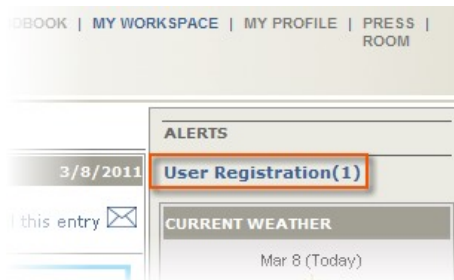


Property Manager- User Registration

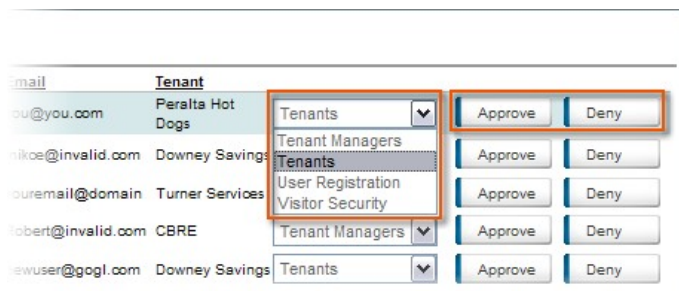


Approve/ Deny Users:

1. Click *Control Panel > Setup > User Registration*, or click on the **User Registration Alert** from the top right of the My Workspace page to be automatically redirected to the Control Panel.



2. A list of new users' pending approval will be displayed according to *Name, Request Type, Email, and Tenant*.
3. If an unrecognized user is requesting portal access, click **Deny**. If not, continue onto the next step.
4. Select the appropriate **Tenant User Group** from the drop down menu to add the new user to.
5. Click **Approve**.



Note:

- To make changes to newly approved users, navigate to and locate the user under *Control Panel > Setup > Tenants*, or refer to the [Updating a User](#) section of the handbook.