

Authorizing a Sponsored User as a New Employee

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 sponsored user as an employee of your company

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. Note that the membership level requested by the employee is automatically selected.
5. Select the check box next to the employee's name and click **Accept selected employees**.
6. The Sponsored user is now validated as an Employee of your Company. The employee will receive an email notification with the Member ID and password required to log on to ProjectTalk.