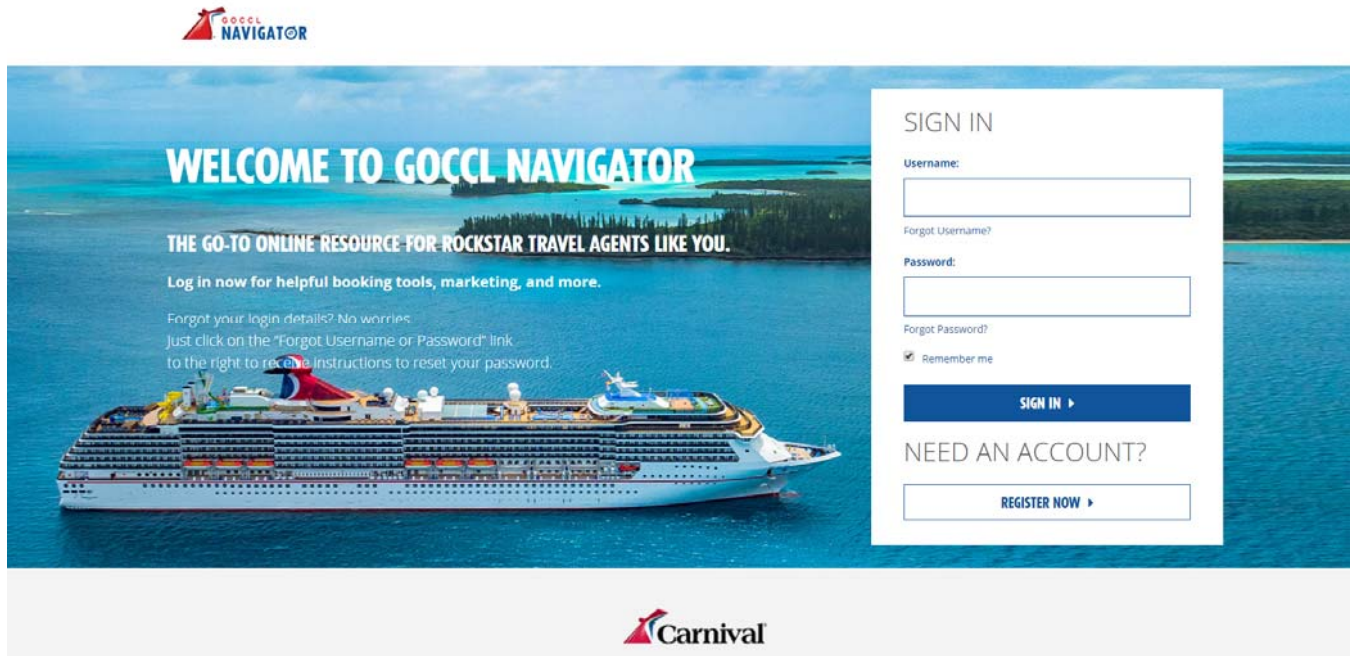# APPROVING GOCCL ACCESS FOR TEAM MEMBERS

**Quick Tips for Approving GoCCL Access for Team Members**

Note: You must have owner or manager access to approve the team member requests.
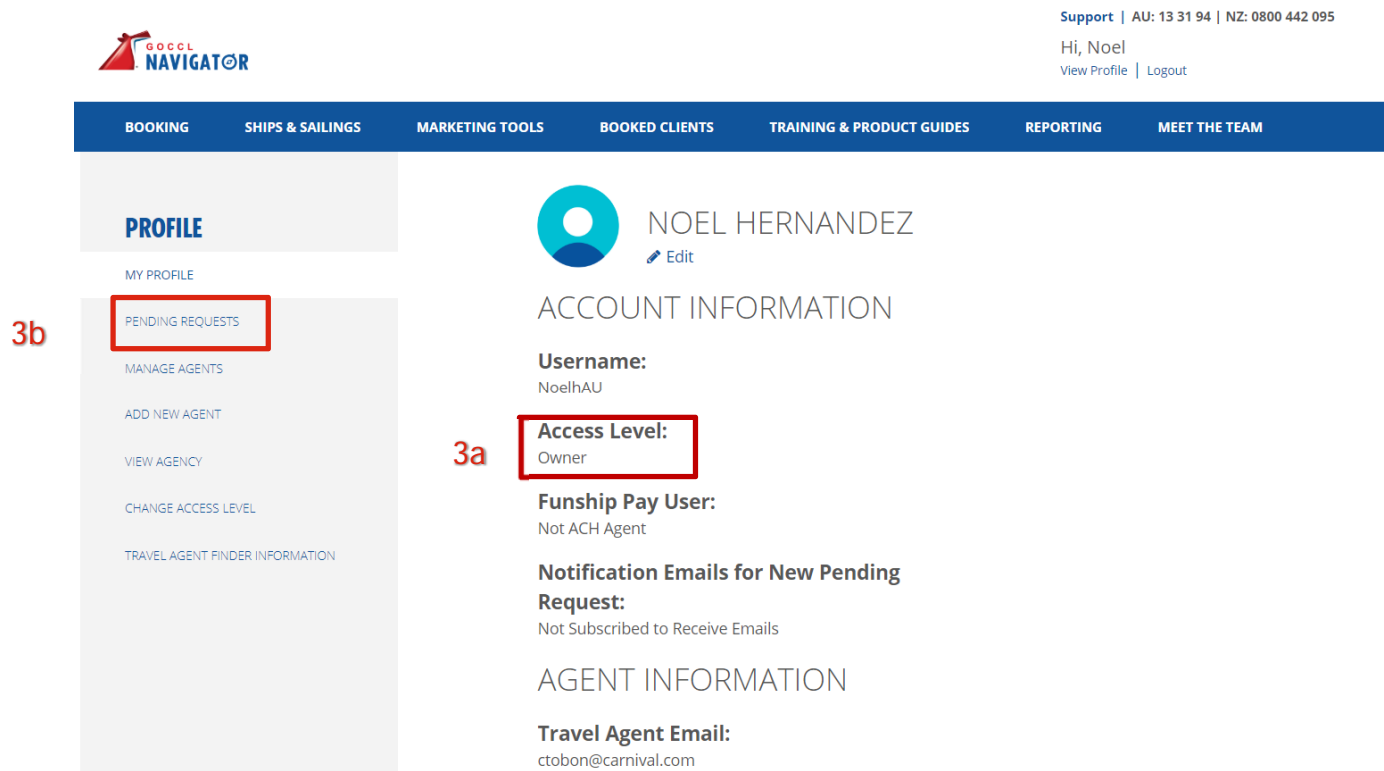


**Figure 1: GoCCL.com.au Home Page**

- Open an internet browser (i.e. Internet Explorer, Safari, Google Chrome, or Mozilla Firefox)
- Type in the following web address, http://www.goccl.com.au
- Log into GoCCL Navigator using your Username and password (Figure 1)
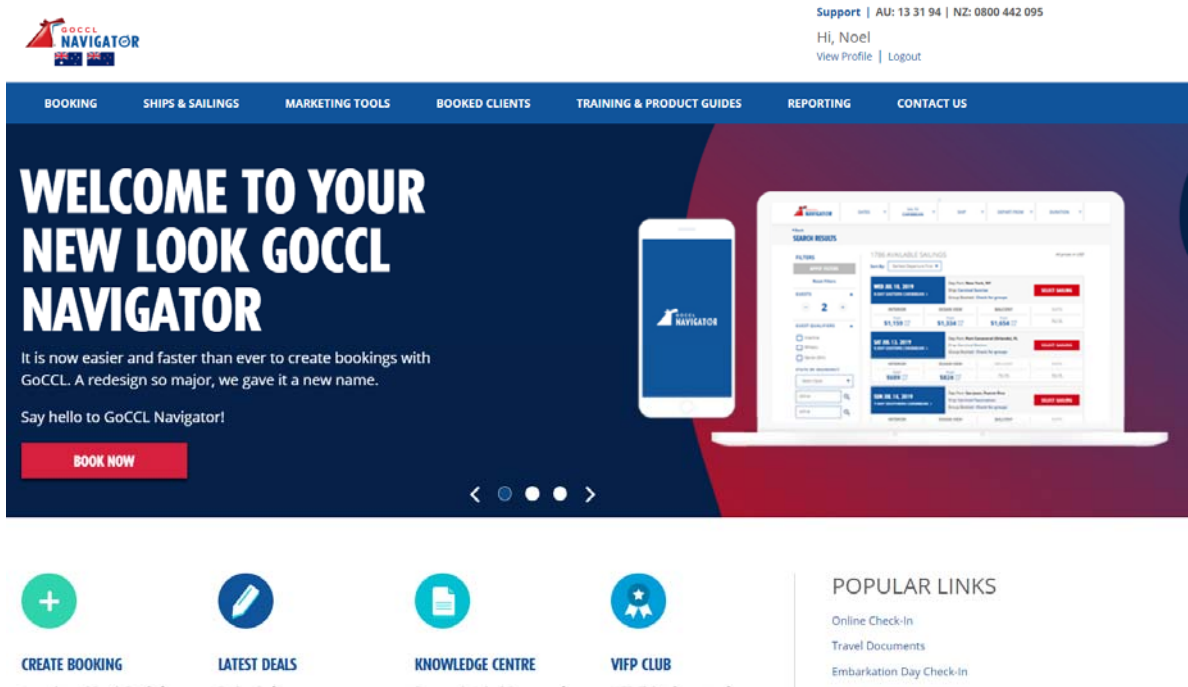
**Figure 2: GoCCL Navigator Home Page**

- Click on View Profile at the top of the home page (Figure 2).
- **Note:** You must have owner or manager access to approve the automated registration request.

**My Profile Page**



**Figure 3: My Profile Page**

- Verify that you have owner or manager access level (Figure 3a)

- As an owner or manager, you will receive an email to the email in your profile letting you know that someone has requested access and that they are in the pending requests area.

- To access these requests, click on the link on the left side of the page labeled **Pending Requests** (Figure 3b)
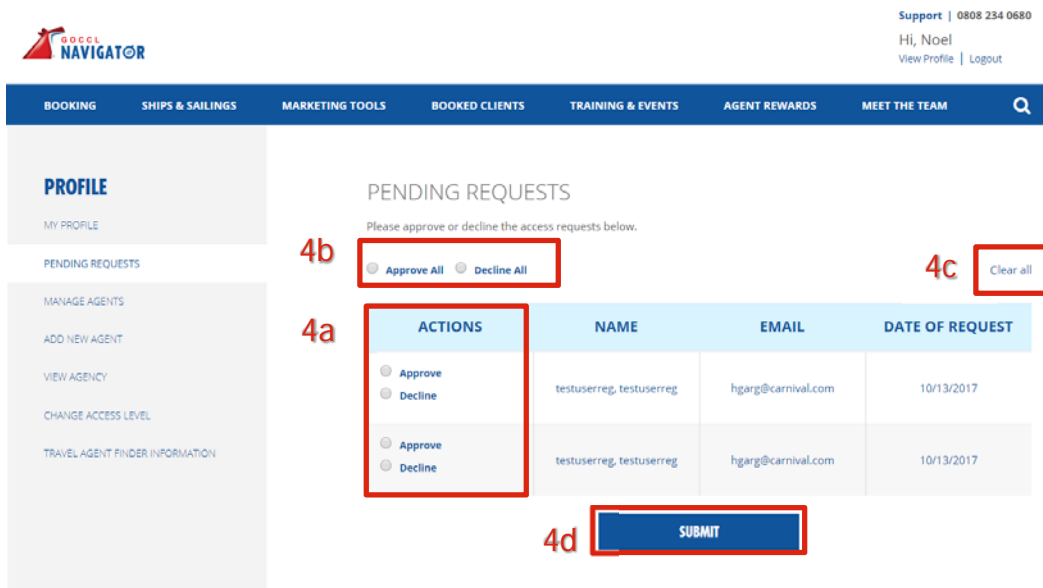
**Figure 4: Pending Request Page**

- Click on the radio button under the **Actions** column to give GoCCL Navigator access to your travel agent (Figure 4a) and then click on the blue submit button (Figure 4a)

- The travel agent will receive an email with a link to reset their password. The travel partner is responsible for managing their own password and the owner is unable to update their password for them. If the travel agent doesn't know his/her username for the site, they can select forgot username on the home page of GoCCL.com.au.

- If you wish to decline the request, click on the Decline radio button under the **Actions** column (Figure 4a) and click on the blue submit button (Figure 4d)

- The travel agent will receive an email informing him/her that their GoCCL access was declined by the owner or manager

- If you have multiple requests for GoCCL Navigator access, you can use the **Approve All** function (Figure 4b) and then click on the blue submit button (Figure 4d)

- You can use the **Decline All** feature (Figure 4b) to decline each listed request and then click on the blue submit button (Figure 4d)

- You can remove any radio button selection from the Action column, by using the **Clear All** function (Figure 4c)