

Security Administration

Review Registration Requests

Registration Email

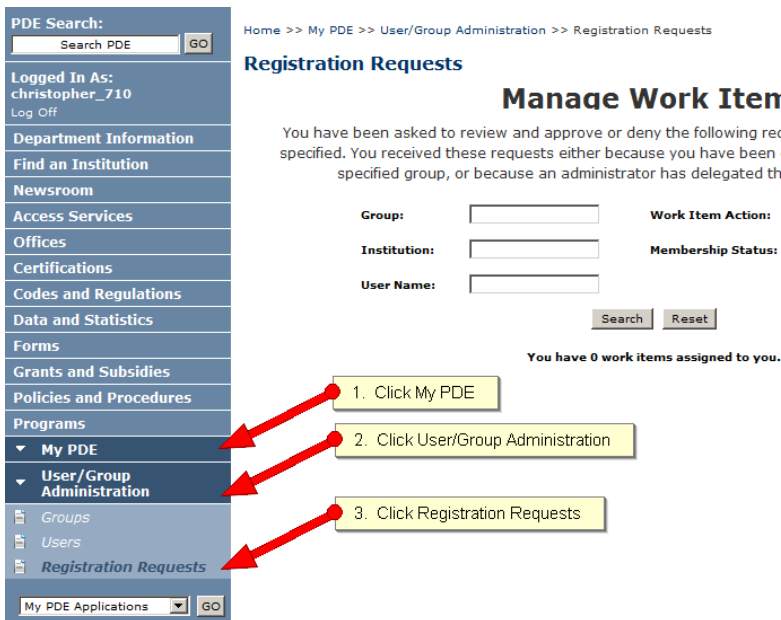
When a user registers for an application, **the application administrator will receive** an email. The text of the email will give you information on the registration:

Joe Smith, Jane Doe registered for group: DriverEd Local User at institution: Any SD on Friday, January 30, 2009 and is awaiting your review

When the application administrator receives a pending registration email then that person will need to review the registration request. The following steps describes that process.

Review Registration Requests

1. Login to the Education Hub <http://www.education.state.pa.us>
2. Navigate to **My PDE > User/Group Administration > Registration Requests.**



Home >> My PDE >> User/Group Administration >> Registration Requests

Registration Requests

Manage Work Items

You have been asked to review and approve or deny the following requests for users to join the groups specified. You received these requests either because you have been designated an administrator of the specified group, or because an administrator has delegated the approval request to you.

Group: Work Item Action:

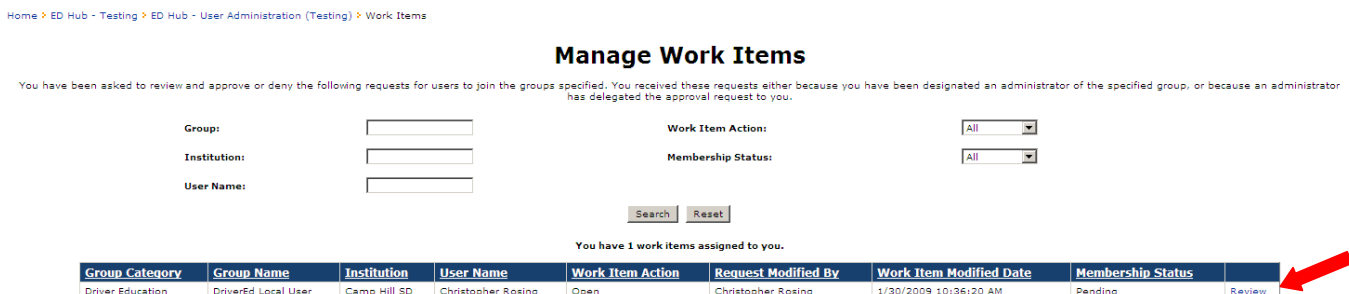
Institution: Membership Status:

User Name:

You have 0 work items assigned to you.

1. Click My PDE
2. Click User/Group Administration
3. Click Registration Requests

3. The Manage Work Items screen will be displayed. Click the Review link on the desired work item.



Home > ED Hub - Testing > ED Hub - User Administration (Testing) > Work Items

Manage Work Items

You have been asked to review and approve or deny the following requests for users to join the groups specified. You received these requests either because you have been designated an administrator of the specified group, or because an administrator has delegated the approval request to you.

Group: Work Item Action:

Institution: Membership Status:

User Name:

You have 1 work items assigned to you.

Group Category	Group Name	Institution	User Name	Work Item Action	Request Modified By	Work Item Modified Date	Membership Status	Review
Driver Education	DriverEd Local User	Camp Hill SD	Christopher Rosing	Open	Christopher Rosing	1/30/2009 10:36:20 AM	Pending	Review

4. The Review Work Item screen is displayed. Review the User's Group Information. Make sure that the user name, group information and Institution is correct. To approve it, click the Approve Request button. To deny it, click the Deny Request button. You may enter notes on your decision in the Notes text box. The user will get an email letting them know your decision along with your notes. If you are unable to review the request yourself you may delegate the review to another user by clicking the Select User button.

Home > ED Hub - Testing > ED Hub - User Administration (Testing) > Work Items



Manage
Work
Items

Review Work Item

Please review and make any necessary changes to the work item for the user's group membership. If you are not the appropriate person to either approve or deny this request please delegate this work item to the appropriate person.

User's Group Information:

User Name: Christopher Rosing
Group Type: Application
Group Category: Driver Education
Group Name: DriverEd Local User
Institution: Camp Hill SD



User's Group Attributes:

There are no attributes defined for this group.

Work Item Action:

Delegate Item To: None

To delegate a request, click the "Select User" button.



Notes:



Work Item History:

Created On: 1/30/2009 10:36:20 AM