

Approving a Device

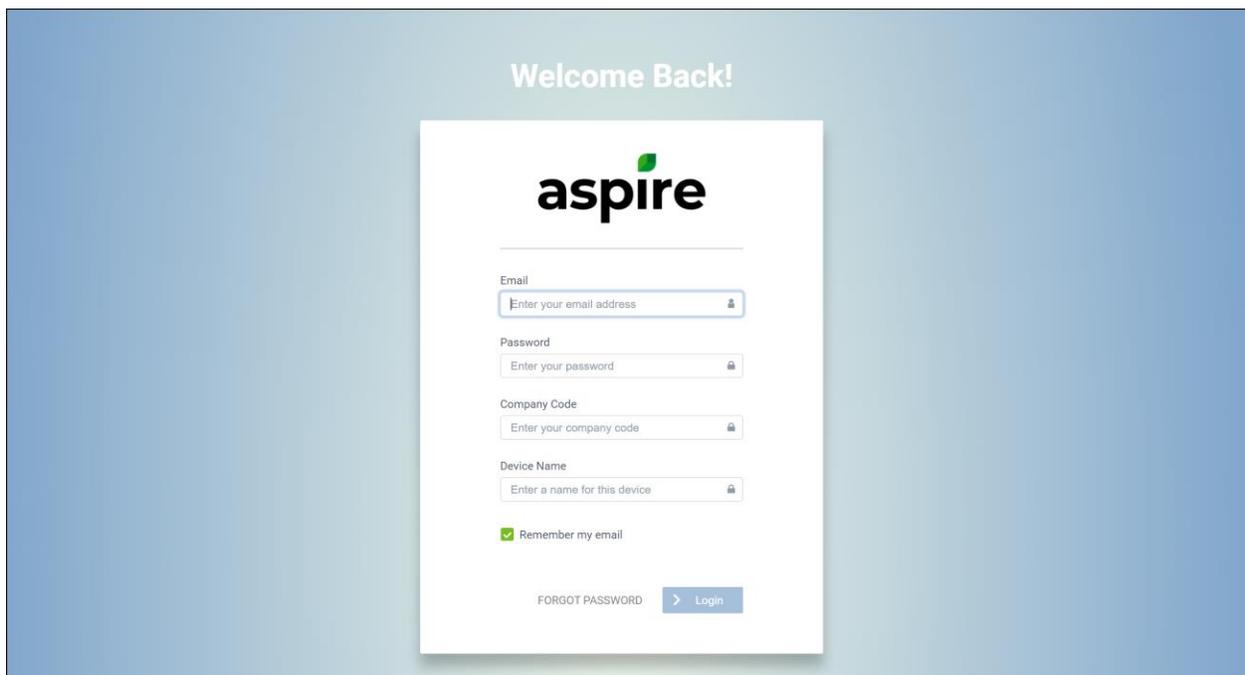
Purpose: Approving a browser, Device, so that an employee can access Aspire.

Prerequisites:

1. System Admin or Branch Admin
2. A user profile

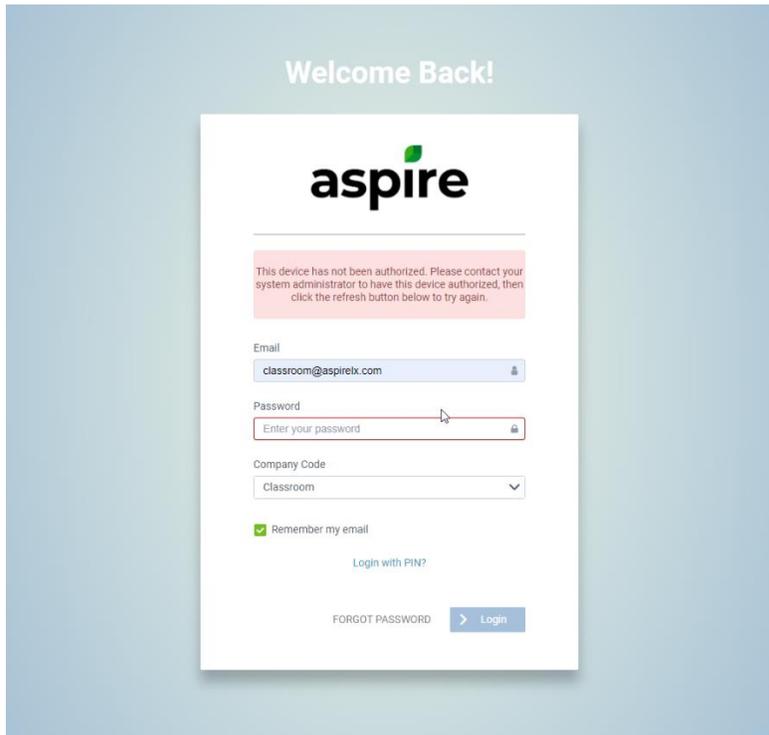
If an email is received about needing an approval, then follow steps 1-4

If an email is not received about needing an approval, then follow steps 5-10:

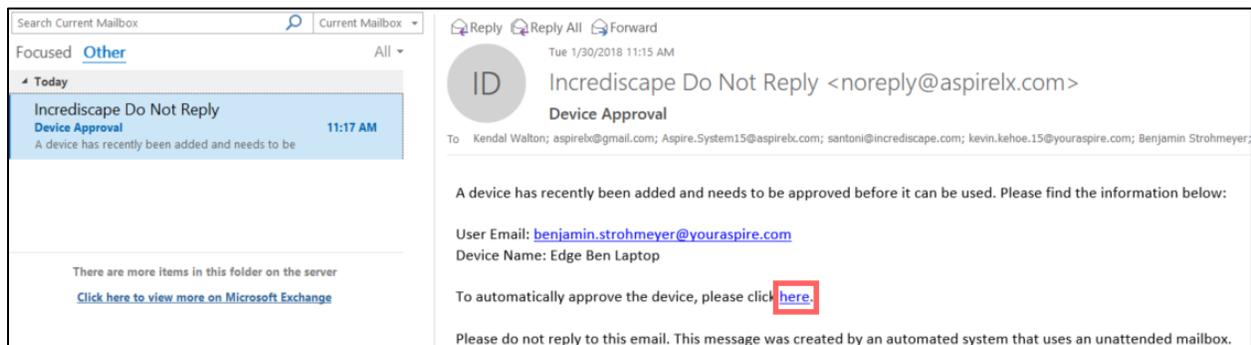


1. Have the employee enter in their email address, password, company code and a device name.

Note: A best practice is to create a naming convention of browser, employee name, and machine



2. The employee must wait until an admin or branch user authorizes the device.

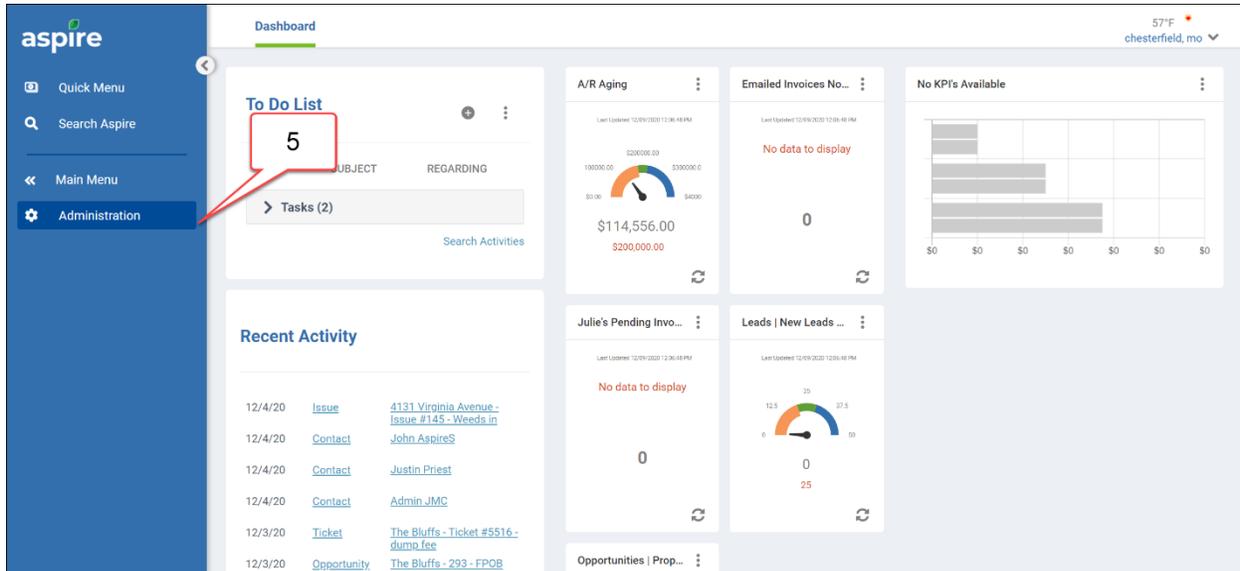


3. Find the email and click on the hyperlinked “here” to approve the device.

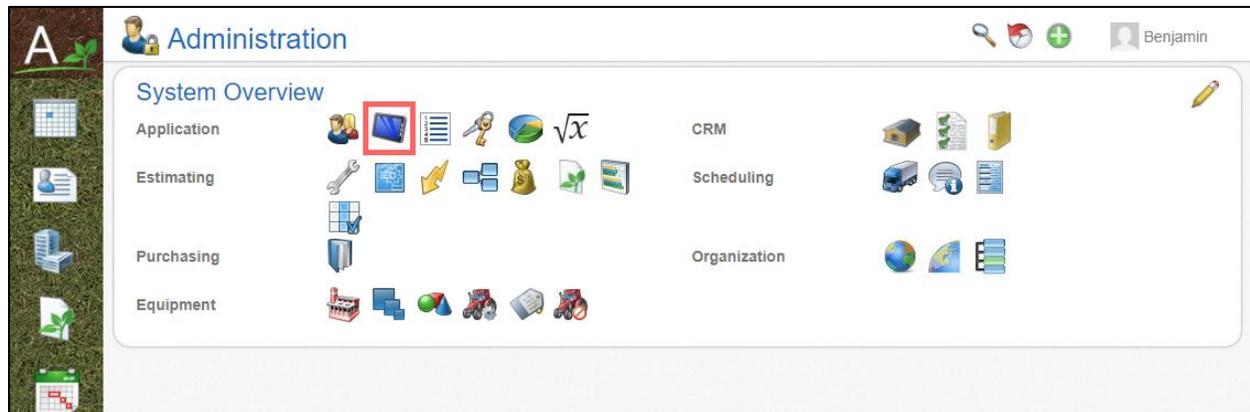
4. Once the authorizer approves, the employee will get a notification the device is approved and will not need to take any further action.

Note: The employee may have to press the refresh button on their device to put in their pin.

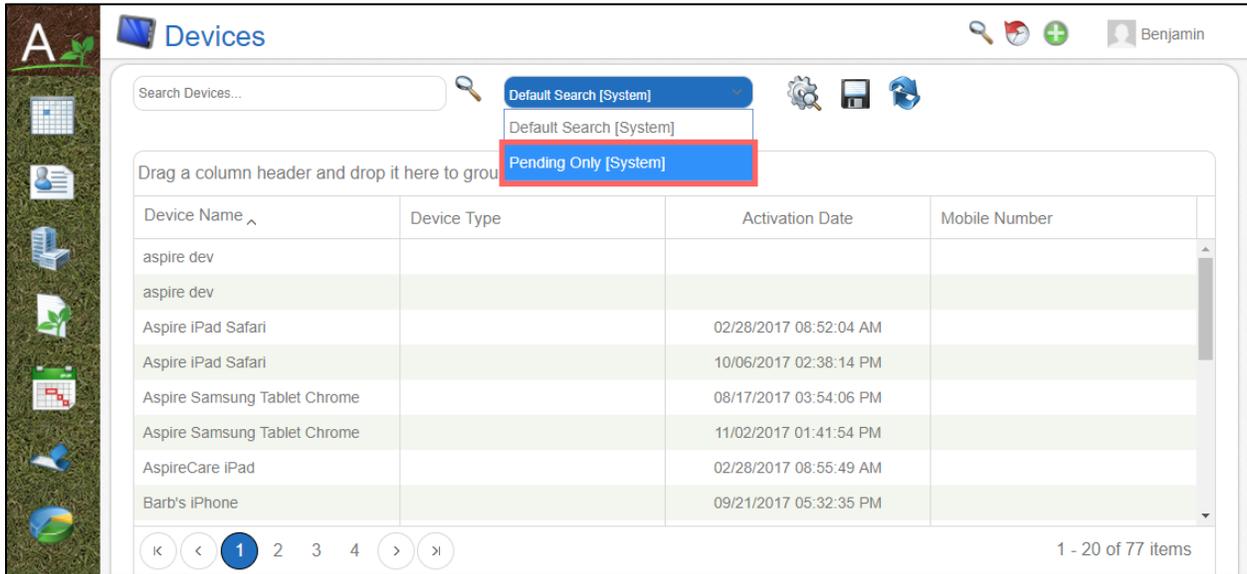
If an email is not received about needing an approval, then follow steps 5-10:



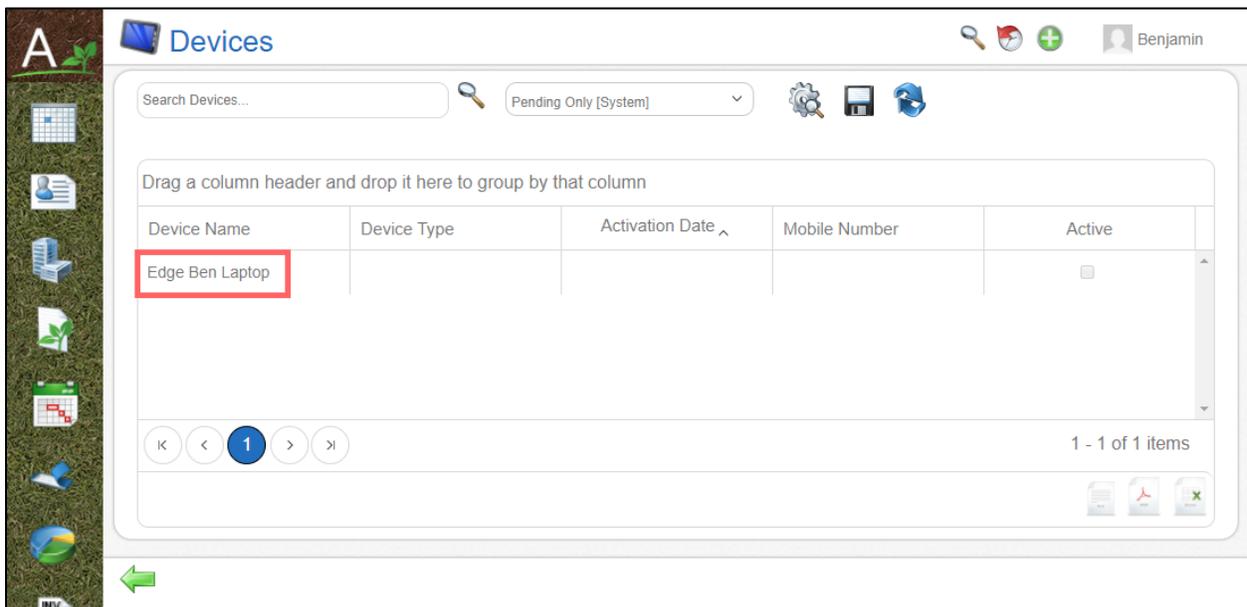
5. Click the User Profile twice and then click on Administration.



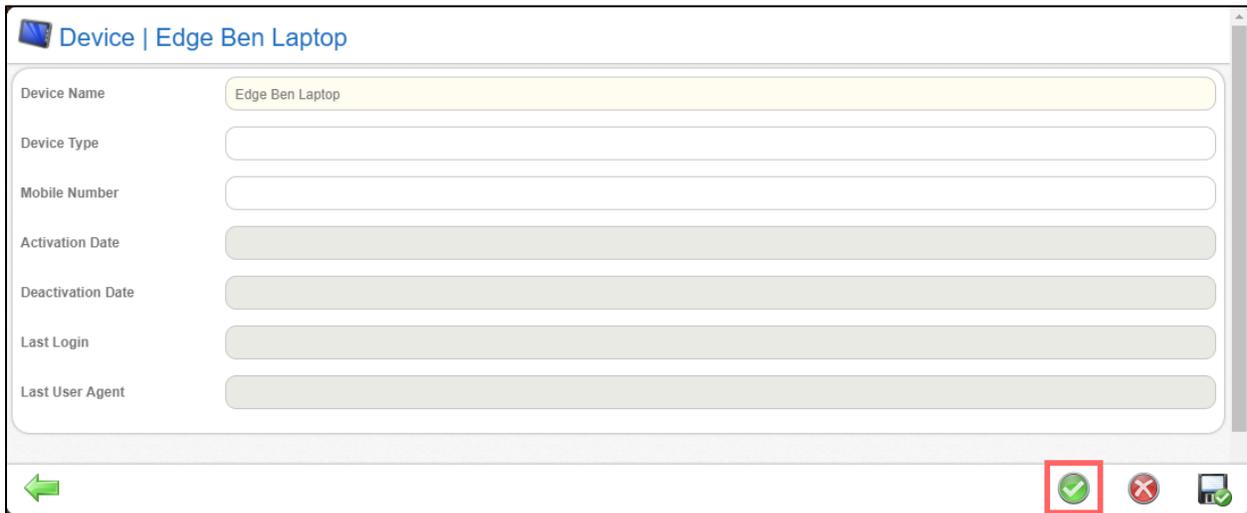
6. Click on the Devices Icon.



7. Select Pending only [System]



8. Select on the device name.



Device | Edge Ben Laptop

Device Name: Edge Ben Laptop

Device Type: [Empty field]

Mobile Number: [Empty field]

Activation Date: [Empty field]

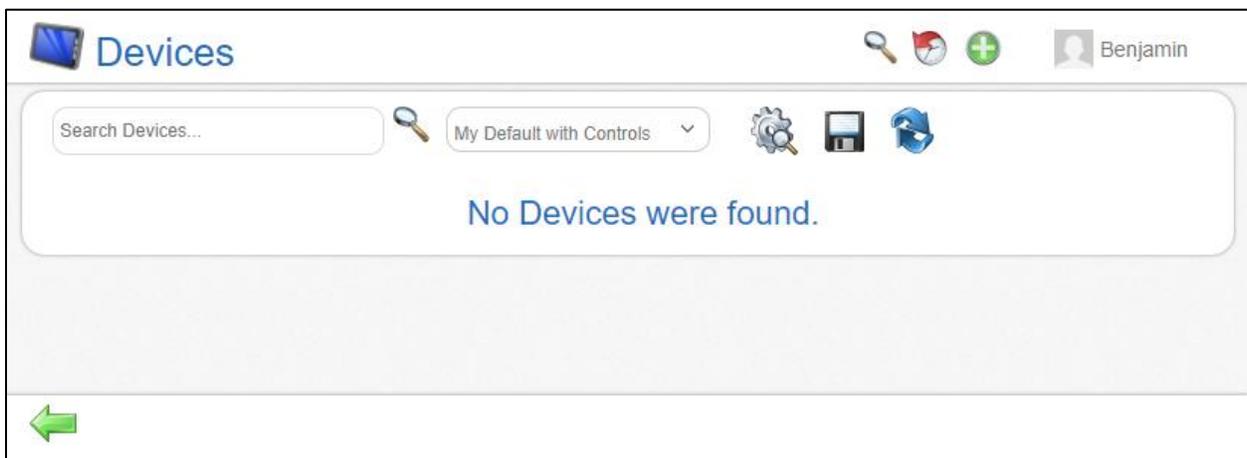
Deactivation Date: [Empty field]

Last Login: [Empty field]

Last User Agent: [Empty field]

Navigation icons: [Green arrow], [Green checkmark], [Red X], [Laptop icon]

9. Press the green arrow to approve the device.



Devices

Search Devices... [Magnifying glass icon]

My Default with Controls [Dropdown arrow]

[Gear icon] [Floppy disk icon] [Blue folder icon]

No Devices were found.

Navigation icons: [Green arrow]

10. When the device is off the list, it has been approved. The user can enter in their pin and press the arrow and will be entered into the system.