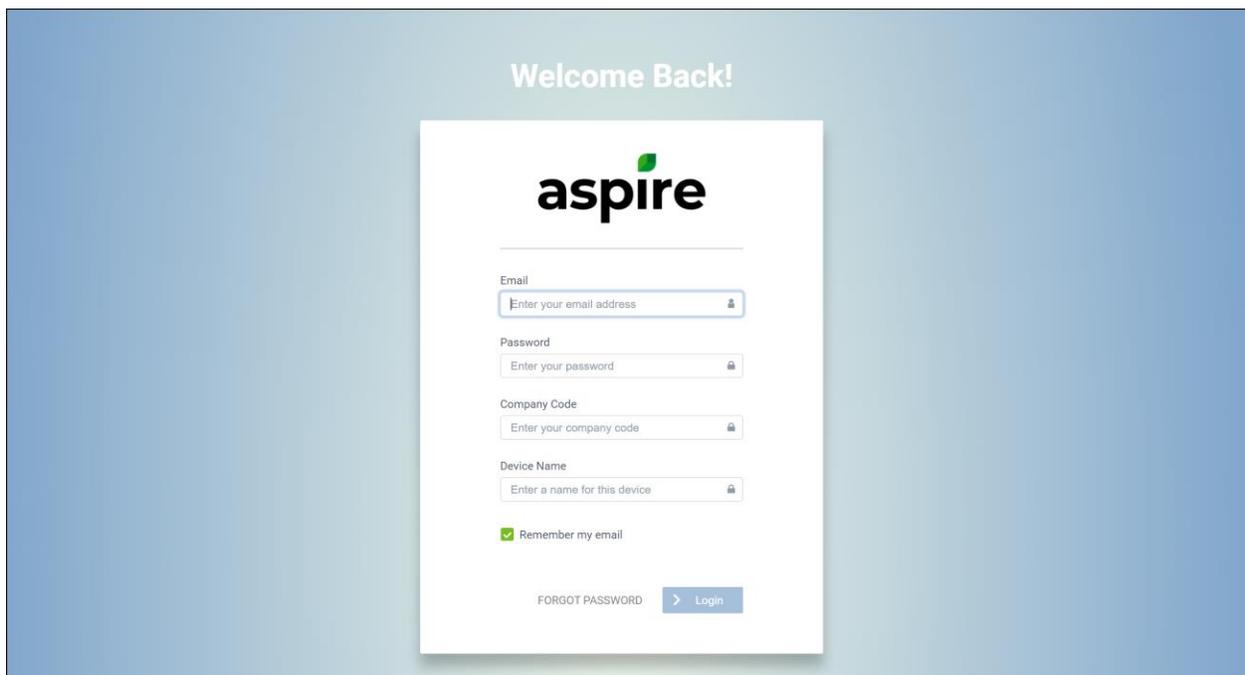# Approving a Device

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

Prerequisites:

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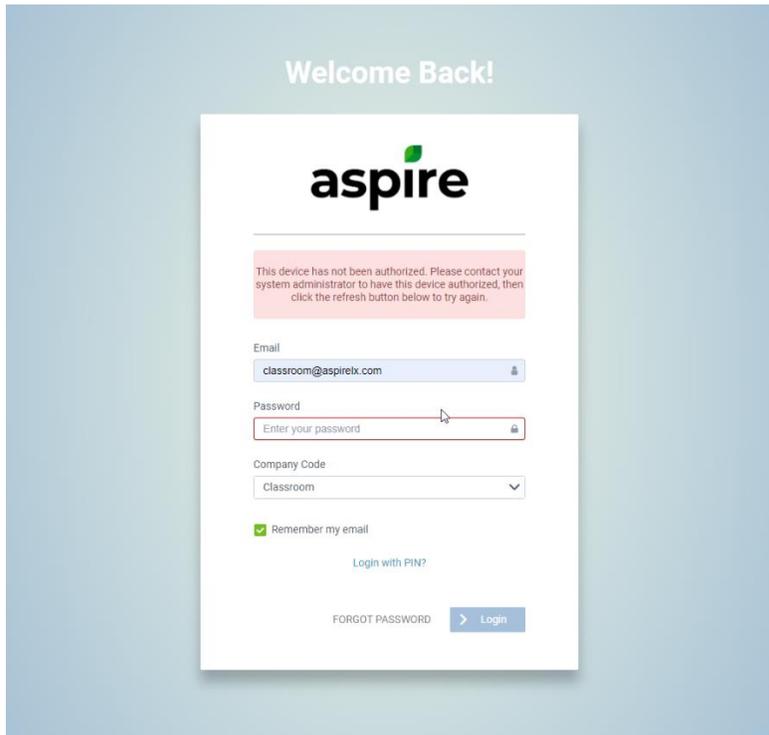2. **A user profile**

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:
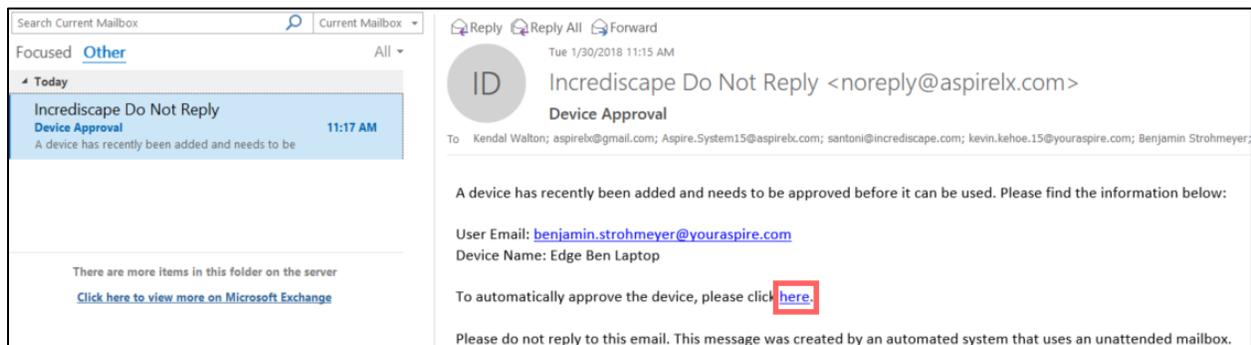

1. Have the employee enter in their email address, password, company code and a device name.
   Note: A best practice is to create a naming convention of browser, employee name, and machine

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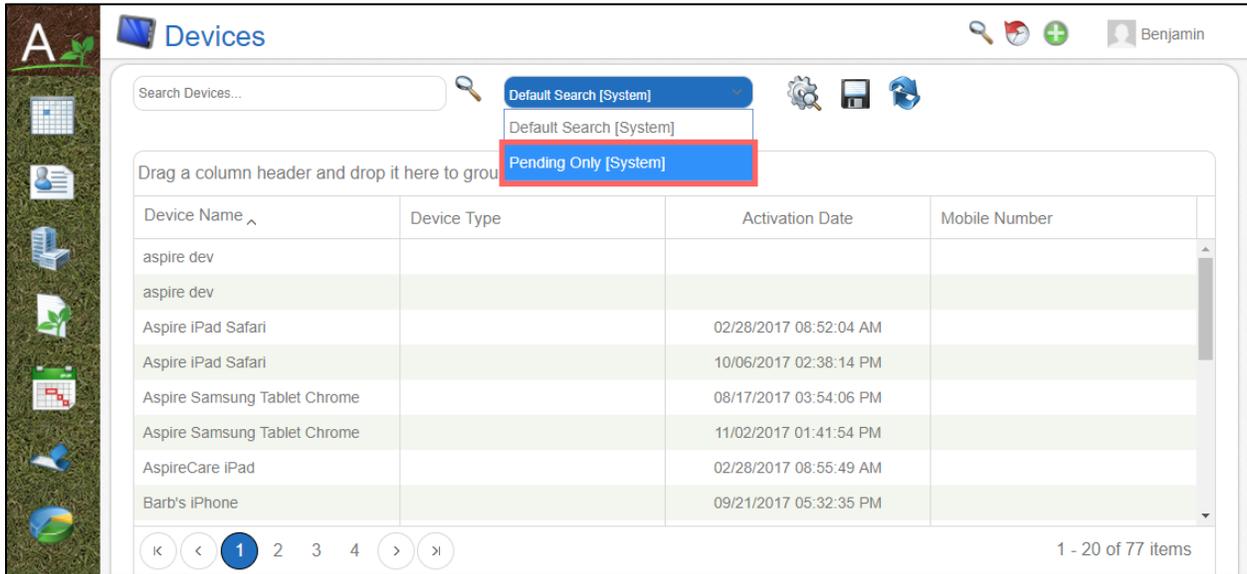
If an email is not received about needing an approval, then follow steps 5-10:
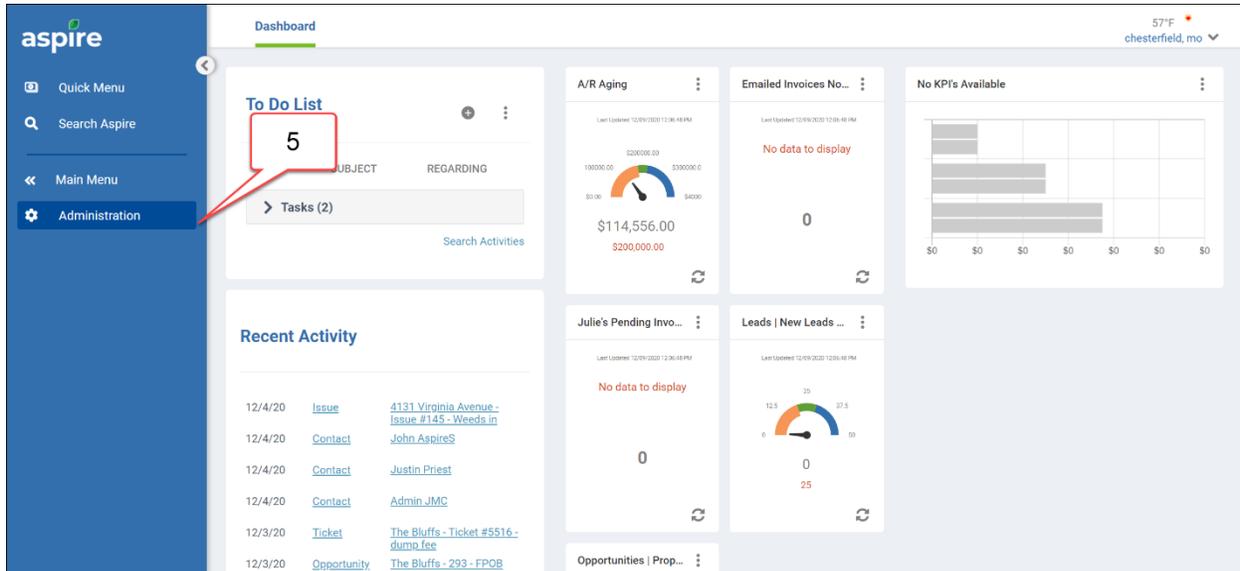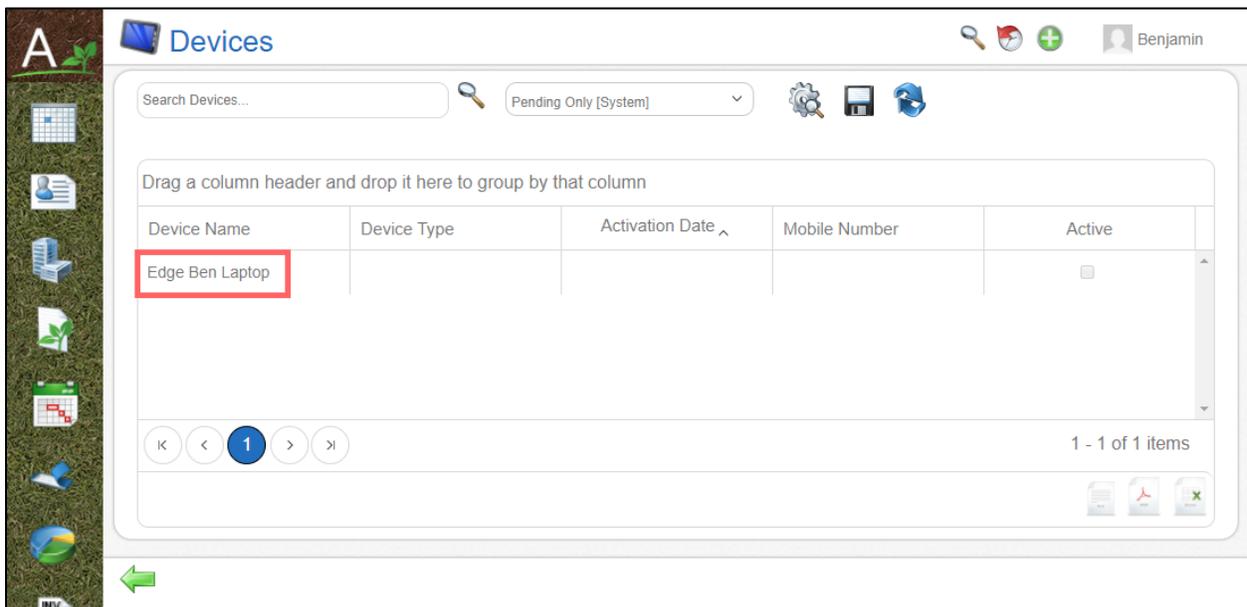

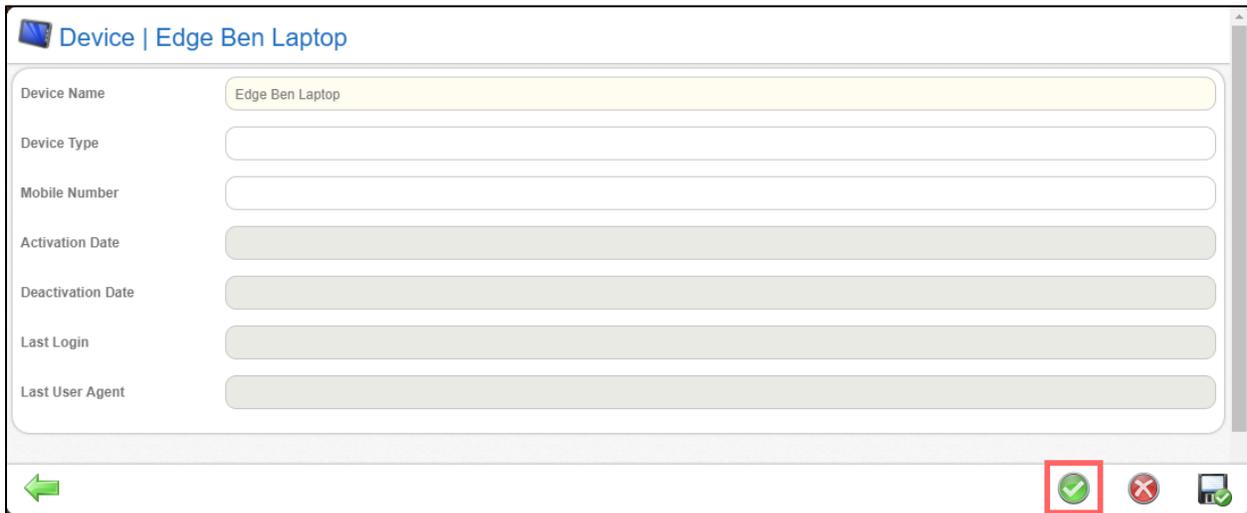5. Click the User Profile twice and then click on Administration.
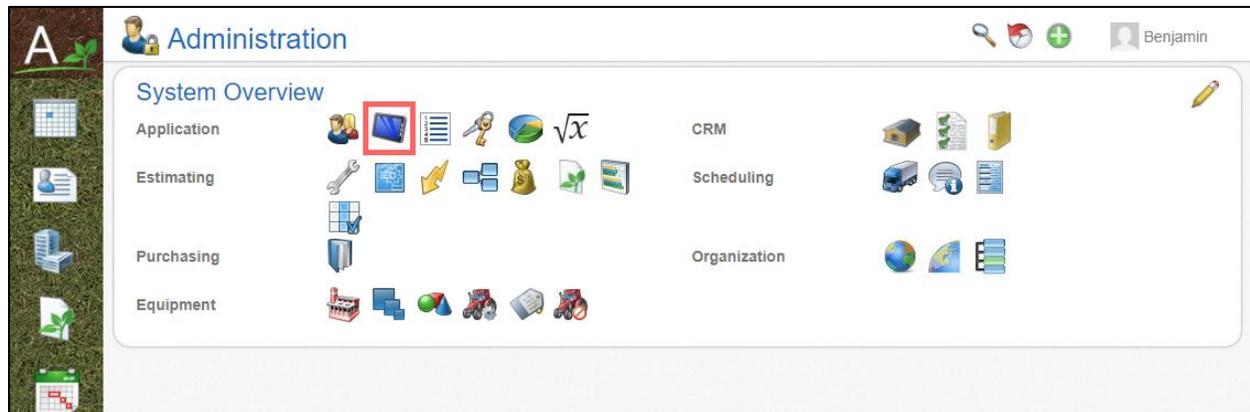
6. Click on the Devices Icon.

7. Select Pending only [System]

8. Select on the device name.

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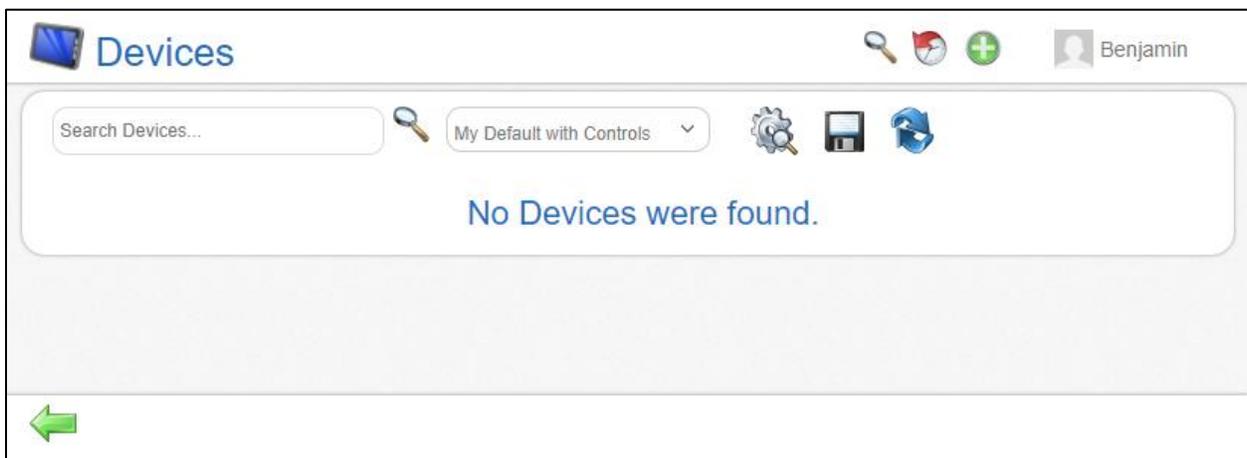
10. When the device is off the list, it has been approved. The user can enter in their pin and press the arrow and will be entered into the system.