How to Re-open an Access Request with a VALIDATED status

On occasions an Access Request (AR) showing on the school’s My Access Request home page will need to be re-opened after it has been VALIDATED.

This may occur if the Principal, Parent/Carer or Educational Services have requested changes to the student’s Access Request.

The Principal opens the AR and under the Support Documents tab, click Verification.

On the Verification page the Principal will Decline the relevant sections only (avoid declining “All” as it will mean that every page of the Access Request will need to be reviewed) – some examples are given below:

Once declined, a message box will appear to allow the Principal to indicate the change required.
The Principal should then select **Save and Exit**

The status of the AR will then show as **VALIDATED OPEN**.

The **AR participants** can then go into the Access Request to complete the sections declined by the Principal.

For each section declined by the Principal under the above tabs, the following message box will appear at the top of the page:

- The principal has declined this section or the relevant role has been re-assigned. Please review the section and check the box when completed.

The AR participants will review and make the necessary amendments and **before leaving the page** the check box shown above **must be ticked**.

For sections declined by the Principal under these tabs the AR participants will need to sign date again.

Once all relevant sections have been amended and saved, the status of the AR will change back to **VALIDATED** and the **Principal** will be able to go to the **Verification** page of the Access Request and **Accept** those sections again, **sign date** and **submit**.
Note:

At the top of each Access Request there are two important icons which allow the user to check the progress of an AR.

The View Verification icon shows a READ ONLY copy of the Verification page.

The Access Request Summary shows which sections of an Access Request are to be completed by whom and which sections have not yet been completed (pink background):