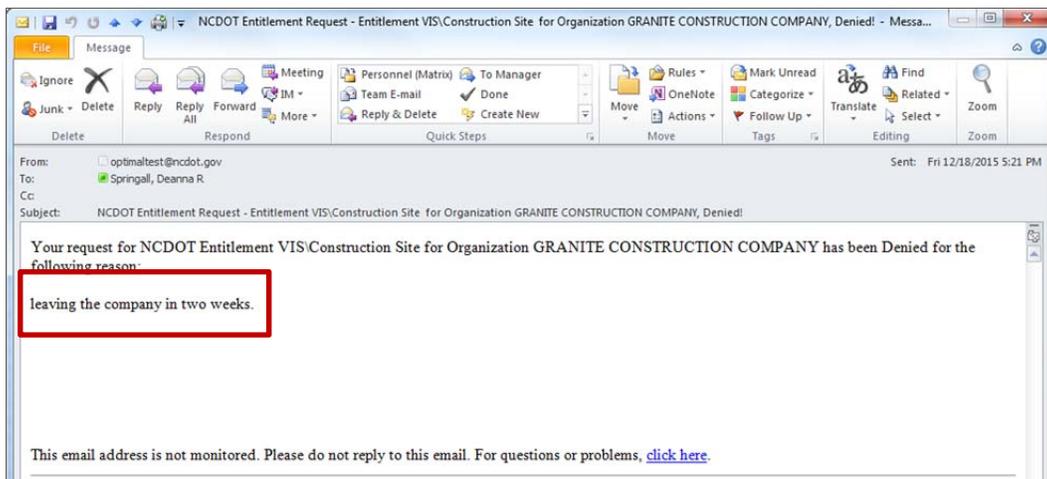
8. Enter a reason for denying the request, then click **Deny**. If you do not wish to give a reason, use “Reason not given.” (**Reset** clears the form and **Return to Dashboard** takes you back to the dashboard with no changes.)



- Click **OK** to return to the dashboard.



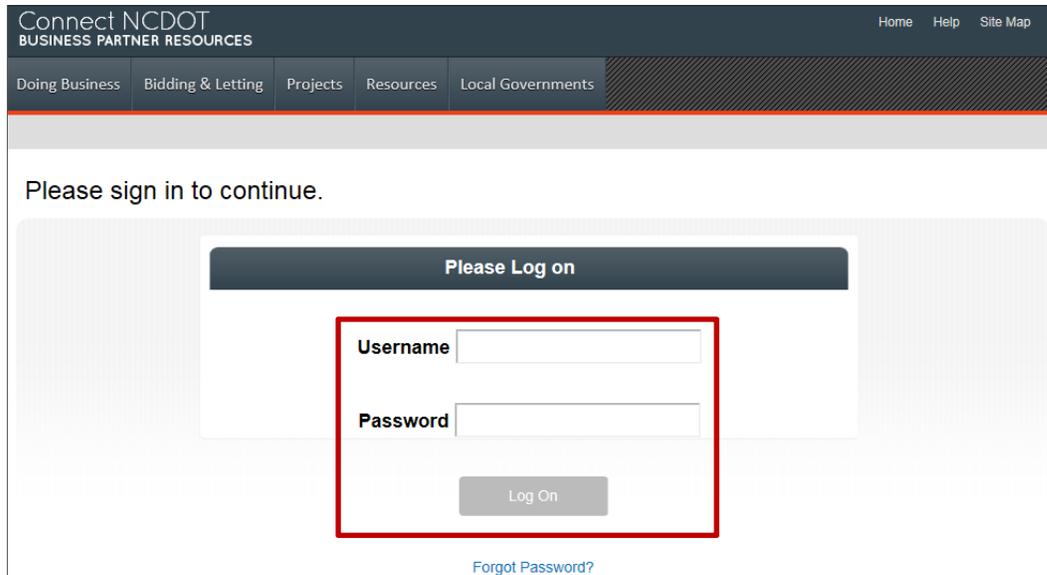
The user receives an email stating that the entitlement request was denied and including the reason.



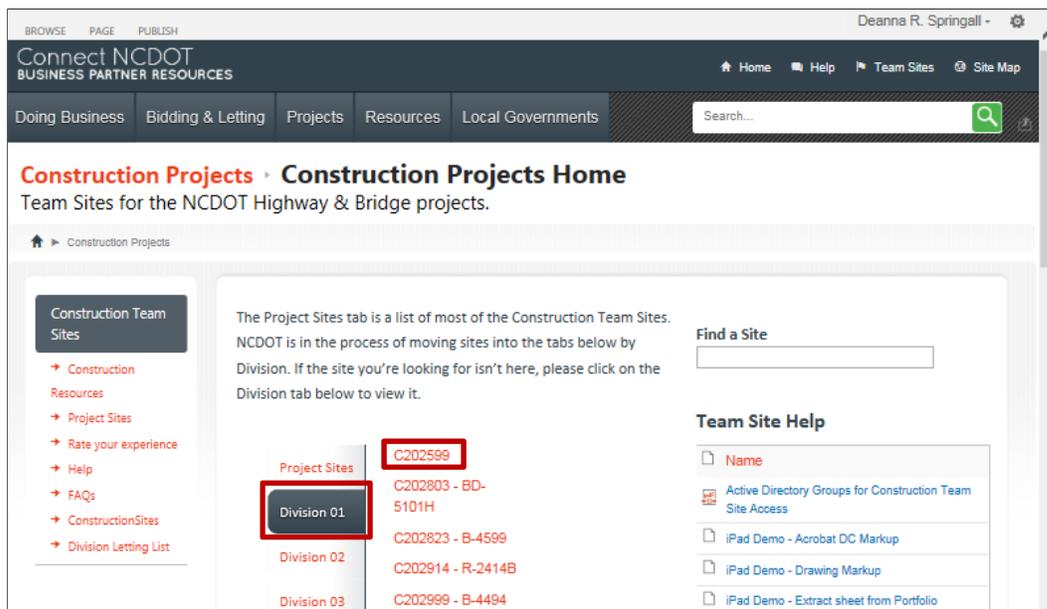
# Verify External User Access

Have your external users go through this procedure in your presence so you can confirm that they have the correct access to the project team site. *(Again, this example uses Construction Project Team Sites.)*

1. Go to the Construction Projects home page of Connect NCDOT (<https://connect.ncdot.gov/site/construction>).
2. Enter your NCID and password and click **Log On**.

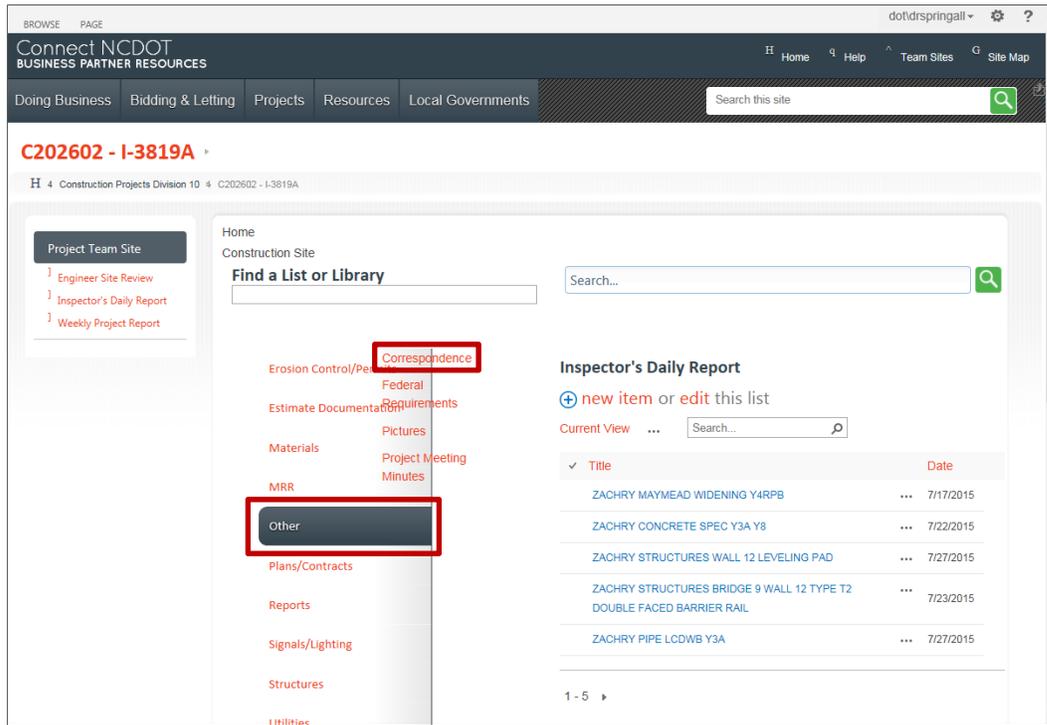


3. Click your **Division** and **Project number**.

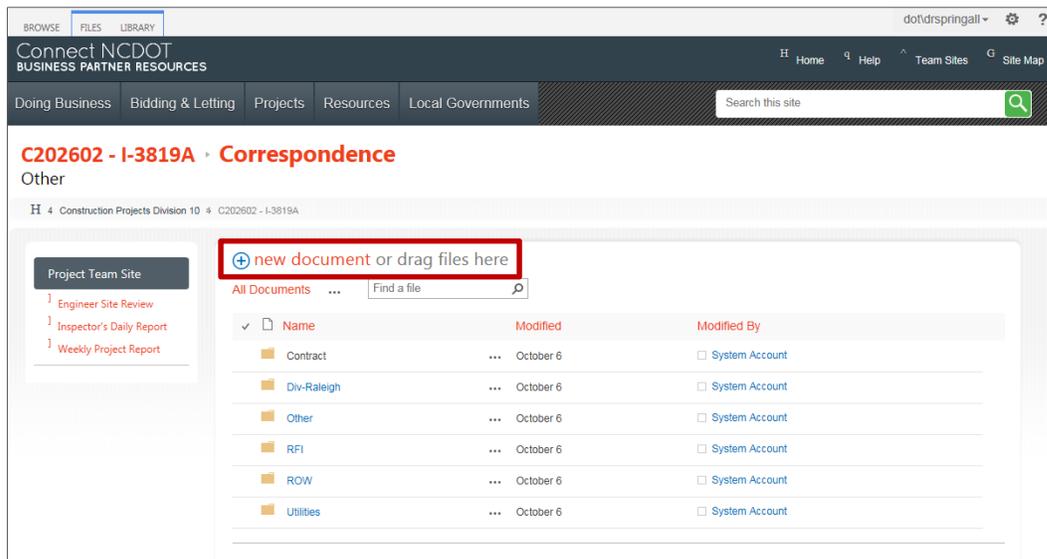


4. In your construction team site, ensure that you can see only the lists and libraries you need. At the end of this document is a table that lists what content can be accessed by which business role.

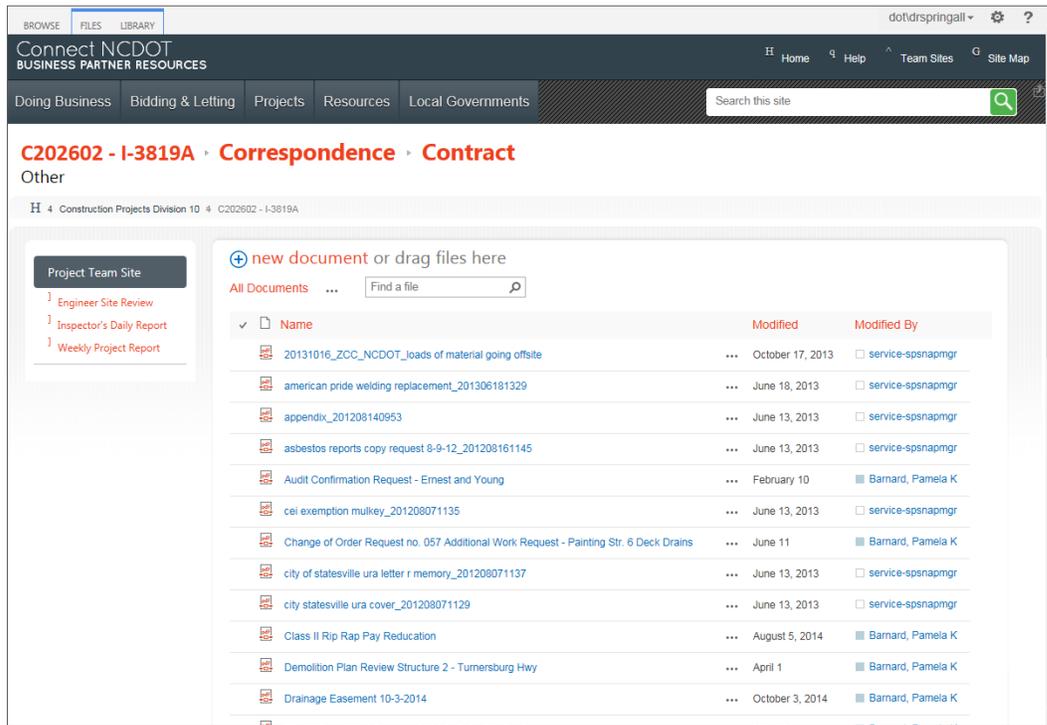
- For example, if you have a business role of Office Personnel in construction team site C202602 in Division 10, you should have access to the **Correspondence** library. Click the **Other** category, then **Correspondence**.



- See if you have the option to upload (add) documents by looking for the option to **+new document or drag files here**. If so, you have read/write access. If not, you have only read access. Those with the business role of Office Personnel should have read/write access to this library.



You can determine your access level the same way within individual folders.



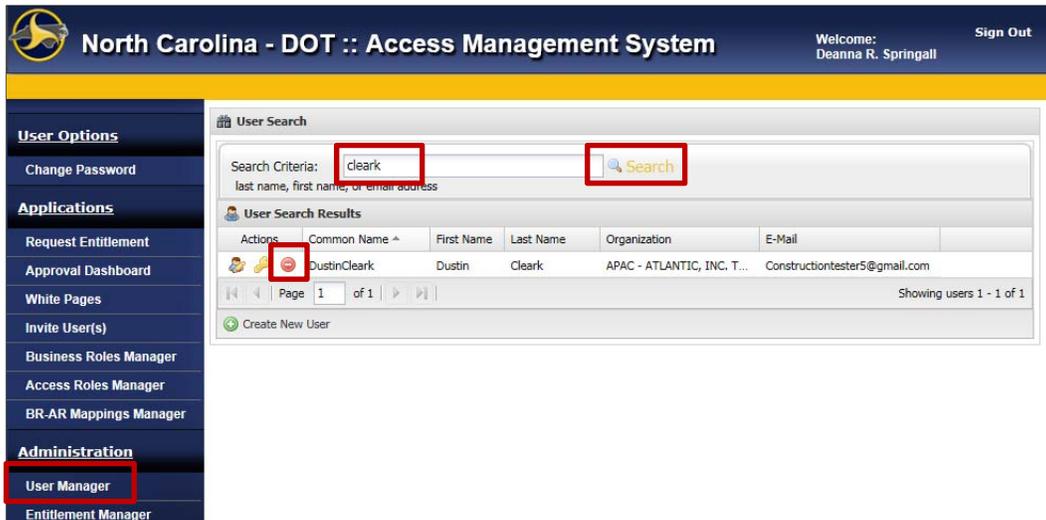
Below is an example of a Project Team Site Permissions Matrix. In this example, there are several different libraries (or content folders) and groups/roles with varying levels of permission to each library or folder. **Delegated Admins must communicate with their NCDOT Project Coordinators or Engineers to get the Project Team Site Permissions Matrix for their specific projects.** Each project team category can vary on content and permissions. In some cases, there will be only one permissions set for all employees granted access by the external companies.

Category	Content	Office Personnel	Construction Manager	Construction Field Personnel
Materials	Materials	X	Read	Read
MRR	Report of Materials Received	Read	Read	Read
Other	Correspondence	Read/Write	Read/Write	Read
Other	Federal Requirements	Read	Read	Read
Other	Project Meeting Minutes	Read	Read	Read
Other	Submittals	Read	Read/Write	Read
Other	Submittal Tracking	Read	Read	Read
Plans/Contracts	Contract Documents	Read	Read	Read
Plans/Contracts	Plans	Read	Read	Read
Plans/Contracts	Plans As Built	Read	Read	Read
Reports	CUF Project Assessment	Read	Read	Read
Reports	M&T 517QA/QC Density Gauge Random Location Worksheet	Read	Read	Read
Reports	Reports	Read	Read	Read
Reports	Truck Report	Read	Read	Read
Reports	Worksite Audit	Read	Read	Read

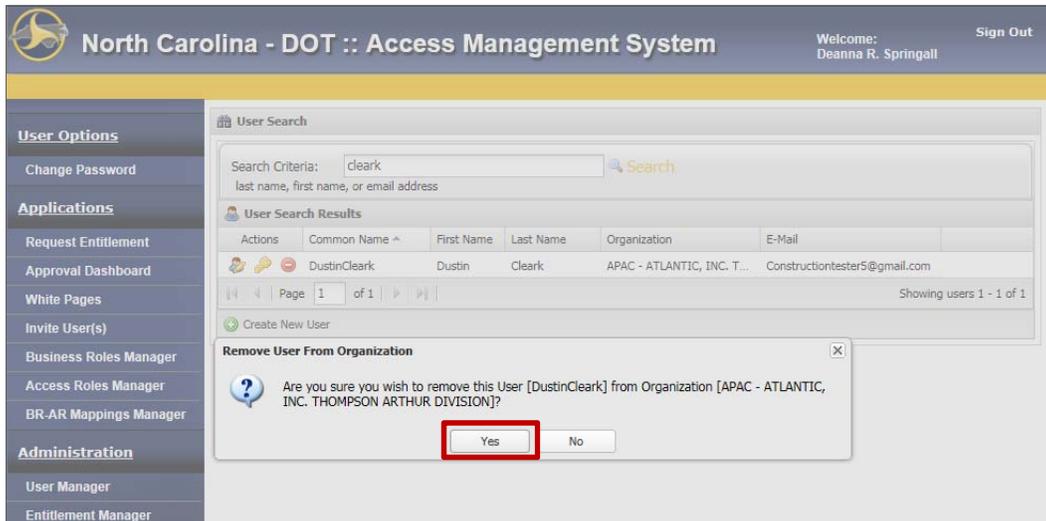


# Remove an External User from Your Organization

1. Go to the Access Management System home page and click **Login**:  
<https://iamportalq.services.ncdot.gov/ofis/public/alt/>.
2. Enter your NCID and password and click **Log On**.
3. Click **User Manager**, enter the user's name in the **Search Criteria** text box and click **Search**. Click the red minus icon next to the user you want to remove from the organization.



4. Click **Yes** to remove the user.



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