Add/Remove Approvers and Reviewers from Certification (State Edition)

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Tool Search: Certification Category

This article will explain how you can add or remove staff members from certification categories.

> **Data Certification tools are only available in State Editions of Campus that have purchased the [Campus Data Suite](#).**
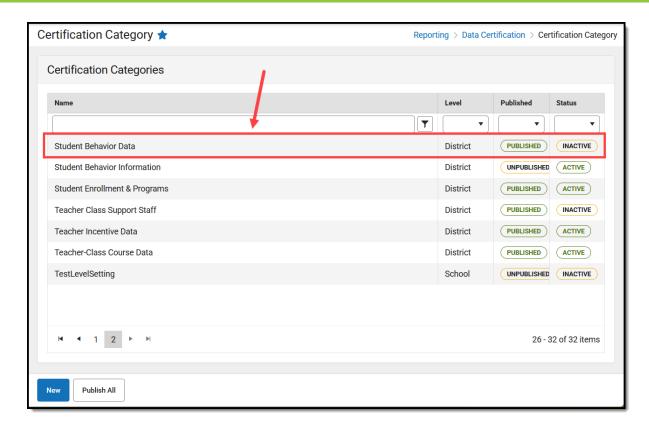
Prerequisites

- Users must be assigned tool rights to the Certification Category tool.

- [Email Messenger](#) must be enabled and configured for category members to receive email notifications of state-published data certification events.

- All users assigned membership to a data certification category must have a valid email address entered on the [Demographics](#) tab. This ensures email notifications about events are sent and received accordingly.

- To review and/or approve a data certification event, a user must be given tool rights to the [Event Management](#) tool.

  - Users creating data certification categories should have full tool rights to this tool.
  - Staff members assigned as Approvers MUST have full tool rights to the Event Management and [Event Report](#) tools.
  - Staff members assigned as Reviewers MUST have at least Read and Write rights to the Event Management and Event Report tools.
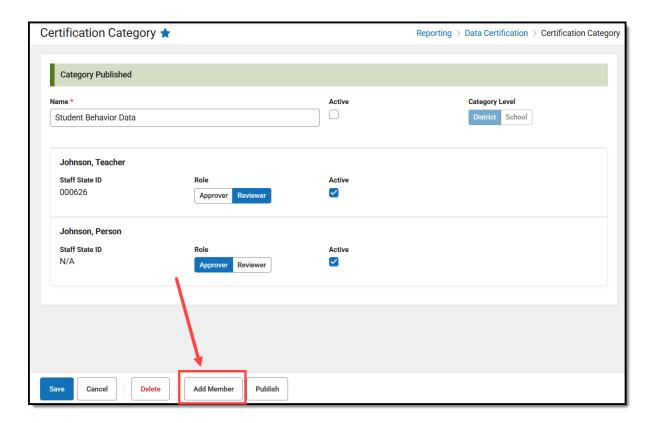
Add an Approver/Reviewer to a Category

1. Navigate to the Certification Category tool (Reporting > Data Certification > Certification Category).

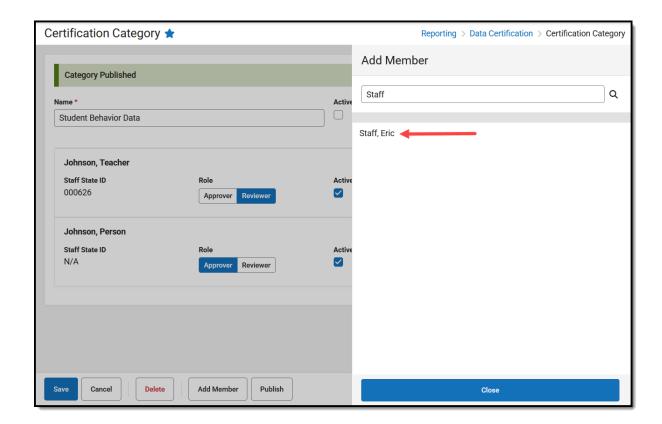2. Click on the category. The category membership screen appears.

3. Click **Add Member**.

4. Search for the staff member and once found, click their name to add them to the category. Repeat this step until all necessary people have been added. Click **Close** when finished.
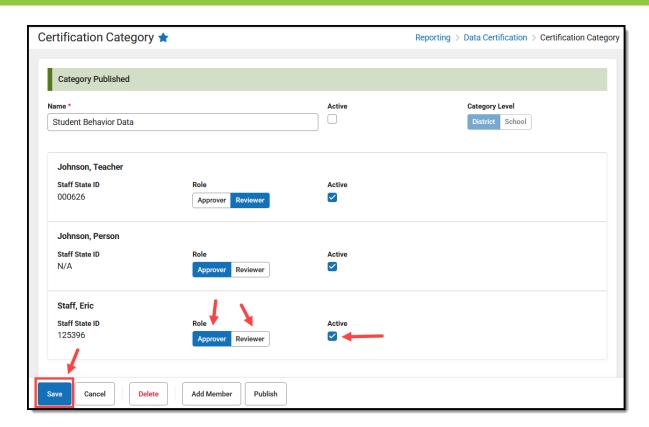
5. For each person added, determine if they should be an **Approver** or **Reviewer**.
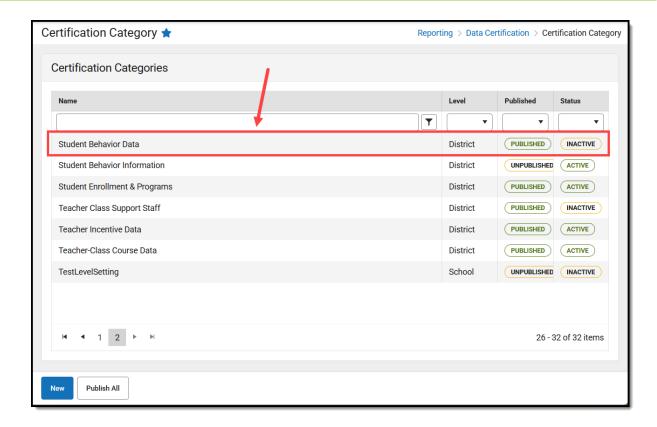
Role	Details
Approver	State-level staff members who are allowed to approve a district's event certification data. Certifiers MUST have full tool rights to the Event Management and Event Report tools.
Reviewer	Staff members who are allowed to review a district's event data for accuracy but cannot approve it. Reviewers MUST have at least Read and Write rights to the Event Management and Event Report tools.

6. Mark the **Active** checkbox next to each person who should actively have access to review/certify events tied to this category.
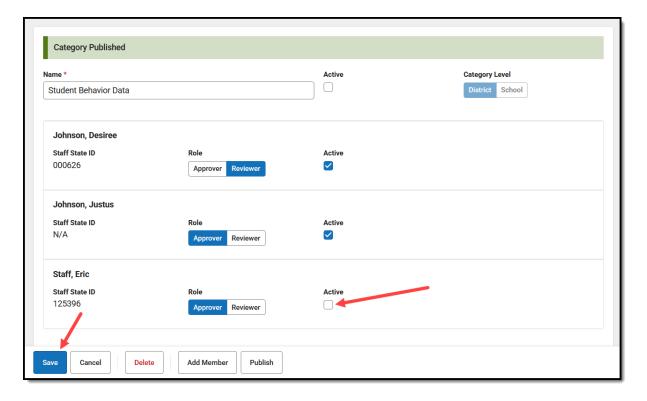
7. Click **Save**.

Remove Certifiers/Reviewers from a Category

1. Navigate to the Certification Category tool (Reporting > Data Certification > Certification Category).

2. Click on the category. The category membership screen appears.

3. Uncheck the **Active** checkbox for each person who should no longer have access to review or approve events tied to the category.

4. Click **Save**.

Next Steps

- Use the [Data Certification Event Workflow (State Edition)](#) article for help on what you should do next.