Authorize Request to Report

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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**.

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