Manually approve profiles in the group

Also covers: View a profile in your group or change its activation status

Available to group administrators only: You can manually approve the profiles that the institutions in your group submit using the procedure below. Or, you can have the system approve the profiles based on criteria that you set. For help choosing the approval method that you want to use, see Specify the profile approval method and required fields for your group.

Approve, view or change profiles

Available to group administrators only:

To manually approve, view, or change the status of the profile of an institution in your group:

1. Log on to QuestionPoint using your group administrator authorization number.
2. If the Profile module is not displayed, click Profile at the top of the screen. Or, if the Profile module is displayed but the Administration Functions part is not, click the Administration tab. The system displays the Administration Functions part of the Profile module.
3. In one of the three drop-down lists in the View profiles by area, select an institution whose profile you want to manually approve, view or change the status of.
   - The list next to the Candidate Status button contains only the institutions whose profiles await manual approval/activation. If the list is empty, no profiles await manual approval.
   - The list next to the Name button contains all the institutions in your group in alphabetical order by institution name.
   - The list next to the Institution ID button contains all the institutions in your group in order by institution ID.
4. Click the button to the left of the institution that you selected.
   - The system displays the Institution Services part of the institution's profile. The activation status of the profile is listed for your group and a button appears for each action, if any, you can currently take on the profile.
     - For help, see Profile activation statuses and actions.
5. If you want to approve or change the status of the profile, go to step 6.
   If you want to view the profile, go to step 7.
6. Click the button for the appropriate action. Then go to step 8. The system changes the status of the profile for your group and redisplays Institution Services. A button appears for each action, if any, you can take now on the profile.
   - To approve the profile, click the Activate button.
   - If you click the Reject or Inactivate button, be sure to inform the institution administrator of the reasons for your action and the next steps that the institution should take.
7. View the profile.
   - For instructions for viewing the parts of the profile, see Navigate the parts of the profile.
For instructions for viewing and printing the information entered in the profile, see Print your current profile information.

8. To manually approve, view or change the status of another institution's profile, repeat steps 2-7.