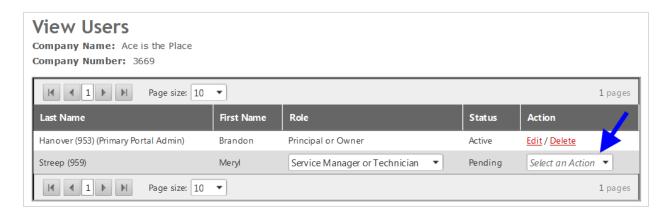


## **Approve Requests to Access Toro Connect**

\*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.



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

