Property Manager- User Registration

Setup	Content Manager
Buildings	
Places	
Tenants	
User Group	s
User Searc	h
User Regist	tration

Approve/ Deny Users:

 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.

DBOOK MY WO	RKSPACE MY PROFILE PRESS ROOM
	ALERTS
3/8/2011	User Registration(1)
this entry 🖂	CURRENT WEATHER
	Mar 8 (Today)

- 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.

mail	Tonant				
ou@you.com	Peralta Hot	Tenants	~	Approve	Deny
ikce@invalid.com	Downey Savings	Tenant Managers Tenants	5	Approve	Deny
uremail@domain	Turner Services	User Registration Visitor Security		Approve	Deny
obert@invalid.com	CBRE	Tenant Manager	s 🗸	Approve	Deny
ewuser@gogl.com	Downey Savings	Tenants	~	Approve	Deny

Note:

 To make changes to newly approved users, navigate to and locate the user under Control Panel > Setup > Tenants, or refer to the <u>Updating a User</u> section of the handbook.