Organization Administrators receive email notifications when access requests are available for approval.
A request cannot be approved by the Organization Administrator who submitted it.

## APPROVING AN ACCESS REQUEST

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 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. Review the request details.
6. Select **Approve**.

The system will display a Confirm Access Role Request dialog box.

7. Select **Confirm**.
8. A ribbon will display stating "Functional role request approved successfully and is pending final confirmation."

9. The system will notify the Operations Administrator Group to complete the approval workflow. Once the workflow has been completed, the system will send a notification to the user letting them know the Functional Role has been assigned to their account.