# 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 view your membership requests, navigate to the Action Center for your organization page (see "Action Center Quick Tips" here for more information) and select the *Roster* tool from the Organization Tool Drawer.
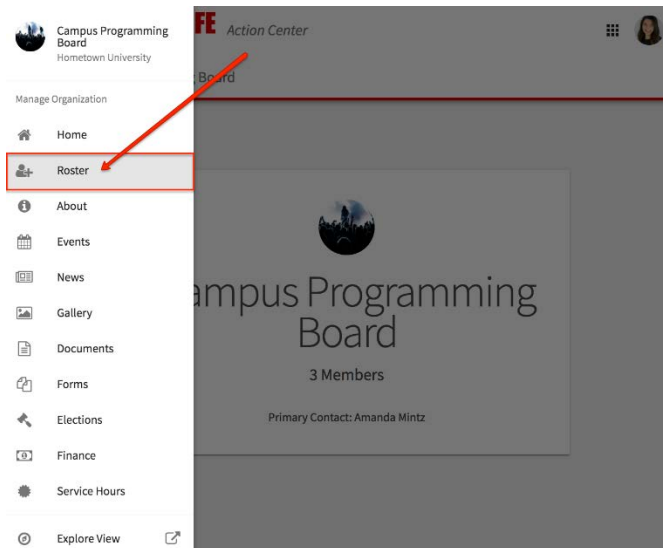
Scroll down to the *Manage Roster* section. You will see lists for current, pending, and prospective members. "Pending" members are those who have been invited to join the organization's portal but have not yet accepted that invitation. "Prospective" members are those who discovered your organization's portal and have indicated they would like to join.
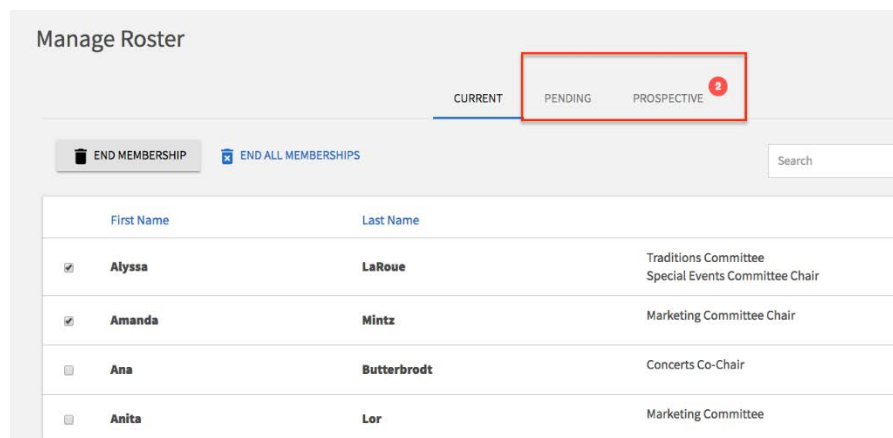
To notify a pending member of their invitation, check the box to the left of each individual and click *Resend Invitation.* For prospective members, navigate to the *Prospective* tab and review the users who are awaiting membership approval. Click *Approve* or *Deny* to make a decision about that user's membership. You can also send any prospective member a message by selecting the checkbox to the left of their name and selecting *Send Message.*

Manage Members

✉ SEND MESSAGE

	Name	Request Date		
☐	**TR** **Tiffany Rodriguez**	4/6/2017	APPROVE	DENY
☐	**Amanda Mintz (Campus Labs Support)**	6/22/2017	APPROVE	DENY

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