Self-registration with approval

Setting up and configuring the authentication method

To enable the registration method you need to:

1. Go to the site administration block and go to plugins > authentication > Self-registration with approval
2. On the authentication plugins section click the eye on the option called **Self-registration with approval** so it turns from grey to blue.

Name	Users	Enable	Up/Down	Settings	Test settings	Uninstall
Manual accounts	14			Settings		
No login	0			Settings		
SAML2	0	👁	⬇	Settings	Test settings	
OpenID Connect	1	👁	⬆ ⬇	Settings		
Self-registration with approval	0	👁	⬆	Settings		Uninstall

3. Then scroll down to the option called **Self Registration** and select **self-registration with approval**

The next step is to configure the method, to do this you need to. Scroll back up the option called **Self-registration with approval** and select the **Settings** option. Within here you can configure the settings.

1. The first setting to configure is the instruction form. Whatever you put in here will be displayed on the signup page

Sign up request form instructions
auth_approved | instructions

Please answer the below questions

2. You then need to set **Require Approval** to ticked

Notifications

There are 4 notifications that the system will send out:

1. The first is sent to any user with the role of site manager asking them to approve the new user

> **From:** Do not reply to this email <noreplyaddress@learningnexus.co.uk>
> **Sent:** 22 October 2018 10:15
> **To:** Admin
> **Subject:** New account request requires approval
>
> Applicant "XXXX", who requested an account with username "XXXX", has just confirmed their email address "XXXX".
>
> Please go to this web address to approve or reject the account request:
>
> https://totara-dev-11.learningnexus.co.uk/auth/approved/index.php

2. The second is sent to the new user asking them to confirm their email address is valid

> **From:** Do not reply to this email <noreplyaddress@learningnexus.co.uk>
> **Sent:** Monday, October 22, 2018 10:14:32 AM
> **To:** New User
> **Subject:** Site: Confirmation of account request
>
> Dear XXXX,
>
> A new account has been requested at 'XXXX' using your email address.
>
> Please go to this web address to confirm your request:
>
> https://totara-dev-11.learningnexus.co.uk/auth/approved/confirm.php?token=erkkklkodokqm60f3hfoiwtsglt4wii6
>
> If you need help, please contact support at this address: supportemail@learningnexus.co.uk

3. The third email is confirmation that email has been successfully validated from the previous link

> **From:** Do not reply to this email <noreplyaddress@learningnexus.co.uk>
> **Sent:** Monday, October 22, 2018 10:15:24 AM
> **To:** XXXXX
> **Subject:** Site: Account request confirmed
>
> Dear XXXX,
>
> Thank you for confirming your account request at 'Site', we will keep you informed about the progress of account approval.
>
> If you need help, please contact support at this address: supportemail@learningnexus.co.uk

Pending Requests

Once the admin has received the email informing them that there is a pending request they can then follow the link to the acceptance page

On the **Actions** they can then select either the thumbs up or cross to accept or cancel their application respectively. The pencil to edit the details of the application, or the letter symbol to send a message to the user requesting he account.

Once the new account is either accepted or rejected the user will then receive one last email telling them the outcome

Note: if you do reject the account you cannot later accept the same application. The user will have to reapply for an account. It may be better to use the message function to discuss any issues with the application form and then update it using the pencil tool.