

Staff Request Processor - Start here

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The [Staff Request Processor](#) tool is used by approved staff members (those that have the **Self Service Approver** checkbox marked on their District Assignment and appropriate tool rights) to approve or deny changes made by other staff members through the My Data tool.

Tutorials

[Staff Request Processor Video](#)

How-to guides

- [Accept a My Data Request](#)
- [Deny a My Data Request](#)
- [Filter Request List](#)
- [Generate a User Request Summary Report](#)

Explanation

Request Processor

- [Editor](#)
- [My Demographic Requests](#)
- [Employment Requests](#)
- [Course Requests](#)

Reference

Administrator Setup

- [Staff Request Processor Tool Rights](#)