

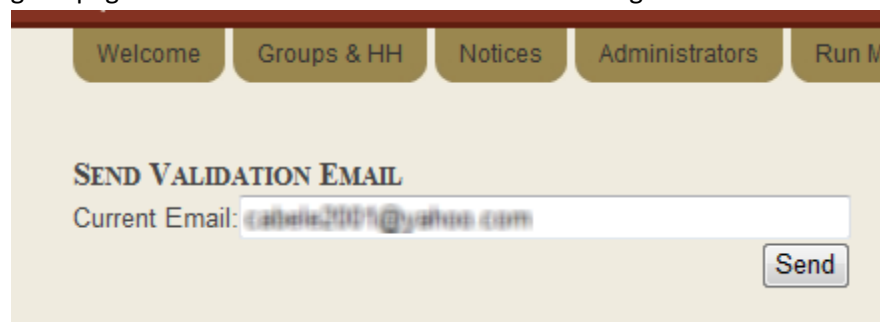
Validating Member's Emails

Permissions Required: Administrative: Cleanse and Create Group Directories

1. Members cannot use the system if their email addresses have not been validated. An Email is sent to the member when they are signed up into the system by the admin, by themselves, or through the Group Start Up Wizard. If the member does not validate their email, the admin is unable to approve them. As administrators with the proper permissions, you can resend the validation emails.

To do this:

2. Login to your Administrative side.
3. Click on the tab Groups and HH.
4. Under the heading: Manage Directory – Households and Members, click on the red link **“Individual Member Approval”** or **House Add/Edit Informaton**.
5. Locate your member by clicking on the first letter of their last name.
6. Once the household you are seeking appears you will see the information associated with the selected household. You will see the information in red if the household has not validated it email.
7. Click on the words **“Send Validation Email”** button to the right.
8. You will get a page with a section that looks like the following:



The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Welcome', 'Groups & HH', 'Notices', 'Administrators', and 'Run My'. Below the navigation bar, the heading 'SEND VALIDATION EMAIL' is displayed. Underneath, there is a text input field labeled 'Current Email:' containing the email address 'cabelis2001@yahoo.com'. To the right of the input field is a 'Send' button.

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9. If this email is incorrect, change it to the correct email and Click on the **“Send”** button.

10. The system will return:

SEND VALIDATION EMAIL

Email was sent. Have the recipient check their email to activate their account by clicking on the validation link.

Note: Group Membership cannot be approved or disapproved until this household has validated their email address. (See email Validation)