

Decline a Submitted Certification Pending Approval

To decline a submitted certification that is pending approval, open the Pending Approvals Tab on the Submission Page of the People Module from the Main Menu.

Submissions People > Submissions > Pending Approvals
Show all users

Pending Approvals

Certifications Submitted For Approval

Search:

Name	Submitted	Certification	Completion Date	Expiration Date	Attachments	Action
Becker, Allison	1/25/2026 18:58:21	Emergency Information Form	1/25/2026	1/24/2027		Approve Decline

Showing 1 to 1 of 1 entries

Any certifications pending approval will be displayed in the Submitted Certifications Table.

Click the Decline button in the Action column to the right of the user's name and certification. This opens the Decline Submitted Certification Modal.

Decline Submitted Certification for Allison Becker: Emergency Information Form X

An email notification will be sent to the certified user.

Add a comment to the notification:

Decline Submitted Certification Cancel

The system will send an email notification to the certified user. You can add comments that will be added to the notification email in the modal.

Select the Decline Submitted Certification button.

Certifications Submitted For Approval

Certification, Emergency Information Form, has been declined for Allison Becker.

All certifications have been approved or declined.

A textbox confirms that the certification was declined and the certification is removed from the Submitted Certifications Table.

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