

When an end user completes and submits the User Registration form, Organization Administrators receive an email notification to approve the user's request. The Organization Administrator who sent the Registration Invitation to the user will not receive the notification and cannot approve the registration request.

### APPROVING A NEW USER REGISTRATION

1. Select the **Access Management Console** 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 registration requests that are pending approval will be displayed.

4. Select the **Request Title** for the appropriate user.

If there are multiple requests for the same user email, only one should be approved. The other requests should be rejected. Follow the steps in the Reject a New User Registration QRC.

5. Review the user approved details.

User registration fields are not editable. If there are errors or incorrect information you should reject the request. Work with the Organization Administration Group and the user to submit a new registration request.

6. Select **Approve Registration**.

The system will display a Confirm Registration Approval dialog box.

7. Select **Confirm**.

The system will submit the approval task and a confirmation ribbon will display stating "User registration request approved successfully."

**It is recommended that you request the appropriate functional roles for the user at this time.**

