C-Cure Portal Access Approval Instructions



Login		
Email address		
Password		
	Sign in	
Forgot Password		Register

Once logged in you may see 2 options, one for requesting and one for approving. Click on the desired icon. (For this demonstration we will select Approver)





L Change Password

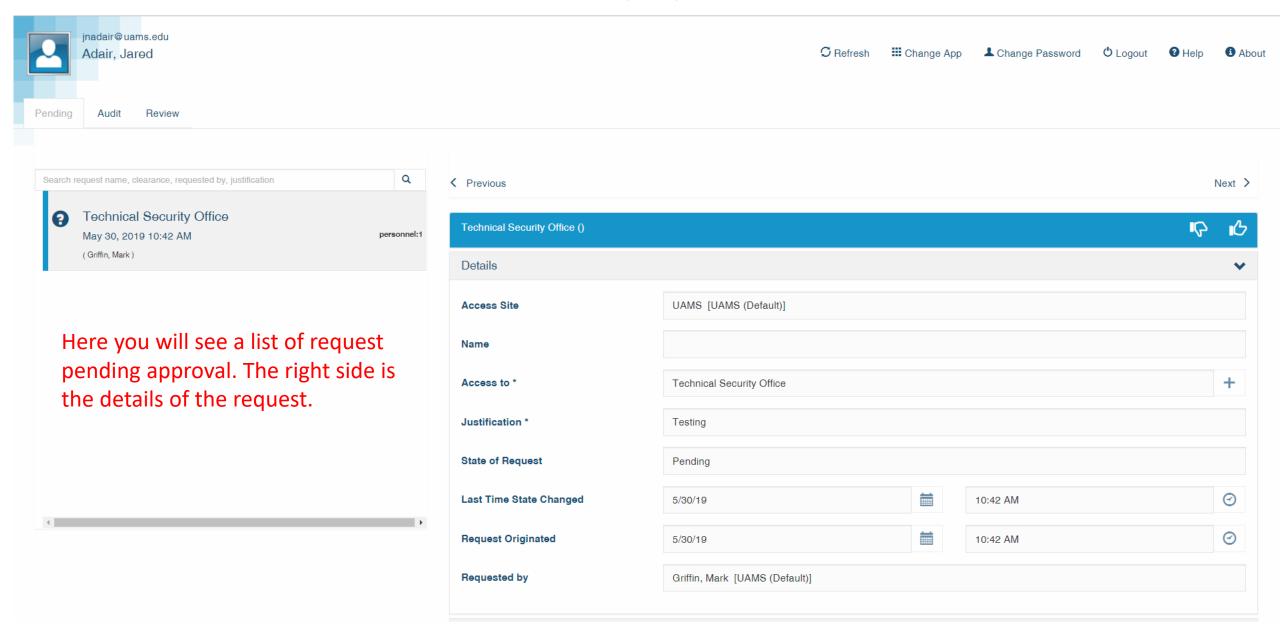
Applications



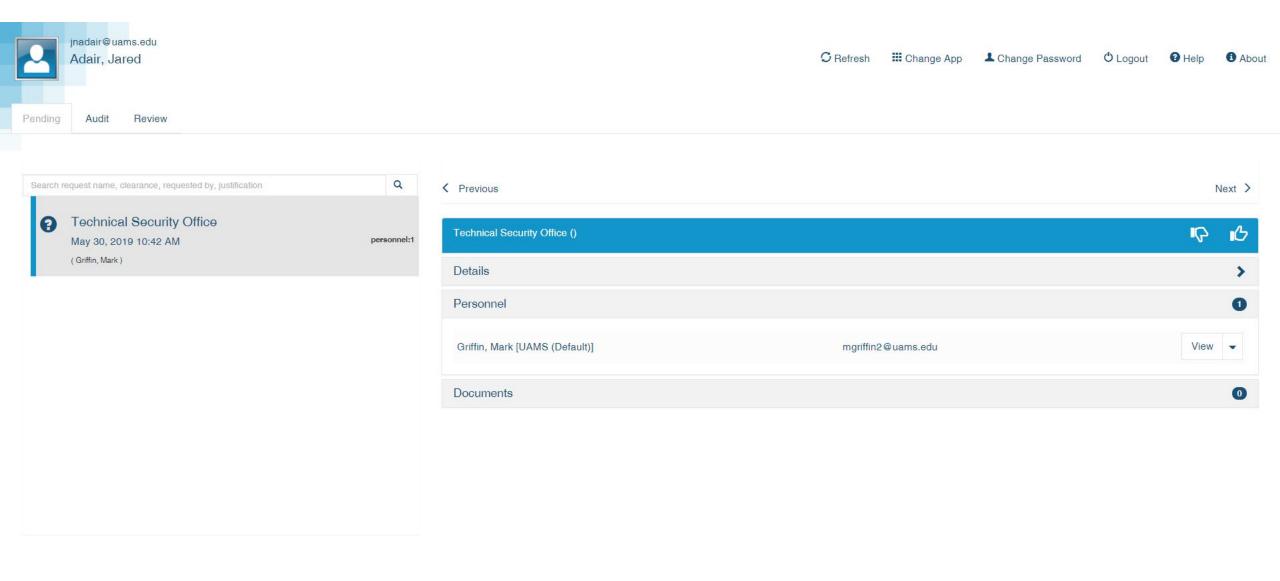


Once the Approver App is open you will see the Pending Tab open. Here you can see all the request that are pending approval. The right side gives details of the request such as the location and who submitted the request along with who the request is for.

It also shows the reason why they need access to the area.

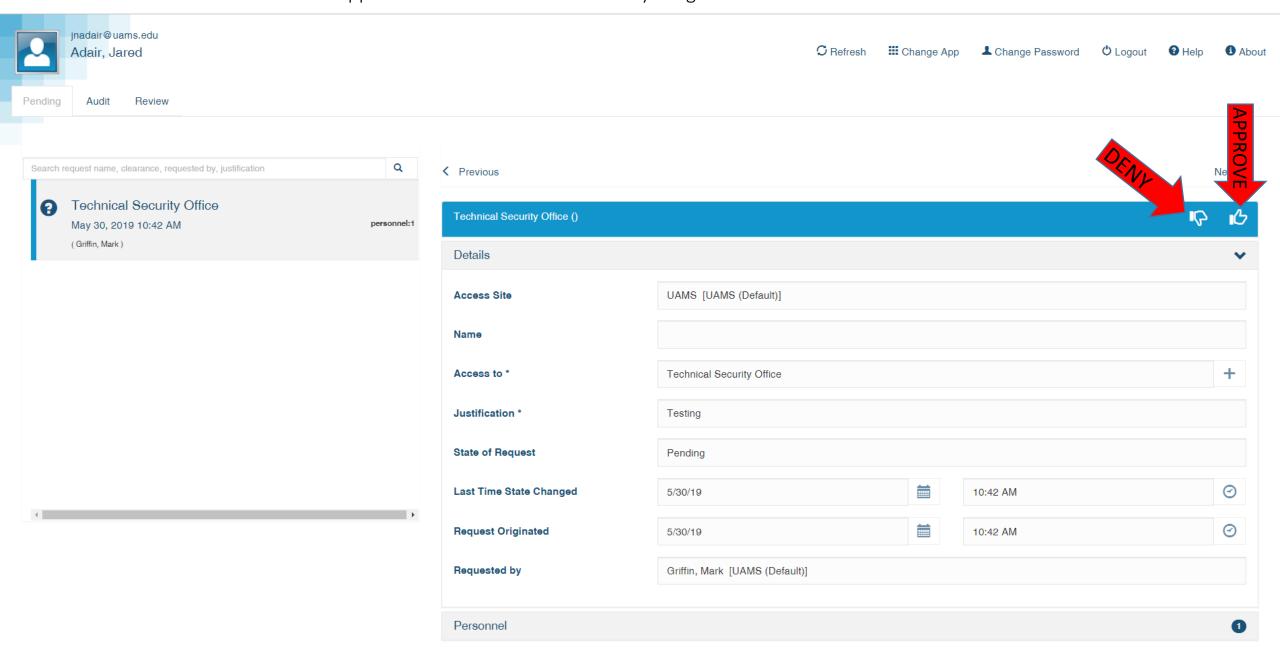


Just below the Details section you will see a drop down for Personnel. This is the area you will see who the request is for. If you click the "View" tab to the right of the name you can see more information about the person such as their department and job title.



Once ready you can click the thumbs up to approve or the thumbs down to deny. After clicking one of these options a popup screen will appear where you must leave a comment on why you denied/approved the access or if there are any conditions that need to be met along with the access.

Once approved the access is automatically assigned and no further action needed.



The next tab is the "Audit" tab. Here you can see all, and ONLY, the Clearances that you can authorize. When you select a clearance you can see all the personnel who have that clearance on the right. As the authorizer you also have the ability to remove the access from the employee. When revoking access, again a popup screen will appear where you must leave a comment on why you are revoking access.

