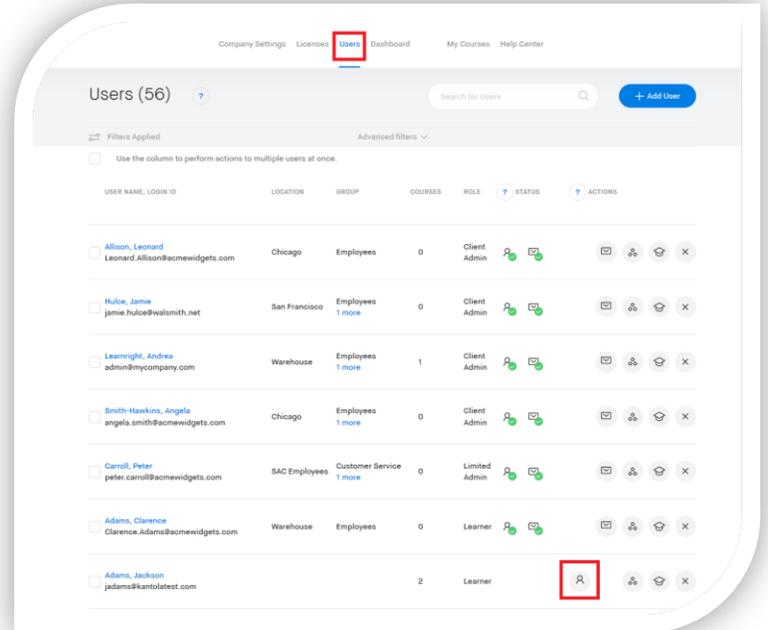


Overview: Approving, Notifying and Re-notifying Learners

Step 1: Go to your Users Tab > Find the User/s you wish to Approve/Notify

Step 2: For a single user > Click on the "Approve" icon in the Actions column

Step 3: To Approve & Notify the Learner - select "OK" on the pop up. If you wish to approve the learner but not send them their Notification email - select "Approve without Sending"



Additional Notes:

Re-sending Notification Email: You can always resend a Notification email by clicking the "Notify" button in the Actions Column (envelop icon)



Status: Once a user has been Approved/Notified you will see these icons appear in the "status" column - indicating if a User has been approved and sent their notification email.



Bulk Function: You can also Approve/Notify users in bulk using the "Bulk Action" function on the left side of the users tab (Check the box that reads "use the column to preform actions to multiple users at once.")

