
ECOS APPROVER TRAINING

This document will familiarize you with the roles and responsibilities of being an Educator Certification Online System (ECOS) approver along with the procedural steps in granting access to ECOS applications. The ECOS application is considered as three distinct applications: ECOS for Educators, ECOS for Entities (used by Educator Preparation Programs (EPP) and District users), and the ECOS for Admins Application.

There are two types of approvers in TEAL, Organization Approvers and Service Approvers (also known as Application Approvers). The business area will need to establish both organization approvers and service approvers for all ECOS applications.

1. APPROVERS AND REQUESTORS DEFINED

Access requests to all applications in TEAL must be reviewed by at least two approvers. There are three actors involved in each request.

- A **Requestor** is someone who submits a request for access to an ECOS application in TEAL. A Requestor could be an educator, school administrator, educator preparation program (EPP) staff member, TEA staff person, or any other member of the educational community.
- The **Organization Approver** provides the first level approval for access requests to applications. It is their responsibility to verify that the Requestor is part of their organization, and that the Requestor should have access to ECOS in the role that is being requested. An organization can have three different types of approvers:
 - **Primary Approvers** have the principal responsibility for approving requests for their organization. Primary Approvers are the Organization Heads (e.g. district superintendents). There can only be one Primary Approver in an organization.
 - Primary Approvers can set up **Alternate Approvers** within their organization, who will act on behalf of the Primary Approver to approve access to all applications. There can be more than one Alternate Approver for an organization.
 - Primary Approvers can also delegate their responsibility to **Limited Approvers**, who will approve requests for access to only specific TEA application(s) for an organization.

Note: Alternate and Limited approvers act on behalf of the Primary Approver to approve access to TEA applications, but they cannot set up other delegate approvers.

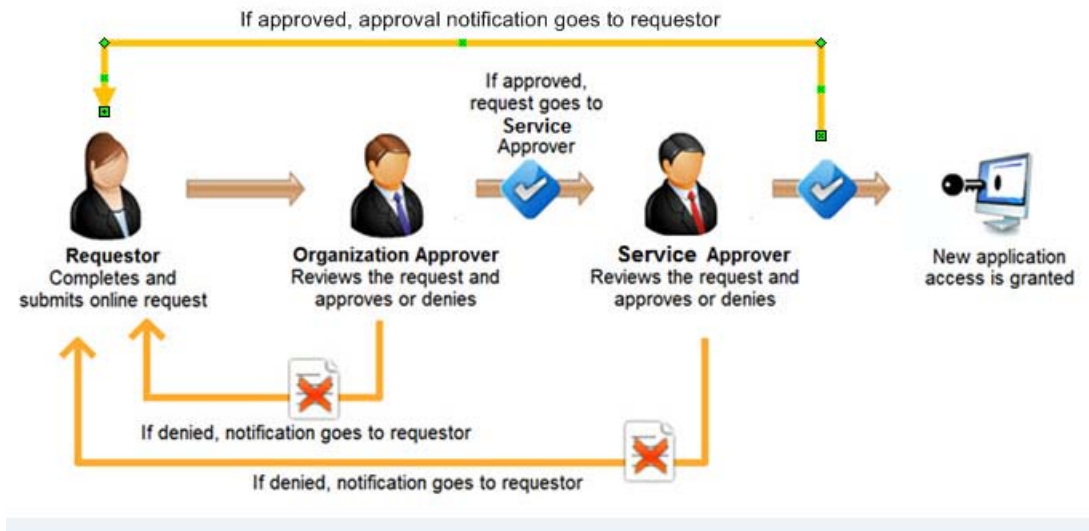
- The **Service Approvers** provide the final approval for access requests to ECOS applications. Service approvers are typically TEA employees with deep understanding of the application and relevant roles and permissions.

A denial from any approver will result in an email notification to the requestor.

One can only be a single type of approver at any given time.

2. THE APPROVAL PROCESS

Access requests to applications in TEAL must be reviewed by at least two approvers. This process is summarized here.



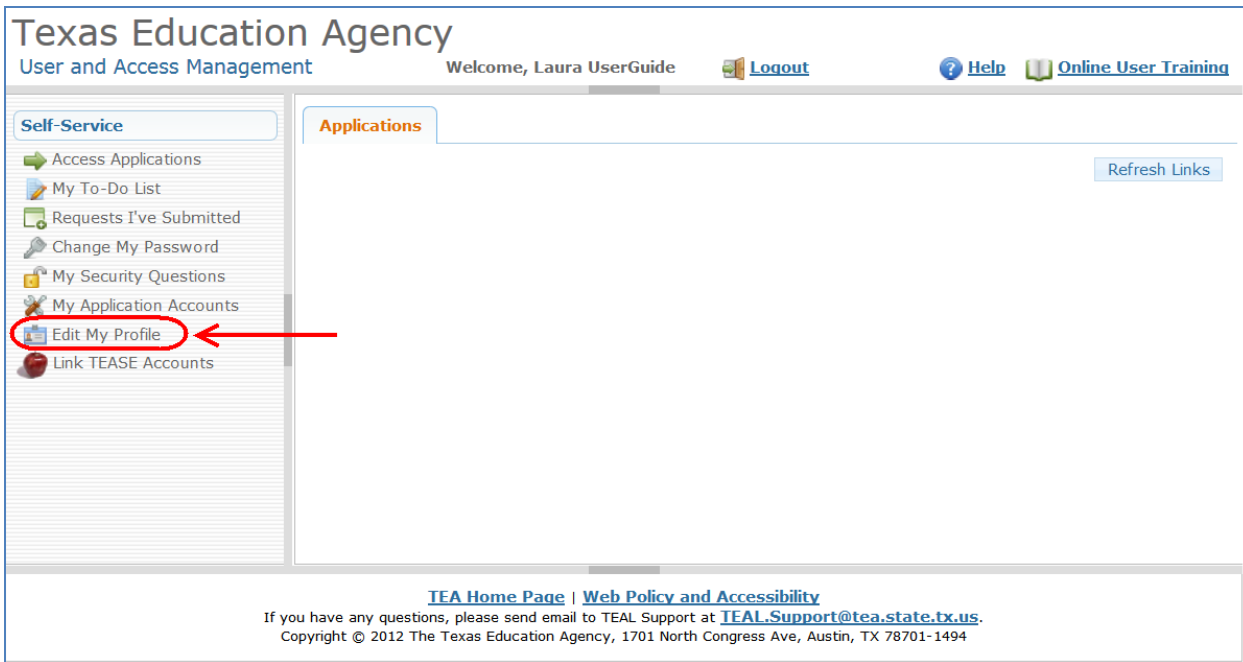
3. TEAL ACTIVITIES THAT REQUIRE APPROVAL

- Approval is required to grant user access to the ECOS for Entities and ECOS for Admins applications. Service and Organization approvers must approve or deny ECOS access requests in a timely and appropriate manner.
- Approval is also required to become an approver. Organization Approvers and Service Approvers must be approved by TEA and organization heads.
- Access to ECOS for Admins and ECOS for Entities applications is periodically recertified to verify whether a user's access is still appropriate and valid. Similarly, approvers are also periodically recertified to verify appropriateness and validity of their responsibilities. The recertification process follows a similar process to the approval process when access was originally granted.

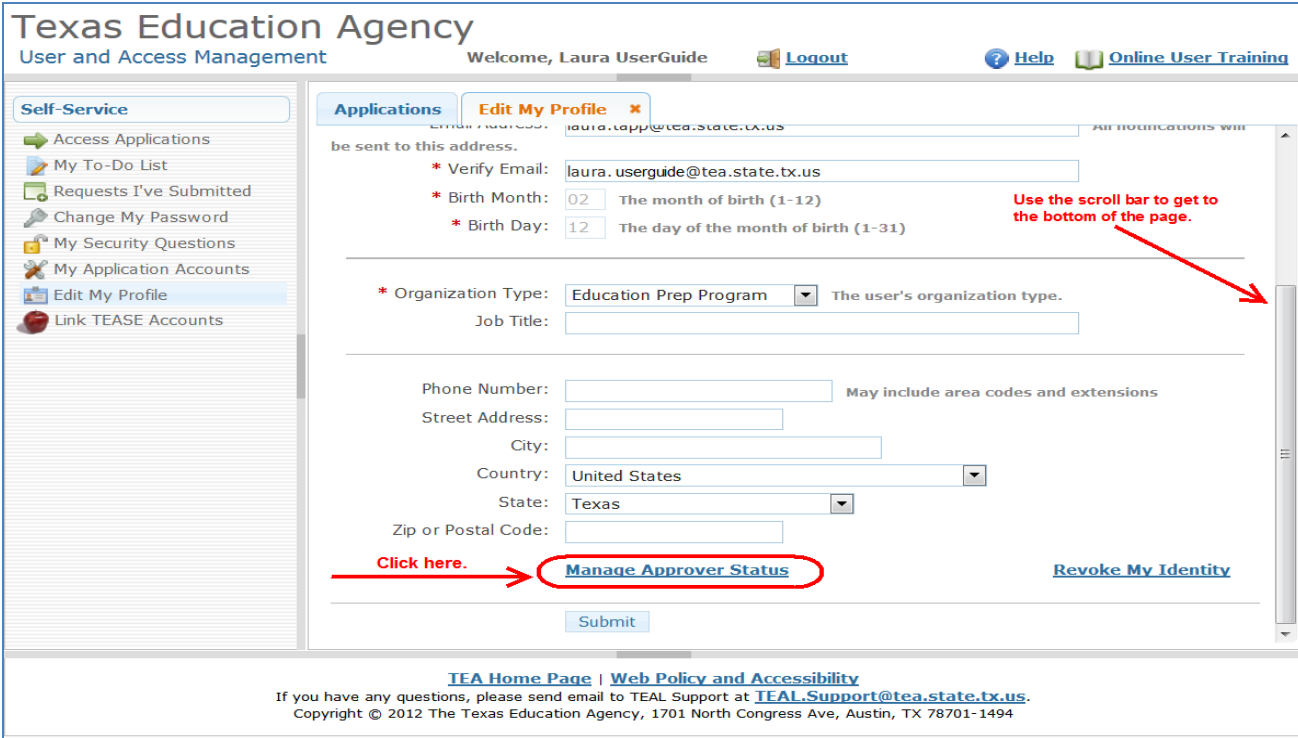
4. REQUESTING TO BE AN APPROVER

This section of the document will explain the process and procedural steps necessary to request Approver privileges.

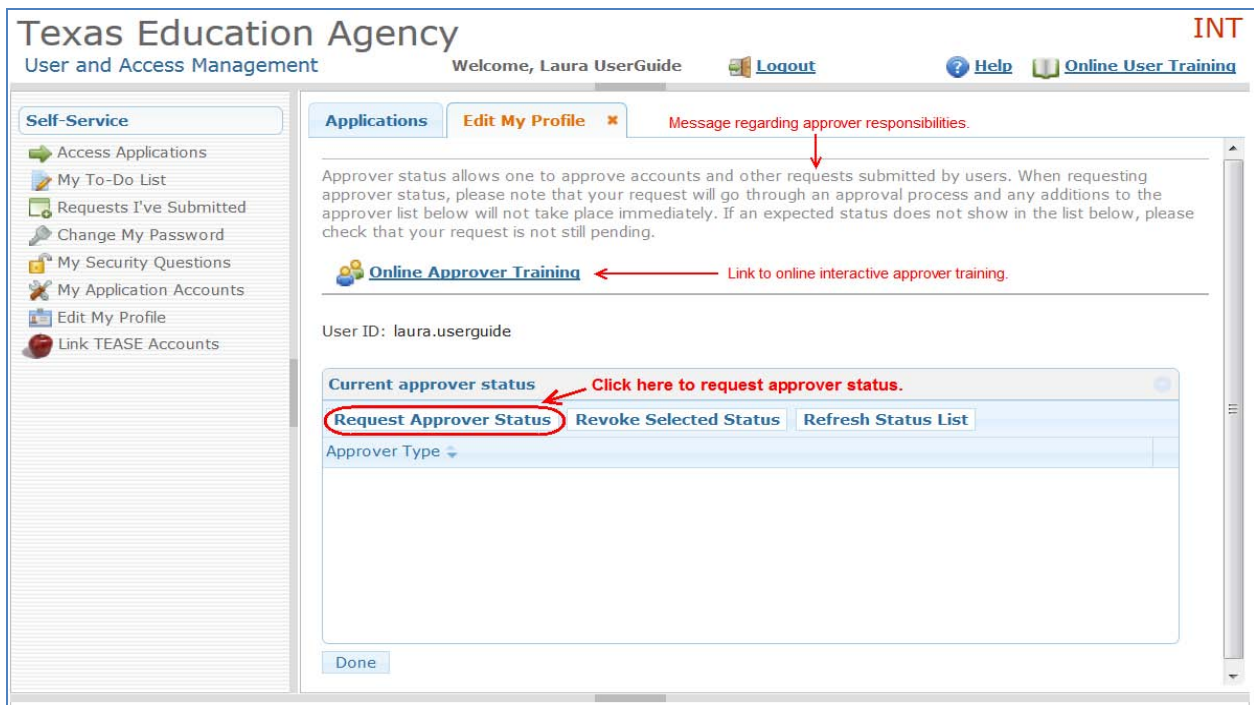
- 4.1 Once you have created your TEAL identity, login and select **Edit My Profile** from the *Self Service* section in the left hand menu.



- 4.2 The *Edit My Profile* page will appear. Scroll to the bottom and click the **Manage Approver Status** button.



- 4.3 A message regarding approver responsibilities and a link to online interactive approver training is displayed. Click the **Request Approver Status** button.



- 4.4 The Approver Status Details page is displayed. Select the type of approver you want to be in the *Approver Type* drop down list.

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **Edit My Profile** x

Approver Status Details

Approver Type
Primary Approver
Primary Approver
Alternate Approver
Limited Approver
Service Approver

Organizations whose users' requests you will approve

Add >>

Selected Organizations

Remove

By clicking Submit, you accept the following terms:

- As an approver, I accept responsibility for revoking a user's access to applications when access is no longer needed, such as when a user leaves the organization or changes roles.
- I understand that failure to do so may result in unauthorized access to network resources and sensitive information. The consequences of any breach in confidential information because of my failure to revoke access when needed may include but are not limited to possible revocation of my access approval authority and/or sanctions against my employing organization.

4.5 Next, begin typing either your organization name or numeric ID in the *Organizations whose users' requests you will approve* field. As you type, matching organizations will appear. Select your organization from the list, then click **Add**.

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **Edit My Profile** x

Approver Status Details

Approver Type
Primary Approver

Organizations whose users' requests you will approve
AUSTIN ISD (227901)

Add >>

Selected Organizations
AUSTIN ISD (227901)

Remove

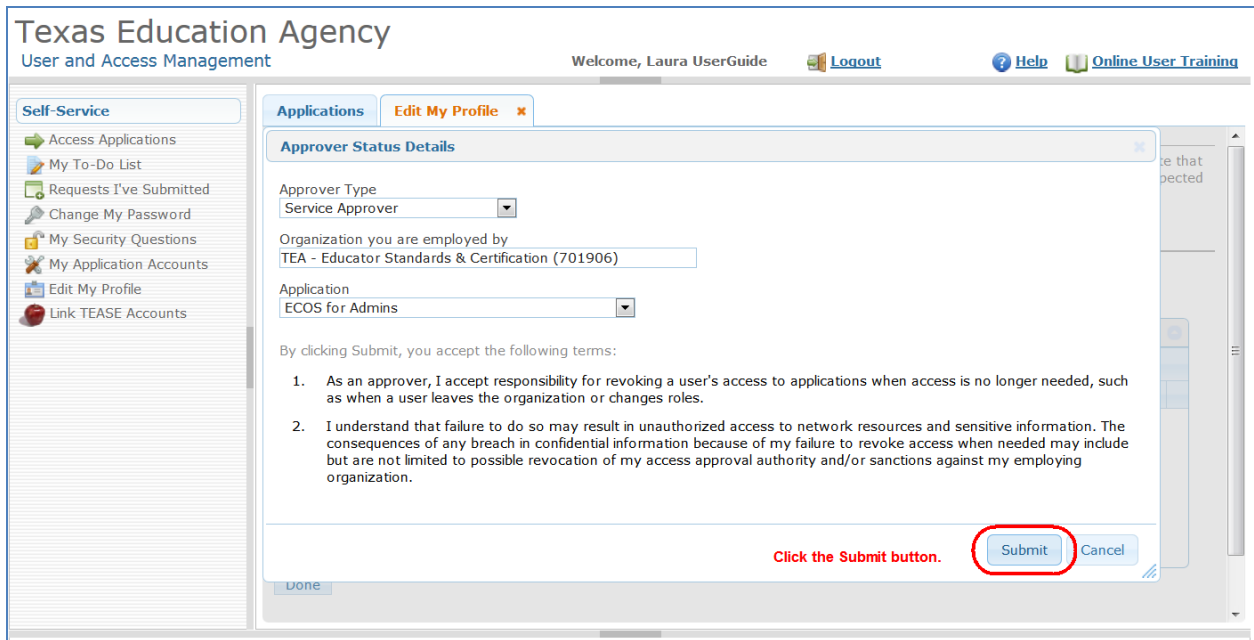
By clicking Submit, you accept the following terms:

- As an approver, I accept responsibility for revoking a user's access to applications when access is no longer needed, such as when a user leaves the organization or changes roles.
- I understand that failure to do so may result in unauthorized access to network resources and sensitive information. The consequences of any breach in confidential information because of my failure to revoke access when needed may include but are not limited to possible revocation of my access approval authority and/or sanctions against my employing organization.

Submit

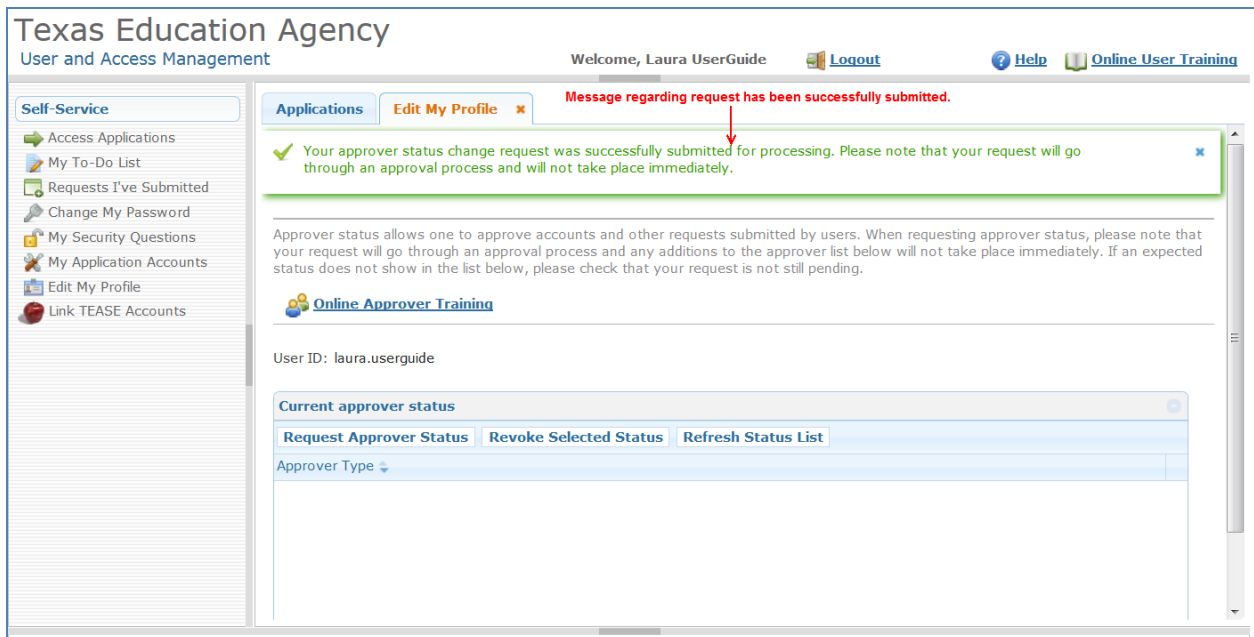
Cancel

4.6 Scroll to the bottom of the page, read the approver responsibilities, and select the **Submit** button.



4.7 A message appears indicating your approver request has been successfully submitted. Service approver request requires approval from your organization's Primary Approver within their organization, then approved by the TEA Information Security Officer.

You will receive an email notification once your request has been approved or denied.



5. WHO GRANTS YOUR APPROVER RESPONSIBILITIES?

The following is the approval workflow routing for all approver requests. Once a decision has been made on the request, the requestor will be notified by email.

Note: It is not possible to be an organization approver and service approver at the same time. Also, one person cannot be a Primary, Alternate and/or Limited approver for the same organization. Such requests **will be denied automatically** in TEAL.

Organization Approvers:

- User requests to be Primary Approver > Computer Access (verifies that the requestor is the organization head per the org chart) > TEA Information Security Officer
- User requests to be Alternate Approver > Primary Approver > Computer Access > TEA Information Security Officer
- User requests to be Limited Approver > Primary Approver > TEA Information Security Officer

Service Approvers:

- User requests to be a Service Approver > Primary Org Approver > TEA Information Security Officer

6. APPROVER ACTIVITIES

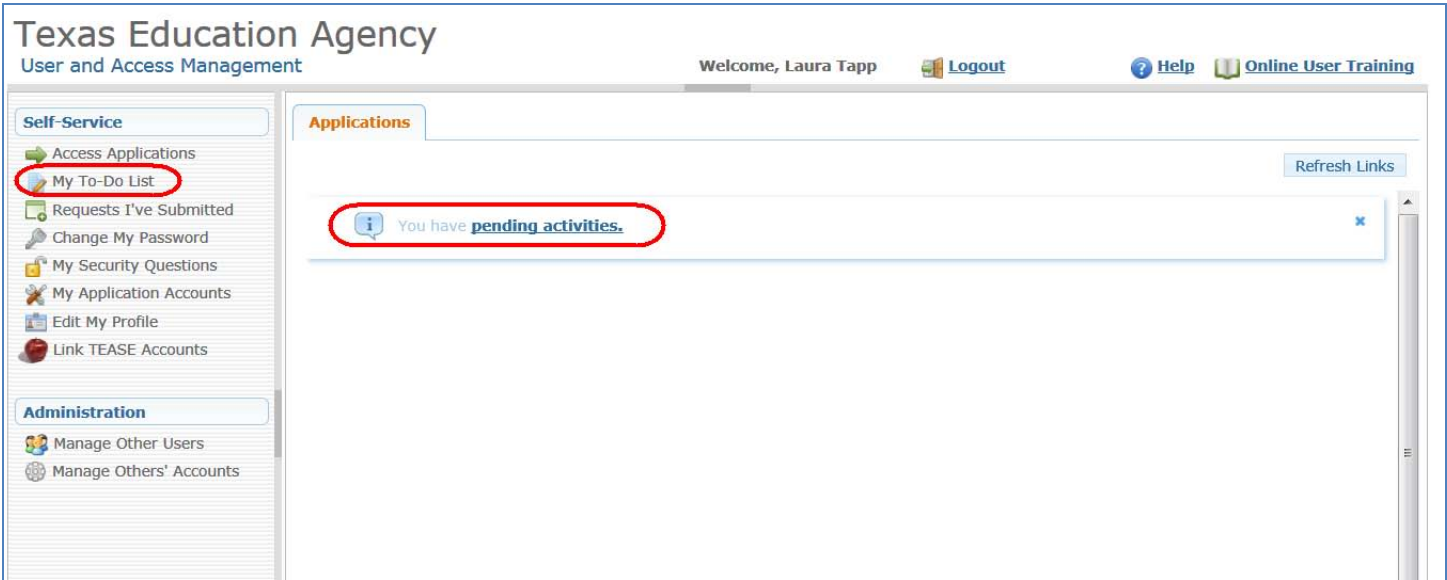
This section of the document will help you get familiar with the activities that you might have to perform as an approver.

After reviewing this section, you will be able to:

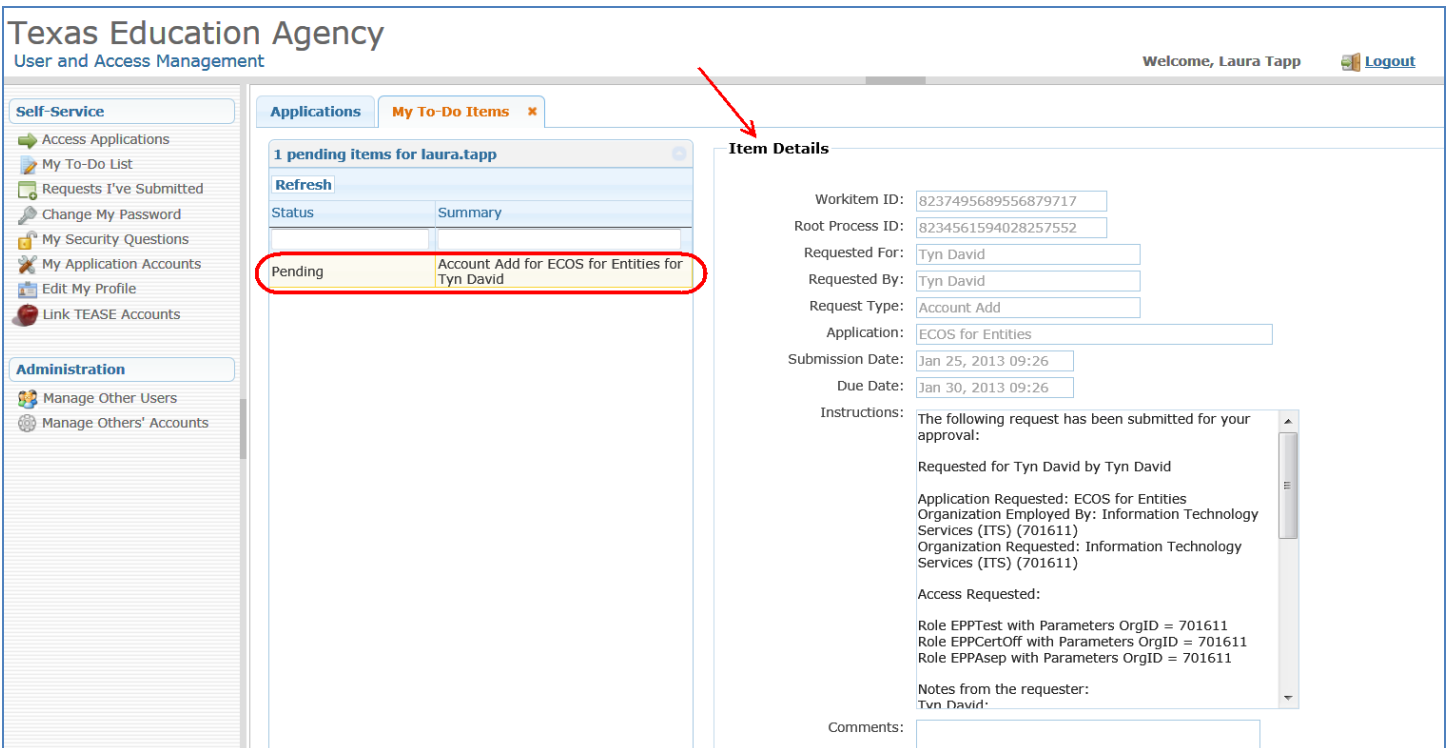
- Approve or reject a request
- Manage other approvers
- Manage others' accounts
- View request history and status
- Explain the process of periodic recertification of applications and approvers
- Identify the approver recertification policies

6.1 APPROVING OR REJECTING A REQUEST

1. As an Approver, you will be notified by email that you have pending activities and you will see a message on your TEAL page. To see your pending activities, either click the link in the "pending activities" message or **My To-Do List** link in the Self Service section on the left.



- The My To-Do Items page appears with your pending activities. Click on any activity to see the activity details. The activity details are displayed on the right.



3. Scroll to the bottom of the page, enter comments if desired, then click the appropriate button at the bottom of the page to take action on the request.

The screenshot shows a request approval form with the following fields and content:

- Workitem ID: 8237495689556879717
- Root Process ID: 8234561594028257552
- Requested For: Tyn David
- Requested By: Tyn David
- Request Type: Account Add
- Application: ECOS for Entities
- Submission Date: Jan 25, 2013 09:26
- Due Date: Jan 30, 2013 09:26
- Instructions: The following request has been submitted for your approval:
Requested for Tyn David by Tyn David
Application Requested: ECOS for Entities
Organization Employed By: Information Technology Services (ITS) (701611)
Organization Requested: Information Technology Services (ITS) (701611)
Access Requested:
Role EPPTest with Parameters OrgID = 701611
Role EPPCertOff with Parameters OrgID = 701611
Role EPPAsep with Parameters OrgID = 701611
Notes from the requester:
Tyn David
- Comments: A red arrow points to a text box containing the text "Comments are required when rejecting a request."
- Buttons: Three buttons are located at the bottom: "Approve", "Reject", and "Reject and Resubmit". The "Approve" button is circled in red.

Clicking **Approve** will move the request forward in the approval process.

Reject will deny and end the request. The requestor will be notified via email.

Reject and Resubmit will reject the request and allow you to change and resubmit it. This option allows you to correct a mistake made in the original request (see the next section for details regarding how to Reject and Resubmit a request)

Please note that TEAL does not validate user names, role(s) requested, or other information on access requests. As an approver, you must use your best judgment before approving requests. If you are unsure or suspect questionable activity, then contact Computer.access@tea.state.tx.us.

- The request status is changed in your Pending Activities. For this example, the request was approved.

The screenshot shows the Texas Education Agency User and Access Management interface. The user is Laura Tapp. The interface is divided into several sections:

- Self-Service:** Access Applications, My To-Do List, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, Edit My Profile, Link TEASE Accounts.
- Administration:** Manage Other Users, Manage Others' Accounts.
- Applications:** A table with columns 'Status' and 'Summary'. One row is highlighted in yellow with the status 'Approved' circled in red. The summary is 'Account Add for ECOS for Entities for Tyn David'.
- My To-Do Items:** A tab with a close button (x).
- Item Details:** A form with the following fields:
 - Workitem ID: 8237495689556879717
 - Root Process ID: 8234561594028257552
 - Requested For: Tyn David
 - Requested By: Tyn David
 - Request Type: Account Add
 - Application: ECOS for Entities
 - Submission Date: Jan 25, 2013 09:26
 - Due Date: Jan 30, 2013 09:26
 - Instructions: Requestee Phone: 512-555-6666, Requestee Street Address: 123 Pecan Street, Requestee City: Austin, Requestee State: Texas, Requestee Zip: 78748, Requestee Identity Status: ACTIVE, Requestee Primary Organization Number: None, Requestee User Category: Educators.
 - Request Initiated: Fri Jan 25 09:15:24 CST 2013
 - Process Reference: 8234561594028257552

- Once you refresh the Pending Items list, the items you have taken action on will disappear from the list. Items will also be removed if another approver acts on the request, or if the request is not acted on in a timely manner.

The screenshot shows the Texas Education Agency User and Access Management interface after the request has been approved. The user is Laura Tapp. The interface is divided into several sections:

- Self-Service:** Access Applications, My To-Do List, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, Edit My Profile, Link TEASE Accounts.
- Administration:** Manage Other Users, Manage Others' Accounts.
- Applications:** A table with columns 'Status' and 'Summary'. The table is empty, and the text '0 pending items for laura.tapp' is displayed above it. A 'Refresh' button is circled in red.
- My To-Do Items:** A tab with a close button (x).
- Item Details:** A form with the following fields:
 - Workitem ID: [Empty]
 - Root Process ID: [Empty]
 - Requested For: [Empty]
 - Requested By: [Empty]
 - Request Type: [Empty]
 - Application: [Empty]
 - Submission Date: [Empty]
 - Due Date: [Empty]
 - Instructions: [Empty]

6.2 REJECT AND RESUBMIT A REQUEST

Approvers can reject and resubmit a pending request. This action denies the request, allows the approver to make corrections on the requestor's behalf, and resubmit the request. This is helpful if the requestor asked for an incorrect role.

1. To reject and resubmit a revised request on the requestor's behalf, first select the request from your queue, enter comments regarding why you are rejecting the request, then select the **Reject and Resubmit** button at the bottom of the page. Note, the requestor will receive an email indicating that their request has been rejected and the comments entered.

The screenshot displays the Texas Education Agency User and Access Management interface. The page title is "Texas Education Agency User and Access Management". The user is logged in as "Laura Tapp". The interface shows a "My To-Do Items" section with 2 pending items for Laura Tapp. One item is highlighted in yellow and circled in red: "Pending Account Add for ECOS for Entities for Tyn David". The "Item Details" section shows the following information:

- Workitem ID: 1629447586499548575
- Root Process ID: 1628404338396225458
- Requested For: Tyn David
- Requested By: Tyn David
- Request Type: Account Add
- Application: ECOS for Entities
- Submission Date: Feb 1, 2013 10:35
- Due Date: Feb 6, 2013 10:35
- Instructions: The following request has been submitted for your approval:
Requested for Tyn David by Tyn David
Application Requested: ECOS for Entities
Organization Employed By: (227901)
Organization Requested: (227901)
Access Requested:
Role DiscSubPerm with Parameters OrgID = 227901
Role DiscPrincSurv with Parameters OrgID = 227901
Role DiscPermDE with Parameters OrgID = 227901
Role DiscFP with Parameters OrgID = 227901
Role DiscEdAide with Parameters OrgID = 227901
- Notes from the requester: Tyn David
- Comments: Revising the roles you requested. This request will be resubmitted on your behalf.

At the bottom of the page, there are three buttons: "Approve", "Reject", and "Reject and Resubmit". The "Reject and Resubmit" button is circled in red. A red arrow points to the "Comments" field.

TEA Home Page | Web Policy and Accessibility
If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
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- To resubmit the request, first select it from the list. It will include the requestor's name and the application they are applying for, the roles requested, and their employing organization. For this example, we're going to remove one of the roles the user requested. Select the **Remove Selected** button.

Texas Education Agency
User and Access Management

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Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Other Users
- Manage Others' Accounts

Applications **My To-Do Items** x

Apply for new access or change an existing access.

Application Name: **ECOS for Entities**
User ID: Tyn.David

* Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access St	Roles(s)	Access Rights	Employing Organizator
Granted	District_Permits Data Entry, District_Principal Survey, District_Submit Permits, District_Educator Aide, District_Fingerprint Update	Authorizing Organization: 227901 Authorizing Organization: 227901 Authorizing Organization: 227901 Authorizing Organization: 227901	AUSTIN ISD

[Save Changes](#) [Done](#)

[TEA Home Page](#) | [Web Policy and Accessibility](#)
If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
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- A new page appears with all the roles the user requested. Select which role(s) you would like to remove from the request, then select the **Submit** button

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Other Users
- Manage Others' Accounts

Applications My To-Do Items

Apply for new access or change an existing access.

Application Name: ECOS for Entities

User ID: Tyn.David

* Accesses:

Add Access Modify Access Remove Selected Refresh Access

Access St	Roles(s)	Access Rights	Employing Organization
Granted	D D D D D		AUSTIN ISD

Which access role(s) do you want to remove?

Role Name
<input type="checkbox"/> District_Fingerprint Update
<input type="checkbox"/> District_Permits Data Entry
<input checked="" type="checkbox"/> District_Principal Survey
<input type="checkbox"/> District_Submit Permits

Submit Cancel

Save Changes Done

4. Confirm that you want to remove the role(s) selected.

Application Name: ECOS for Entities
User ID: Tyn.David

* Accesses: Add Access Modify Access Remove Selected Refresh Access

Access St	Roles(s)	Access Rights	Employing Organization
Granted	D D D D D		AUSTIN ISD

Which access role(s) do you want to remove?

Role Name
<input type="checkbox"/> District_Fing
<input type="checkbox"/> District_Pern
<input checked="" type="checkbox"/> District_Princ
<input type="checkbox"/> District_Subr

Submit Cancel

Message from webpage

Are you sure you want to delete this access?

OK Cancel

- The roles that you selected for removal now appear with ~~strikethrough~~ the text. Select the **Save Changes** button at the bottom of the page.

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User and Access Management

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Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Other Users
- Manage Others' Accounts

Applications **My To-Do Items** x

Apply for new access or change an existing access.

Application Name: **ECOS for Entities**
User ID: **Tyn.David**

* Accesses:

Access St:	Roles(s)	Access Rights	Employing Organization
Edited	District_Permits Data Entry, District_Principal Survey, District_Submit Permits, District_Educator Aide, District_Fingerprint Update	Authorizing Organization: 227901 Authorizing Organization: 227901 Authorizing Organization: 227901 Authorizing Organization: 227901	AUSTIN ISD

[Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

[Save Changes](#) [Done](#)

- A message indicating the success of the request revision appears at the top of the page.

Texas Education Agency
User and Access Management

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Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile

Applications **My To-Do Items** x

✓ Add request was successfully submitted with request ID 1642826470112988236.

Apply for new access or change an existing access.

Application Name: **ECOS for Entities**

6.3 MANAGE A USER'S ACCESS TO ECOS

Primary or Alternate Organization Approvers can manage others' ECOS user accounts within their organization. These approvers can also manage other approver's within their organization.

ECOS Service Approvers can manage all users who have access to the ECOS for Entities and ECOS for Admins applications. For an existing user, both types of approvers can:

- Request new account
 - Search for a user by user name and request access to ECOS on their behalf
- Suspend an existing ECOS account
 - Suspending a user's account will remove the ECOS access from their TEAL jump page.
- Restore a suspended ECOS account, or
 - Restores an account that has been suspended.
- Delete an existing ECOS account
 - Deletes the user's account immediately, and cannot be restored.

This will not impact the user's TEAL identity or access to other TEA applications.

1. To manage user accounts for your organization, select **Manage Others' Accounts** in the left hand menu.
2. Next, select one of the filter options in the list, either whether the user is employed by your organization, or authorized to access your organization's data, and click on the **Search Accounts** button

The screenshot displays the Texas Education Agency's User and Access Management interface. The top navigation bar includes the agency name, user name (Ashley Tapp), and links for Logout, Help, and Online User Training. The left sidebar is divided into 'Self-Service' and 'Administration' sections. In the 'Administration' section, 'Manage Others' Accounts' is highlighted with a red circle. A red arrow points from this menu item to the 'Filter Options' section in the main content area. The 'Filter Options' section contains two dropdown menus: 'Filter By' and a second dropdown menu. Below these are two filter options: 'All accounts for employees of AUSTIN ISD (Org ID 227901)' and 'All accounts with authorization for AUSTIN ISD (Org ID 227901)'. A red arrow points from the second dropdown menu to the 'Search Accounts' button. Below the filter options is a table with the following structure:

0 accounts.			
Request New Account...	Suspend Account	Restore Account	Delete Account
Account Owner	Status	Application	Parameters

- Next, select which user's access you want to revise and the action to be taken. For this example, the user's account will be **suspended**. The user will get an email notifying them of the suspension, and when they login to TEAL the next time, the ECOS application will not appear on their TEAL Applications page.

Texas Education Agency
User and Access Management

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Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Others' Accounts
- Manage Approvers

Applications **Manage Accounts** x

Filter Options

Filter By

- All accounts for employees of AUSTIN ISD (Org ID 227901)
- All accounts with authorization for AUSTIN ISD (Org ID 227901)

Search Accounts

16 accounts. Click on Account Owner field to edit account details.

Request New Account... **Suspend Account** Restore Account Delete Account Export Search Results

<input type="checkbox"/>	Account Owner	Status	Application	Parameters
<input type="checkbox"/>	Entity.NewDistrictUser	active	ECOS for Entities	Role(s) Granted: District_Submit Permits Authorized Org: 057905 - DALLAS ISD Employing Org: 227901 - AUSTIN ISD
<input checked="" type="checkbox"/>	Lynette.Austineditor	active	Waivers	Role(s) Granted: District Editor Authorized Org: 227901 - AUSTIN ISD Employing Org: 227901 - AUSTIN ISD
<input type="checkbox"/>	Linda.Educators	active	ECOS for Entities	Role(s) Granted: District_Permits Data Entry, District_Fingerprint Read Only, District_Submit Permits, General Access, District_Educator Aide, District_Fingerprint Update Authorized Org: 227901 - AUSTIN ISD Employing Org: 227901 - AUSTIN ISD

- After processing, TEAL will indicate the new account status.

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Others' Accounts
- Manage Approvers

Applications

Manage Accounts x

Filter Options

Filter By

- All accounts for employees of AUSTIN ISD (Org ID 227901)
- All accounts with authorization for AUSTIN ISD (Org ID 227901)

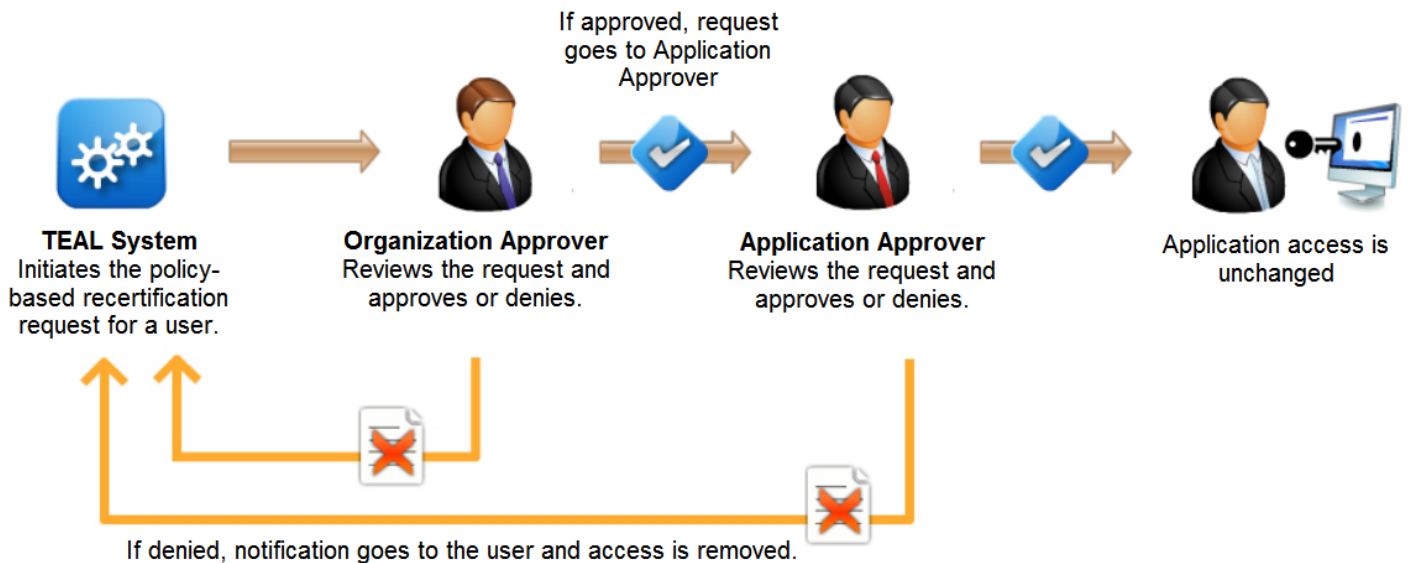
Search Accounts

17 accounts. Click on Account Owner field to edit account details.

Request New Account...	Suspend Account	Restore Account	Delete Account	Export Search Results
Account Owner	Status	Application	Parameters	
<input type="checkbox"/> Entity.NewDistrict	active	ECOS for Entities	Role(s) Granted: District_Submit Permits Authorized Org: 057905 - DALLAS ISD Employing Org: 227901 - AUSTIN ISD	
<input type="checkbox"/> Lynette.Austineditor	suspended	Waivers	Role(s) Granted: District Editor Authorized Org: 227901 - AUSTIN ISD Employing Org: 227901 - AUSTIN ISD	
<input type="checkbox"/> Linda.Educators	active	ECOS for Entities	Role(s) Granted: District_Permits Data Entry, District_Fingerprint Read Only, District_Submit Permits, General Access, District_Educator Aide, District_Fingerprint Update Authorized Org: 227901 - AUSTIN ISD Employing Org: 227901 - AUSTIN ISD	

6.4 RECERTIFICATION OF APPROVERS AND USER ACCOUNTS

Access to the ECOS for Entities and ECOS for Admins applications will be periodically recertified, typically once a year. Permissions to be an approver are also reviewed and recertified. The recertification process is similar to new access requests.



During the recertification process, TEAL automatically sends notifications and approval requests to approvers and application users. Approvers should determine if each user is still employed in their organization and whether the user's job responsibilities require they have the same level of access to the ECOS application.

If an approver marks access as no longer valid or fails to respond within a reasonable amount of time, that user is notified and their access is automatically disabled in TEAL.

6.5 MANAGE APPROVERS

Primary organization approvers can manage permissions for all other approvers within their organization. This means they can revoke an approver's authority within their organization.

1. Select the **Manage Approvers** button on the left and side of your TEAL page. Next, select to **Search Approvers** for all approvers within your organization. TEAL will display all approvers for the selected organization. You will not be able to manage approvers for any organization that you are not a primary approver for.

Texas Education Agency User and Access Management Welcome, Ashley Tapp [Logout](#) [Help](#) [Online User Training](#) TEST

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Administration

- Manage Others' Accounts
- Manage Approvers**

Applications **Manage Approvers** x

Filter Options

Approver Type: All Organization: AUSTIN ISD

[Search Approvers](#)

Approver search results (2 total)

[Edit Selected Approver](#) [Export Search Results](#)

Approver Name	UserID	Responsible For
Ashley Tapp	Ashley.Tapp	Primary Approver for AUSTIN ISD (Org ID 227901)
Lolly Educator	Lolly.Educator	Limited Approver for ECOS for Entities, AUSTIN ISD (Org ID 227901)

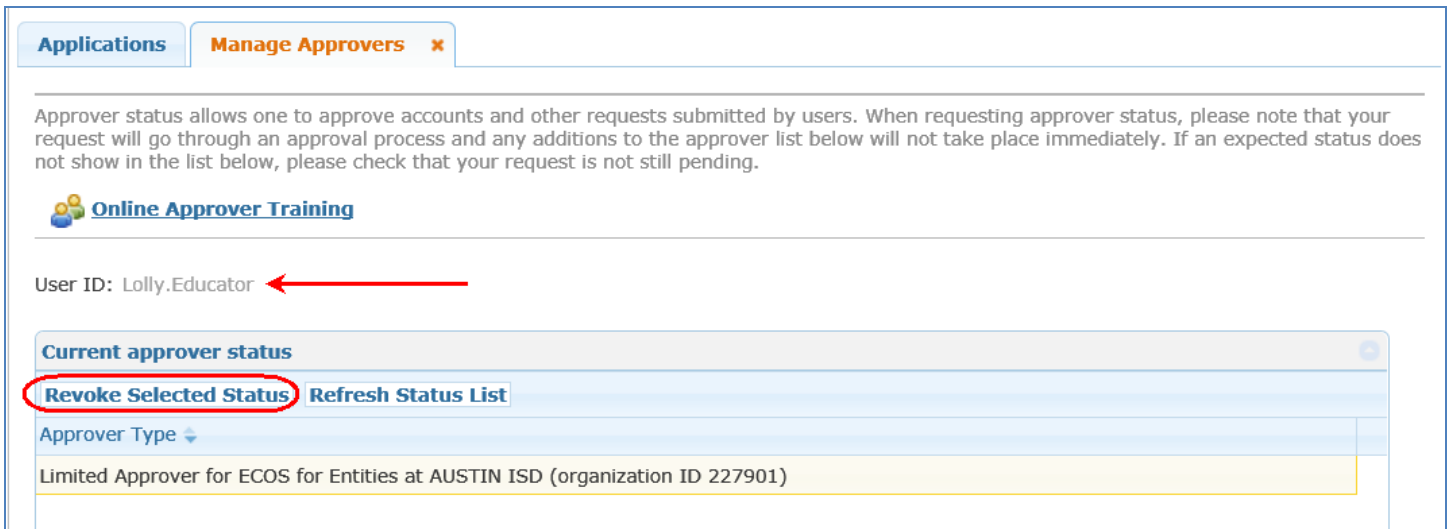
2. Next, select an approver from the list, then click the **Edit Selected Approver** button. For this example, approver Lolly Educator was selected.

Approver search results (2 total)

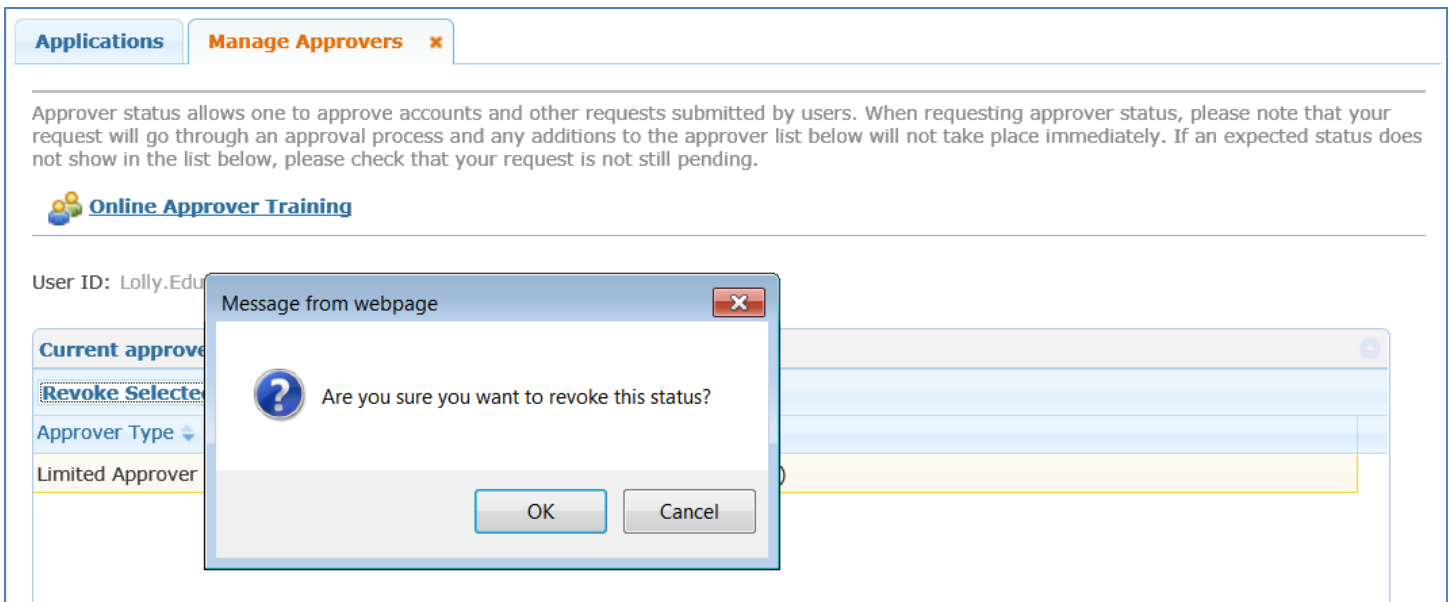
[Edit Selected Approver](#) [Export Search Results](#)

Approver Name	UserID	Responsible For
Ashley Tapp	Ashley.Tapp	Primary Approver for AUSTIN ISD (Org ID 227901)
Lolly Educator	Lolly.Educator	Limited Approver for ECOS for Entities, AUSTIN ISD (Org ID 227901)

3. TEAL displays a page for the primary approver to revoke the selected approver's status.



4. The primary approver will be prompted to confirm that they want to revoke the approver's status.



5. After confirming to revoke the approver's status, TEAL displays a message. The approver whose status was revoked will be notified by email.