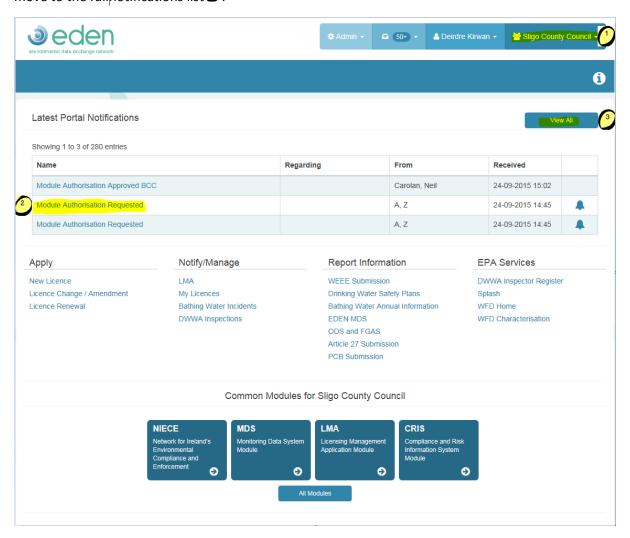# How to grant/reject access requests to a module

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

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 1
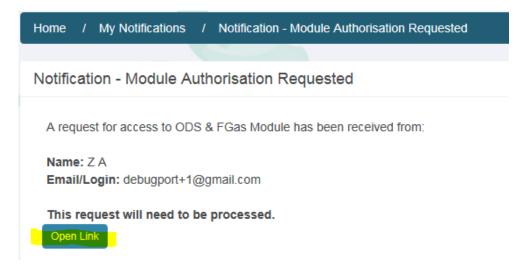
The notification will appear on screen as shown below 2. Once you read the notification it will move to the full notifications list 3.

How to grant/reject access requests to a module

Option 1: Use Open Link to approve request

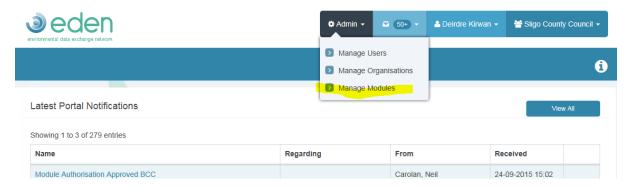Select the notification to see the details of the request

Select the Open Link button which will take you directly to the Manage Modules screen. Select the Authorisation Requests tab and either approve or reject the request.

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Option 2: Use the Menu

The Admin menu option is available to all Module or Organisation administrators. Select the menu option shown below to take you to the Manage Module screen as above where you can process the request as in Option 1.

The user will be notified by email notification and if approved will be able to use the module.