

# Authorize Request to Report

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#) [Effects](#)

Search




*Feature availability varies by program and role.*

You can authorize a request for an organization to proceed with report processing when the assessment data is ready for reporting.

## Step-by-Step



Read It

(Click  to view image)

1. From **Setup**, select **Work Requests**. 
2. Click the checkbox next to your organization.  *To limit the requests displayed, click the **Work Type** filter, and select **Final Reporting**.*
3. Click **Select Tasks**, select **Approve / Reject Final Reporting**, and click **Start**. 
4. Click **Approve** or **Reject**, as appropriate. 

*You can also approve or reject a request to proceed with reporting from within organizations by selecting **Manage ATR Status**.* 

## Effects

To view pending enrollment approvals, click the red bell icon at the top of the page, and click **Reporting Requests**.

[Back to the top](#)