A BlueNet account has been requested online for an employee, most likely a new hire. As the Data Owner or Authorizer, you have received an email requesting you grant the employee membership into a group you are responsible for. **Granting membership must be made from on campus.**

1. Log in to Data Privilege with your BlueNet username and password via link from email, which will open you to the Summary screen.
   (If unable to access email, go to https://datapriv.ccsu.edu/, log in, and click on Summary from the left-side options list)

2. At the bottom of the Summary screen under the heading Requests waiting for my approval, click on the ▼ for the employee you are granting membership.

3. The Grant Access/Pending screen will open.
   a. Review the accuracy of the information provided.
   b. In the Authorization Explanation box, type reason for granting membership.
   c. Click on the Approve button under Authorization
   d. Click OK.

4. You will be returned to the Summary screen and your request will be “Executing”. Refresh the page and the status of the employee will show as “Approved”.

5. To exit Data Privilege you must close the browser window. There is no logout option.