# How-To: Volunteer Approval

1. Introduction

After the volunteer signs the form, the approver will receive an email notification that will prompt to move the volunteer to the next steps.

2. Email Notification

1. The approver will receive an email with a link to the Volunteer Management website. Click the link to open the Volunteer Digital Signature page.
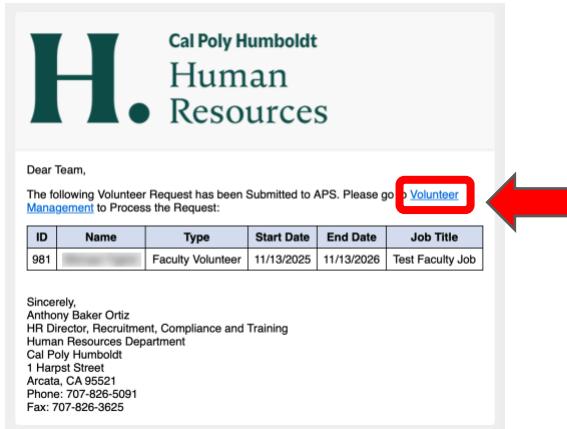
2. If you haven't logged in to the MyHumboldt portal within the past hour, you will be prompted to log in. Use your Humboldt username and passwords to log in.
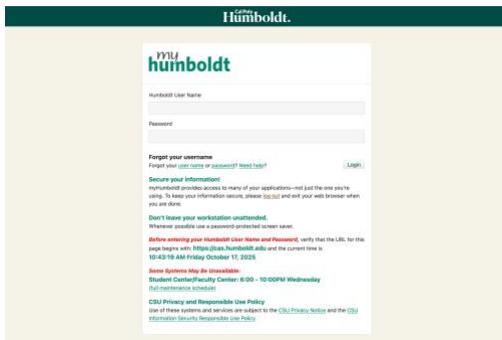
3. The **Volunteer Requests – Request Approvals** page will open.

3. Volunteer Approvals

You can approve each volunteer individually or approve a batch at a time. Below are the instructions for each option.

1. **Individual Approval or Deny Approval**

   This option allows you to approve or deny one volunteer at a time. This is useful if you want to see the details add comments to each one as needed.

   a. Click the name link of the volunteer.

   b. The Approve Appointment Request pop-up window will open.

   c. Type any comments in the Comments field, if needed.

   d. The Yes, I Approve this Request button will be selected by default. If you don't want to approve the request for any reason, click the No, I am Closing this Request button.

   e. Click the Process this Request button.

   f. The Approve Appointment Request pop-up window will close and the volunteer's name will disappear from the list. You can approve more volunteers from the list using the same method.

   g. The request will move to the next stage of the workflow.

2. **Batch Approvals or Deny Approvals**

   This option allows you to approve or close several volunteers' requests at a time. You won't be able to type any individual comments or see each individual details, but it will save you time.

   a. Check the checkboxes of the left-hand side of the volunteers' rows.

   b. Type a comment in the Bulk Processing Requests Comments field. All the requests will get the same comment.
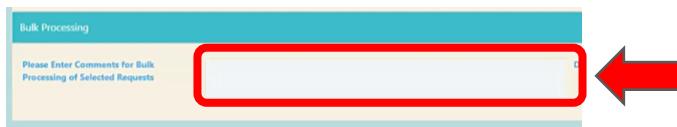
   c. If you want to approve all the requests, click the Bulk Approve button. If you want to deny their requests, click the Batch Close button.

   d. The page will update by removing all the selected requests from the list.

   e. The request will move to the next stage of the workflow.