Authorizing a New Employee

New employees of your company requesting a ProjectTalk membership must be validated and authorized before they can log on to ProjectTalk.

When validating employees, you need to assign them to an account and payment plan. If you want the Account Administrator to decide on which account to assign these employees to, you can simply select <no account> from the Account list. These employees will only have a Basic membership level and will not be able to access Project Management or Collaboration until the Account Administrator assigns them to accounts. Once they are part of an account, they can use the membership level previously set by the Employee Administrator.

If the user is sponsored by another company, you will need to confirm that the user is an employee of your company before that user can log on to ProjectTalk. If a user is sponsored, the section of employees waiting for authorization denotes that the user is sponsored.

Note: If you choose to decline an employee's request for authorization, the employee is notified by email and their information is deleted.

To authorize a new employee

1. On the My ProjectTalk page, go to the **Administration** section and click **Administer** next to **Employee Administration.**
2. The **Employee Summary** page opens and displays a summary of all the employees.
3. All the employees waiting for registration authorization are listed by company location. The **Notes** box displays details the user added in the Registration Wizard.
4. Next to the employee you want to authorize, select the employee's **Membership Level.**
5. Note that the membership level requested by the employee is automatically selected. As the Employee Administrator, you can override this selection.
6. Select from the **Account** list the account to which you want to add this employee.
7. If you do not wish to assign this employee to an account, select <no account> from the list. Employees not assigned to an account will only have a Basic level membership.
8. Select either **Monthly** or **Yearly** for the employee's **Payment Plan.**
9. Select the check box next to the employee's name and click **Accept selected employees.**
10. The employee is now validated. The employee will receive an email notification with the Member ID and password required to log on to ProjectTalk.