

Manually Approve/Deny User Registrations

To manually approve user registrations, open the Registrations Tab on the Accounts Page in the Accounts Module.

Approvals/Verifications only show on the Registrations Tab when an individual manually registers themselves.





Selecting any checkbox in a row opens a bulk actions modal above the table. Selecting the checkbox in the first column of the top row selects / deselects all rows in the table.

Bulk action options on the Registrations Tab are Create Account and Deny.

Registrations that require manual approval

The following list contains registrations that require manual approval before an account can be created. This setting can be modified by an Admin in Site Settings -> Registration.

With selected: **Create Account** **Deny** . Any pending email verification is still required after approval.

<input checked="" type="checkbox"/>	Name	Username	Email	Date	Reason	Email Verification	Approval
<input checked="" type="checkbox"/>	 McKinney, Victor	vmckinney		2025-09-16 21:54:41	Manual Approval Email Verification	Waiting on user 	Create Account Deny
<input checked="" type="checkbox"/>	 Schultz, Helena	hschultz		2025-09-16 21:56:59	Manual Approval Email Verification	Waiting on user 	Create Account Deny

Showing 1 to 2 of 2 entries

There are two options in the Approval column for all prospective accounts in the Pending Registrations table. Select "Create Account" to manually approve it or click "Deny" to deny an individual user.

Revision #2

Created 2025-11-23 22:48:28 UTC by Mitzi Orkus

Updated 2025-11-24 01:51:19 UTC by Mitzi Orkus