Tenant Manager- User Registration

Approve/ Deny Users:

Tenant Managers and other users who also belong to the **_User Registration Tenant Group_** will have the ability to approve or deny new users.

1. Log into your **My Workspace** page from your Building's portal.

2. Click on the **User Registration Alert** on the top right, or click on the **Manager Users** link from the Building Services toolbar.

3. A popup window will appear from which you can Approve Users, Manage Users, and Edit Emergency Contacts.

4. To approve or deny pending users, select the desired users; and click **Approve** or **Deny** from the **_Approve Users_** tab.

Note:

- To make changes to newly approved users, refer to **Manage Users** under the **Tenant Information** section for more information on Creating, Editing, or Removing Users, as well as Editing Emergency Contacts.