**Approvers – Approve or Reject Managed Accounts Requests**

As a Managed Account Approver, you will be notified via email when there are requests for you to review in QUT Access. To view the requests, click on the link provided in the email or go to QUT Access Managed Accounts and click **Managed Account Approvals**.

Here, you can see a list of Managed Account requests waiting for your approval. To view the details of a request, click on the **Name** of the requested Managed Account.

Check the information provided, ensuring that the request conforms to **QUT MOPP**.

If you are happy with the details provided, click **Approve Request**. Otherwise, click **Reject Request**.

When you click **Approve Request** you will be required to read and accept the **QUT MOPP**. Click **Approve Request** again, to complete the approval process.
When you click **Reject Request**, you will be required to provide a reason for rejection. Enter your reason in the text field and click **Reject Request** again to complete the rejection process. This reason will be provided to the Managed Account Requester.