Step 1: Click on Responsibilities

Step 2: Click on Non-state User Approval Console

Step 3: Click on User Name and verify the following:

- Email address is accurate
- A valid job title with the VDSS prefix (make sure it is specifically what they do and do not use Generic if at all possible)
- A manager is identified
- Correct organization

Step 4: If the information is Step 3 is valid approve. If it is not valid, disapprove.