



Admin Registration Approvals

Only follow these steps when a user's email domain doesn't match the email domain for the company:

1. Within Alden ONE, click the **Menu**.
2. Click **View Admin Page**.
3. From User Management tab on the left, find and click the pencil/edit icon to the left of the user.
4. Review the user's information. If approved, check the box to the left of **Admin Approved?**
5. Click **Apply** to complete the user's registration.