

## PhotoEssay and Media Quest 2009

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### Approve & Manage Program Instructions



### To Approve and Manage Program: Program Contacts Only

Follow steps 1-9 below.

1. Go to <http://uwtrio.org/>.
2. Click "Register/Login" under TRIO Quest.
3. Click the Blue Login Screen under PhotoEssay & Media Quest Portal
4. Login with your full email and password.
5. Click the PhotoEssay and Media Quest Portal image
6. Under Program click the name of your program.
7. Under Program Members (toward bottom) you will see all the Users (members) that have asked to join your program.
8. Click Approve or Decline and click Ok (NOTE: if you do not know the person who has registered to be a member, decline them. This is to protect your program and TQ activities from scams and program corruption).
9. The staff or student appears as Approved or Declined.