

## How to approve or reject a new user request

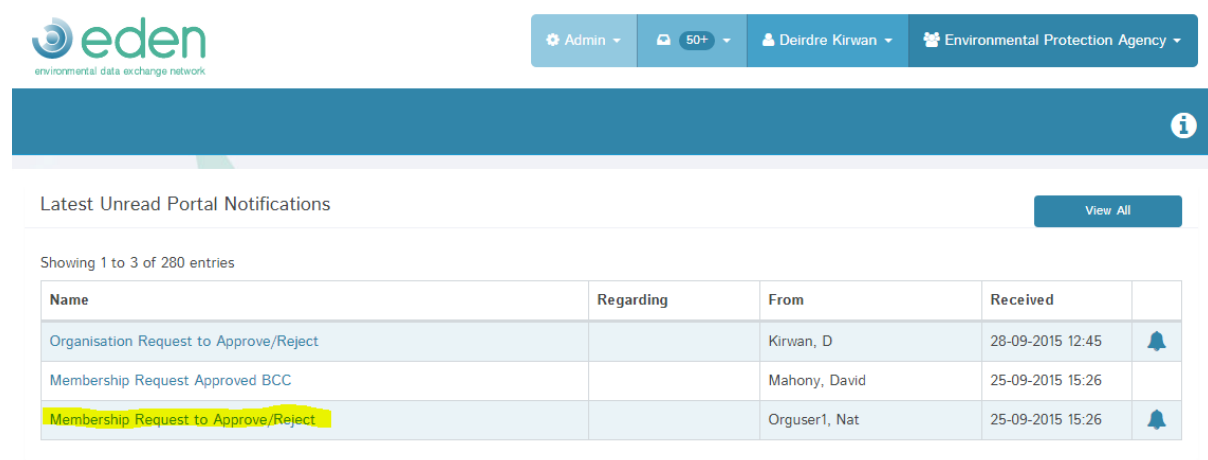
If you have received an email notification from EDEN with details of a user request, then you need to carry out the following steps to approve or reject the organisation

Log in to EDEN <https://www.edenireland.ie> with your normal username and password

If you are an administrator of more than one organisation then please check you are logged in under the correct organisation. Use the Switch Organisation functionality to change organisations.

### Option 1: Use Open Link to approve request

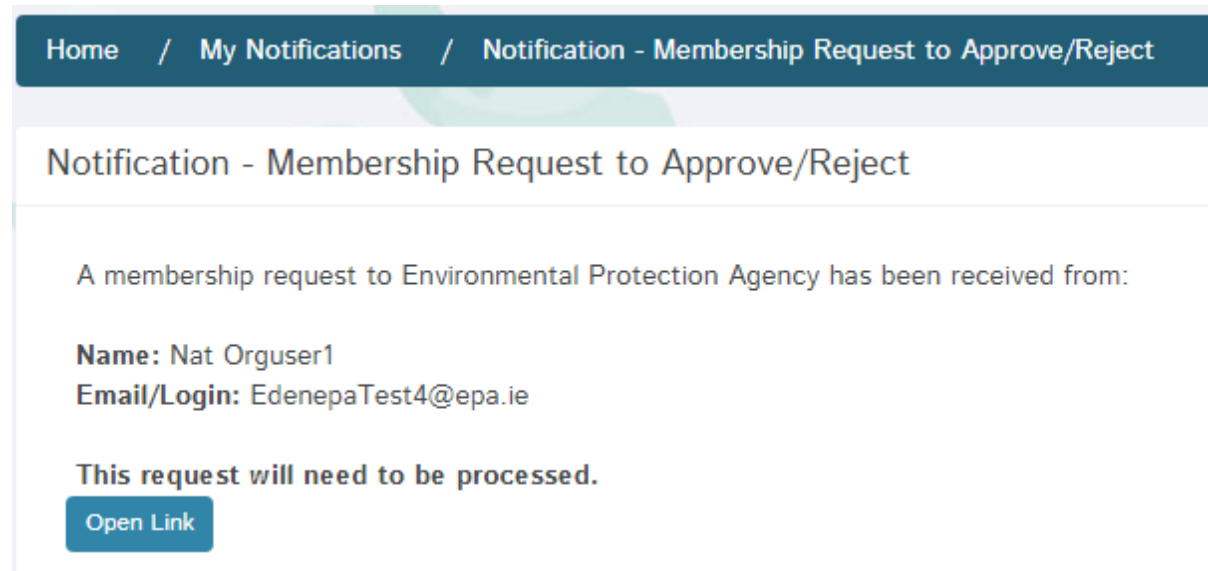
The notification will appear on screen as shown below. Once you read the notification it will move to the full notifications list.



The screenshot shows the EDEN portal interface. At the top, there is a navigation bar with the EDEN logo and several dropdown menus: 'Admin', '50+', 'Deirdre Kirwan', and 'Environmental Protection Agency'. Below the navigation bar, there is a section titled 'Latest Unread Portal Notifications' with a 'View All' button. A table displays the notifications, with the third entry, 'Membership Request to Approve/Reject', highlighted in yellow. The table has columns for Name, Regarding, From, Received, and an action icon.

Name	Regarding	From	Received	
Organisation Request to Approve/Reject		Kirwan, D	28-09-2015 12:45	
Membership Request Approved BCC		Mahony, David	25-09-2015 15:26	
Membership Request to Approve/Reject		Orguser1, Nat	25-09-2015 15:26	

Open the notification and use the Open Link button to go directly to the Manage Users screen.



The screenshot shows the details of a notification. The breadcrumb trail at the top reads: 'Home / My Notifications / Notification - Membership Request to Approve/Reject'. The main heading is 'Notification - Membership Request to Approve/Reject'. The body of the notification states: 'A membership request to Environmental Protection Agency has been received from:'. Below this, the details are listed: 'Name: Nat Orguser1' and 'Email/Login: EdenepaTest4@epa.ie'. A bold statement follows: 'This request will need to be processed.' At the bottom, there is a blue button labeled 'Open Link'.

Select the Membership Requests tab and either approve or reject the request.

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### Organisation Administration for Environmental Protection Agency

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#### Membership Requests


Show 10 entries Search:

First Name	Last Name	Email	Request Date	
Deirdre	Kirwan	d.kirwan@epa.ie	17/09/2015	<a href="#">✓ Approve</a> <a href="#">✗ Reject</a>
D	Kirwan	kgloadm+Monday@gmail.com	28/09/2015	<a href="#">✓ Approve</a> <a href="#">✗ Reject</a>

Showing 1 to 2 of 2 entries Previous **1** Next

### Option 2: Use the Menu

The Admin menu option is available to all Organisation administrators. Select the Manage Users menu option shown below to take you to the Manage Users screen as above where you can process the request.

 Admin 50+ Deirdre Kirwan Environmental Protection Agency

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