

Approve Requests to Access Toro Connect

*Only admins have the ability to approve Toro Connect requests.


1. Go to www.toroconnect.com and sign in.
2. Click on Manage Users.
3. Locate the Pending request on the View Users page.
4. Select approve (or decline) from the action column.

View Users

Company Name: Ace is the Place
Company Number: 3669

Last Name	First Name	Role	Status	Action
Hanover (953) (Primary Portal Admin)	Brandon	Principal or Owner	Active	Edit / Delete
Streep (959)	Meryl	<input type="text" value="Service Manager or Technician"/>	Pending	<input type="text" value="Select an Action"/>

5. An email notification is automatically sent to the user when approved or declined.

Inbox: 

To: morgan.dean
From: donotreply@toro.com
Subject: **Your Toro Access Request**
Received: Wed Jan 18 2017 15:21:19 GMT-0600 (Central Standard Time)

Thank you for signing up to access Toro Connect. Your access request has been approved.

Please visit [https:// toroconnect.com](https://toroconnect.com) to log in.

Thank you.