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.

| One CORPORATE TOWER | HOME CONTACT AREA INFO PROPERTY INFO LOSOUT TESTI PUBLIC SCHEDULER | I LEASING INFO TERMIT HANDBOOK MY WORKSPAC | |
|--|---|--|--|
| PROHOTIONS | Welcome, Tina | | |
| Cost Plus 40% Decourt with Coupon | HANAGENEAT NEWS Bring Your Green to Work - Crok here for an | | User Registration(1) |
| BUILDING SERVICES Submit a Visitor Request Submit a Visito Order 29th Floor Schedule 4h Floor Conference Booms 5-Biz Warklande Conference Center 5h Floor Conference Booms Americana Conference Booms Americana Conference Boom Common Area Training Room The Galleria | And | | Mor 10 1677 Bord 51 We will be an |
| Brin to mmuter Club | | CALENDARS | er sall (H4F)809-3403. |
| Manage Users | search Search r all docs Size(KB) a Corporate Tower 1KB | Click here for full Building Events calendar View Other Calendars Construction No event schedued. No event schedued. | You can also call Liss at 548,366,3636 Contact the building nanagement lisam at 213,555,5555 if you have suggestions on portal improvements. |
| Terino Contractory Tractory Terino Hilders Contractory Terino Amarchess Bus Routes Sig Alert Los Angeles Phone Book | | | TenantCorinect |

- 3. A popup window will appear from which you can Approve Users, Manage Users, and Edit Emergency Contacts.
- To approve or deny pending users, select the desired users; and click Approve or Deny from the Approve Users tab.

| | Ket | Juire Appi | roval Users | |
|--------------|-----------|------------|--------------------|--|
| Manage Users | Appro | ove Users | Emergency Contacts | |
| _ | Last Name | First Name | Email | |
| | М. | Adam | youremail@domai | |
| | | Der | Approve | |

Note:

• To make changes to newly approved users, refer to **Manage Users** under the <u>Tenant Information</u> section for

more information on Creating, Editing, or Removing Users, as well as Editing Emergency Contacts.