

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.

Require Approval Users



	Last Name	First Name	Email
<input checked="" type="checkbox"/>	M.	Adam	youremail@domain

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.