When an end user submits the User Registration form, all Organization Administrators except the for the one who sent the Registration Invitation will receive an email notification to approve the User Registration request.

REJECTING 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.
5. Select **Reject Registration**.
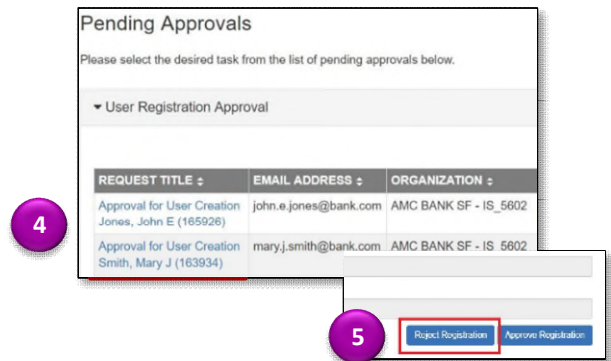
The system will display a Confirm Registration Reject dialog box. A justification reason is required. You must choose one of the following reasons:

- User no longer with organization
- Do not recognize user
- User already has an existing account
- Invitation sent to incorrect email address
- Other – Please explain (Justification Description will be required).

6. Choose a Justification Reason from the drop down.
7. Enter a rejection justification description (if required).
8. Select **Confirm**.
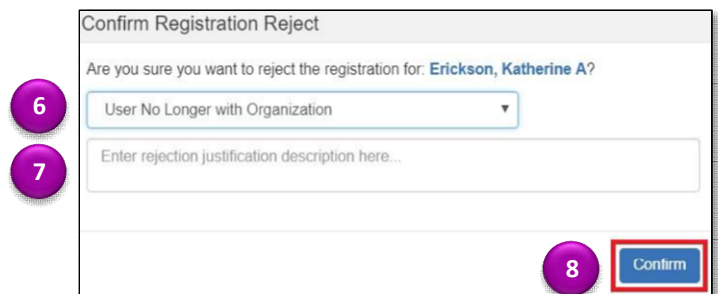
When a registration request is rejected, the system will send an email notification to the Organization Administrator Group.