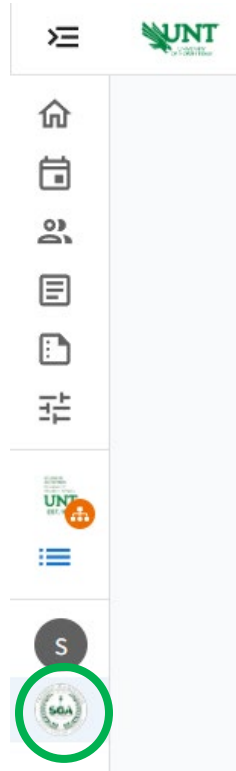
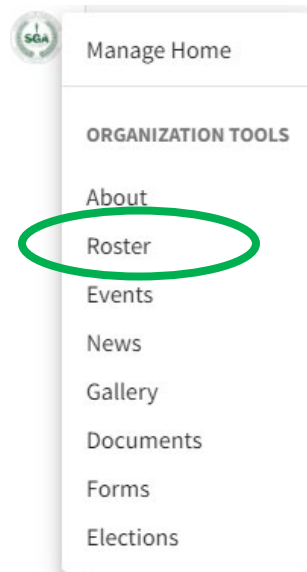


Approving Organization Portal Membership Requests

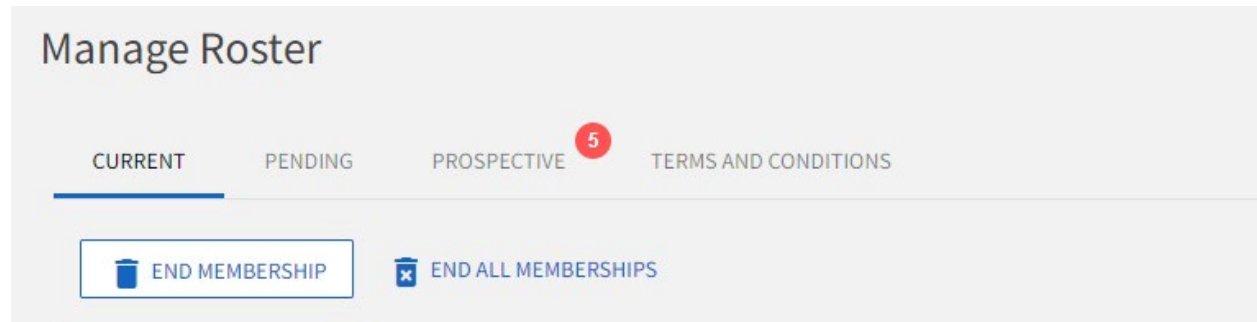
As an officer or someone who has access to manage the Roster tool, you have the ability to approve or deny requests from users asking to join your organization's portal. To access your request hover on your organization icon on the left side of the screen and click on the gear.



Select the *roster* tab.



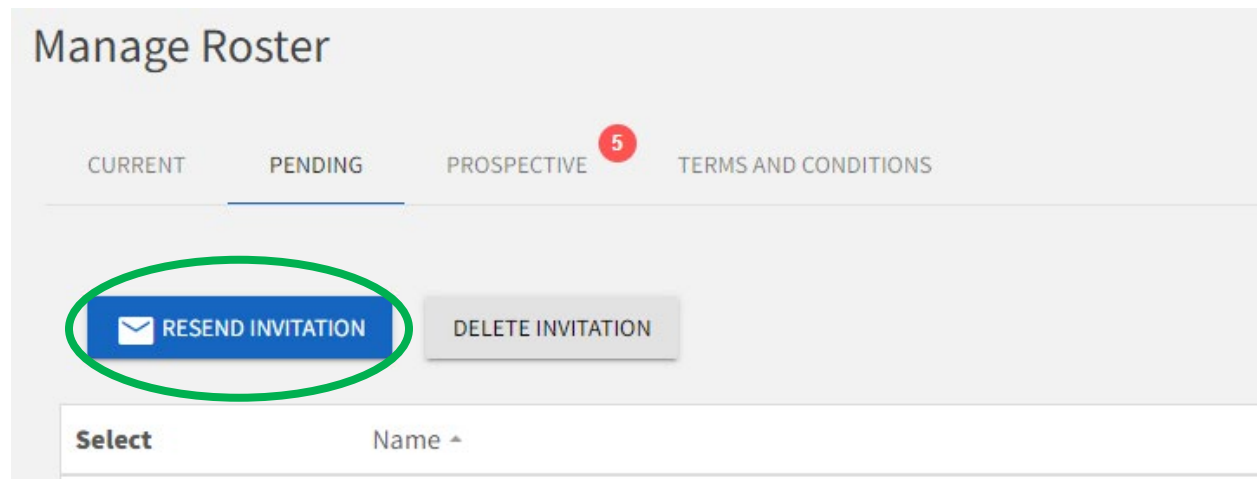
Scroll down to the Manage Roster section. You will see tabs for current, pending, and prospective members.



Pending members are those who have been invited to join the organization's portal but have not yet accepted that invitation.

Prospective members are those who discovered your organization's portal and have indicated they would like to join.

To notify a *pending member* of their invitation, check the box to the left of each individual and click Resend Invitation.



For *prospective members*, navigate to the *Prospective* tab and review the users who are awaiting membership approval.

Click Approve or Deny to make a decision about that user's membership.

Request Date ↕	Action
6/17/2022	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
6/12/2022	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
6/22/2022	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
5/25/2022	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>
6/22/2022	<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>

You can also send any prospective member a message by selecting the checkbox to the left of their name and selecting Send Message.

