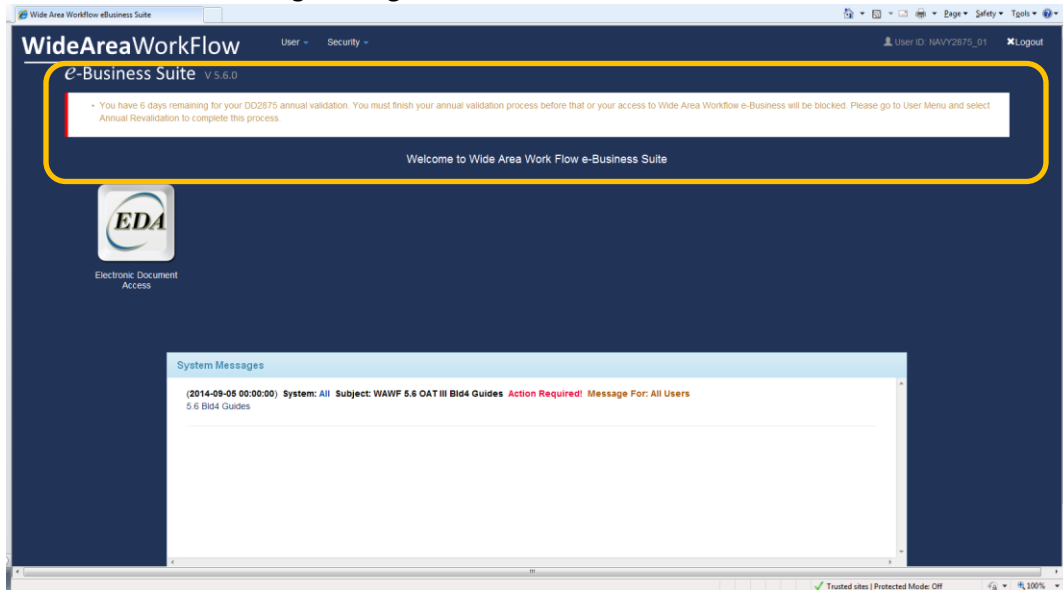
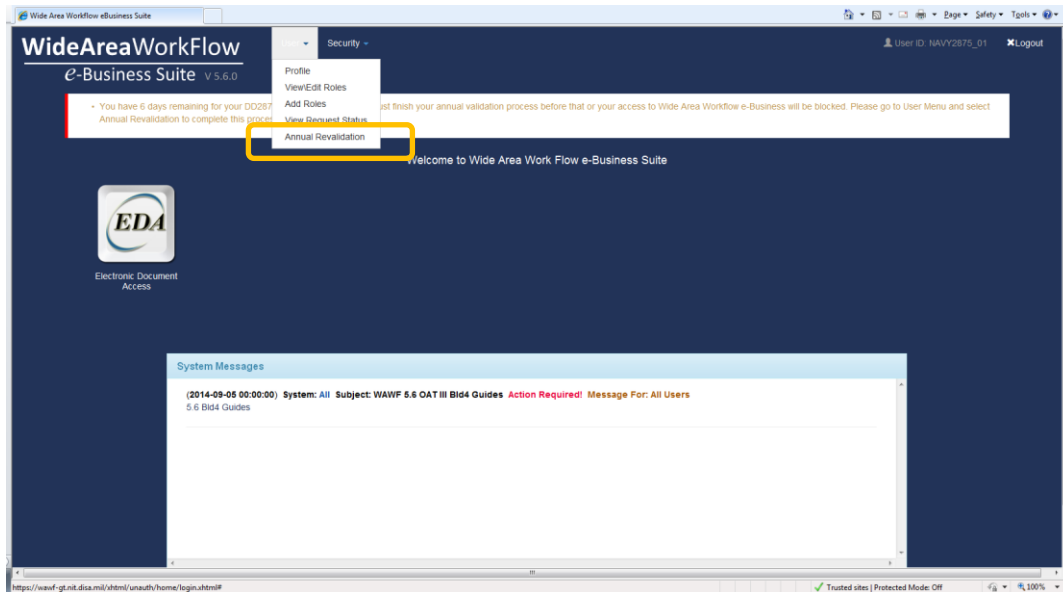


## WAWF: Annual Revalidation

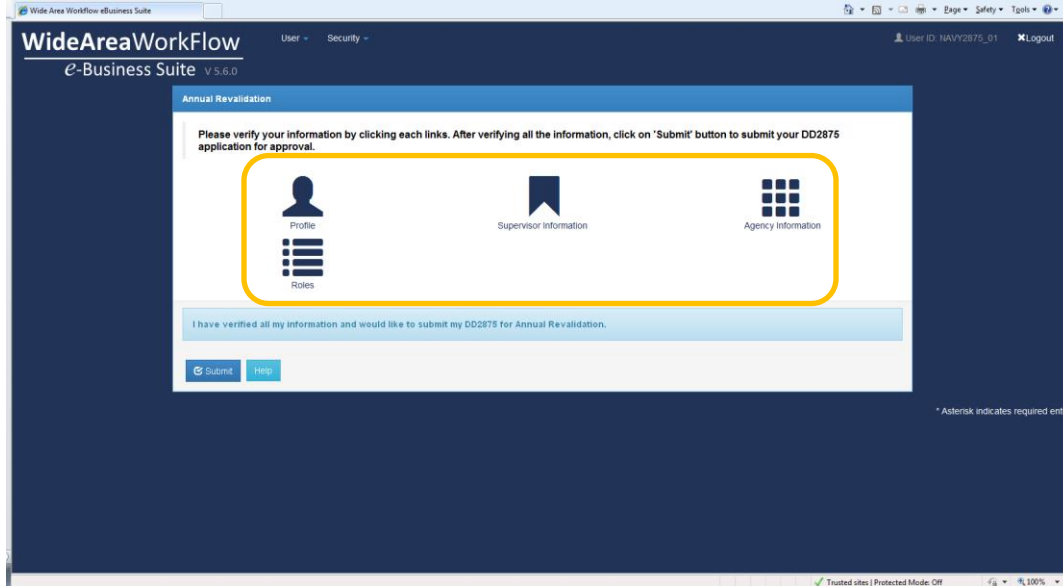
User will receive warning message



Under "User" click on "Annual Revalidation"

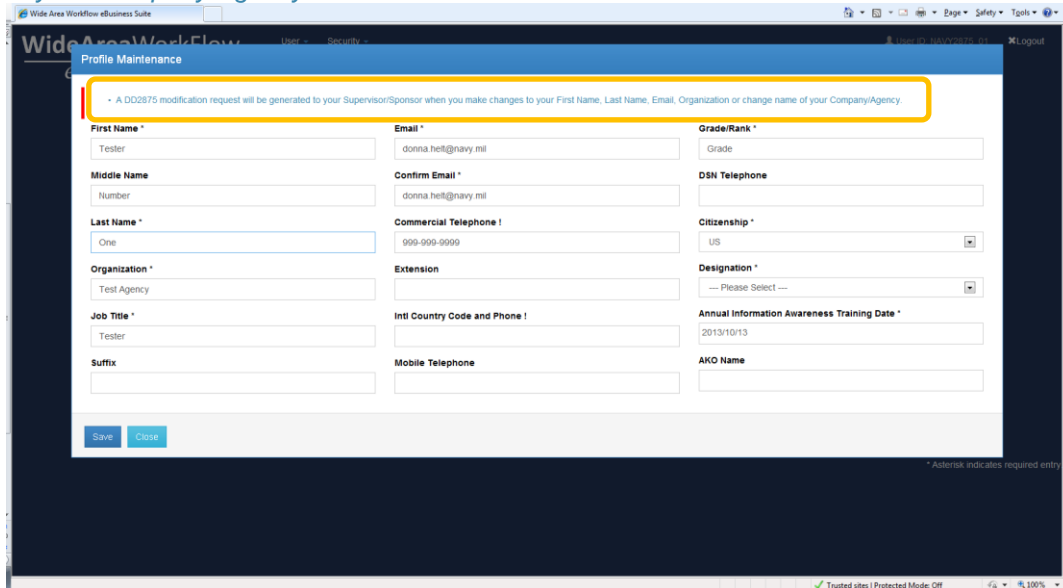


Review information and update as necessary by clicking on “Profile”, “Supervisor Information”, “Agency Information”, and “Roles”

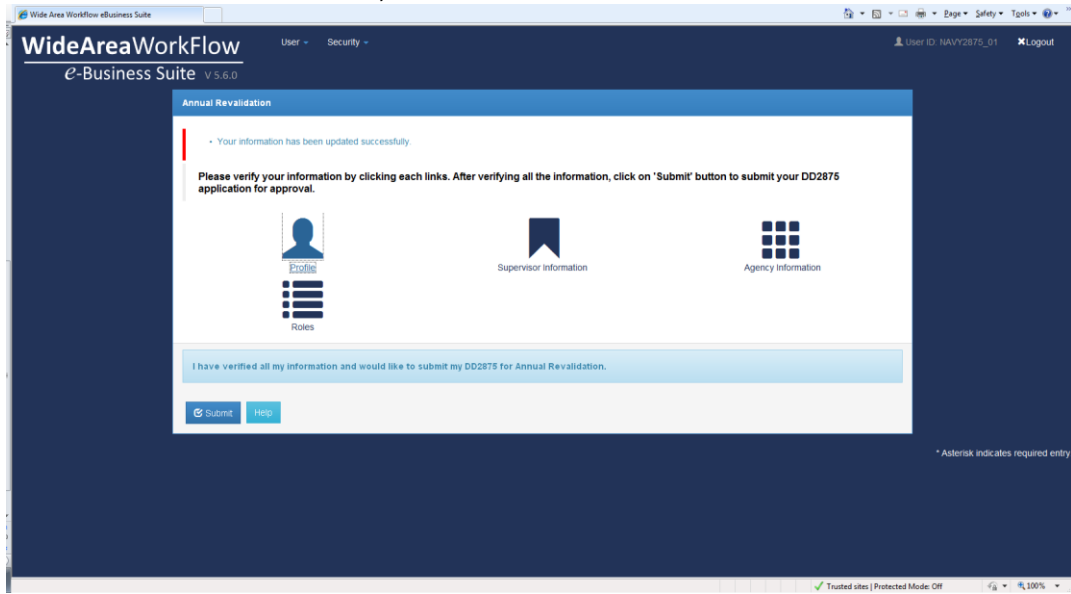


Profile window: make necessary changes and click “save”  
Go through the remaining sections (“Supervisor Information”, “Agency Information”, and “Roles”)

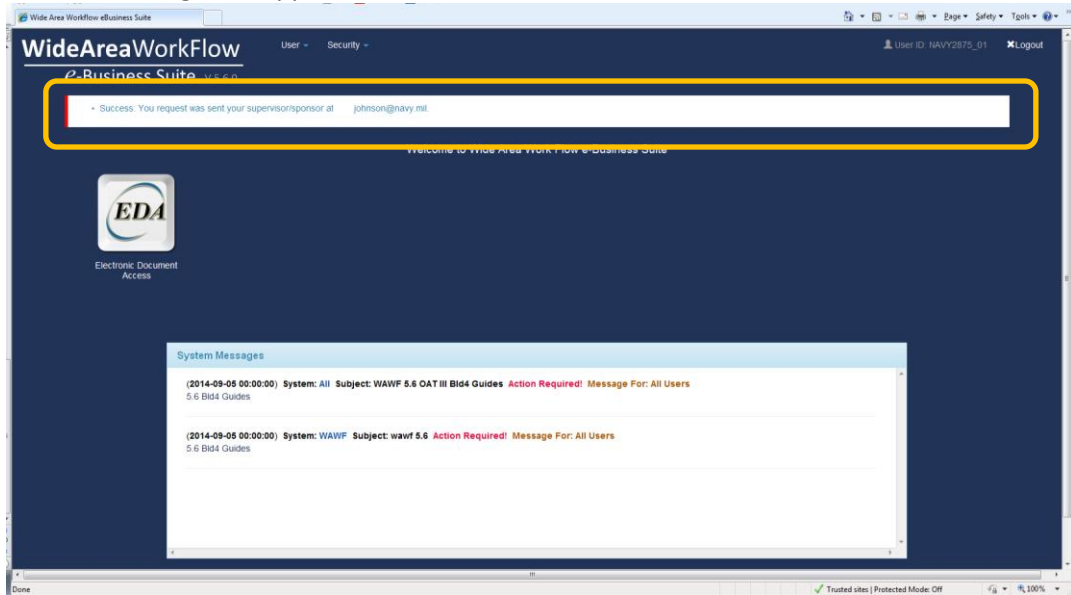
*Note: A DD2875 modification request will be generated to your Supervisor/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.*



When all information is current, click "Submit"

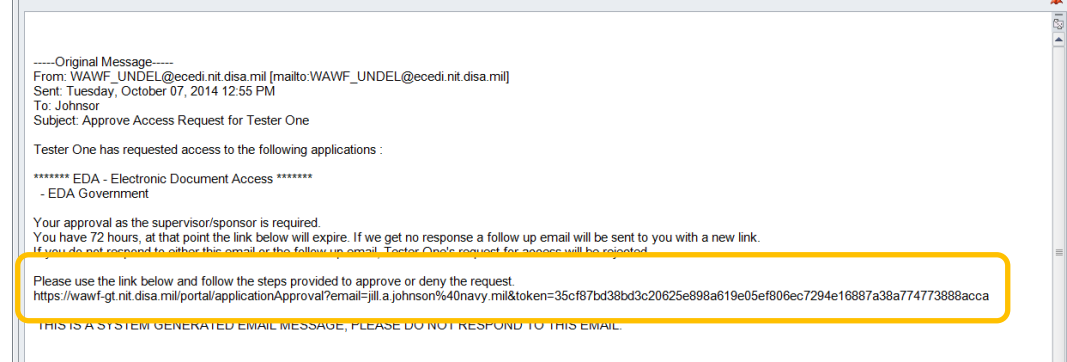


Success message will appear



The supervisor will receive an email with a link to approve the access request.

*Note: The supervisor approval does not require an active role in WAWF.*



The supervisor approves or rejects request and the user will receive another email.