

### REJECTING A FUNCTIONAL ROLE ACCESS REQUEST

1. Select the **Access Management** link in the notification email to open the Access Management Console.
2. Enter your username and password to login.
3. Select **Pending Approvals**.

A list of Functional Role requests that are pending approval will be displayed.

4. Select the **Request ID** for the appropriate Functional Role.

A page with details for the requested Functional Role will display.

5. Select **Reject**.

The system will display a Confirm Rejection of Role Request dialog box.

6. Choose a Justification Reason from the drop down. A justification reason is required.
7. Enter a Rejection Justification Description (not all justification reasons require a description).
8. Select **Reject**.

A ribbon will display stating "Successfully rejected Functional Role request."

When a Functional Role request is rejected, the system will send an email notification to the Organization Administrator Group.

