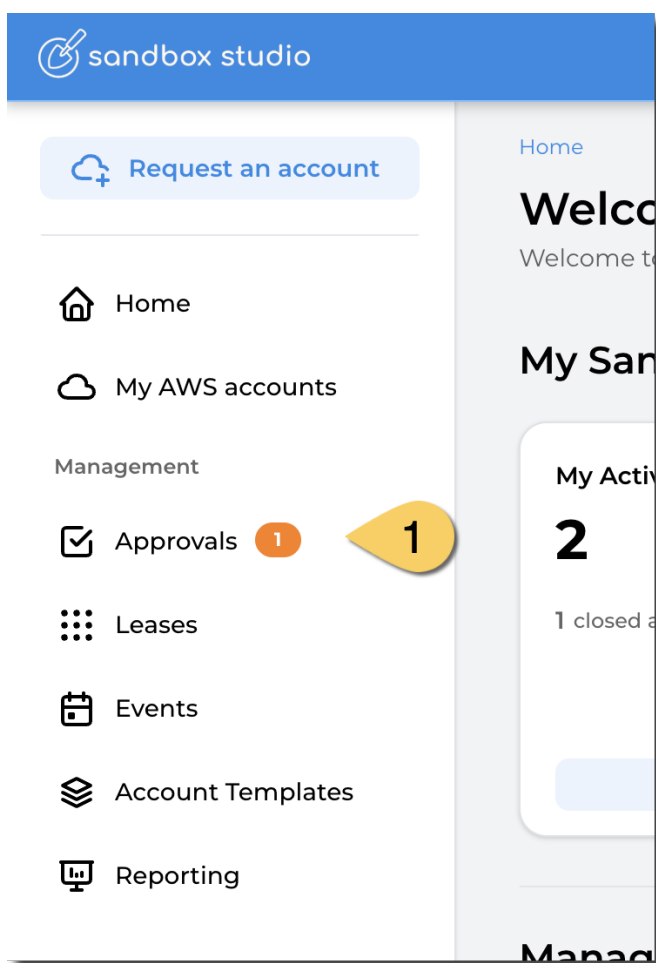


# Approving & rejecting leases

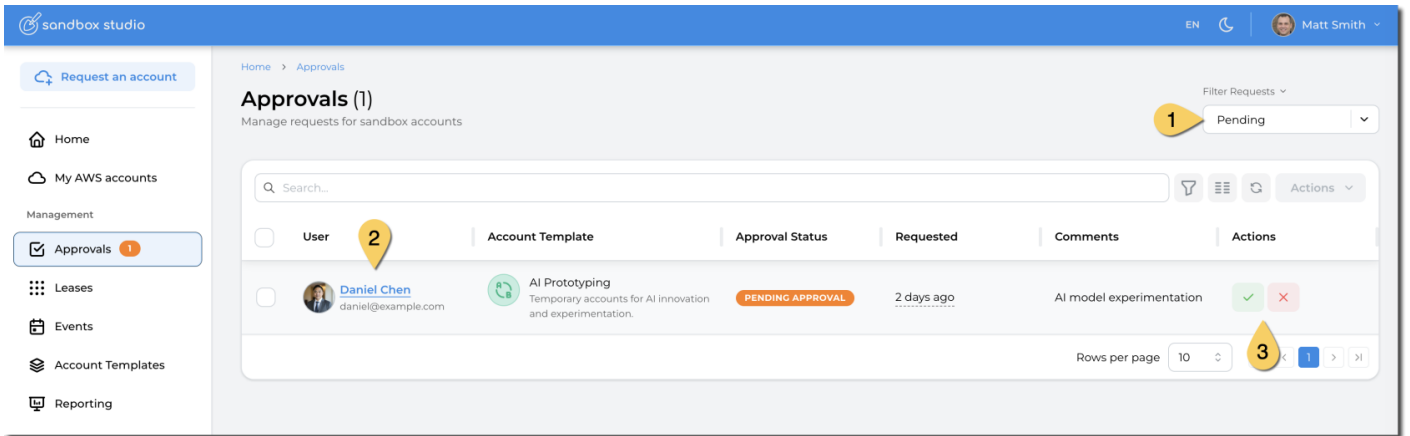
## Accessing approvals

When setting up the Account Templates, the Manager or Admins can set an account to require approval, before it is issued to a user. When a user requests such an account, Managers or Admins need to approve the request for the user to be granted access to the lease.

- Managers or Admins will be alerted to the fact that an Account Request needs approval on their email and in the Sandbox Studio UI on the left menu with a notifications on **Approvals (1)**. From the left, select **Approvals (1)** to view your approval requests.



- This opens the **Approvals** page:



1. By default, this page only shows the pending approvals, but you can change the filter to display **All**, **Pending**, **Approved**, **Denied** or **Withdrawn** requests.
2. Click on the user's name to display more details about the request
3. Or you can directly Approve or Reject the request from this page.

## Request details

If you want to access more details about the request or you need to update some parameters of the request, you can open it by clicking on the username of the requestor (Step 2 in the previous screenshot). The following page is then displayed:

The screenshot displays the AWS Sandbox Studio interface for a request by Daniel Chen. The interface is organized into several sections:

- Request Summary:** Shows the status as "PENDING APPROVAL", the request ID "lease-043", and the account template "AI Prototyping". It also lists the requester as Daniel Chen and includes a comment "AI model experimentation".
- Account Timeline:** A progress bar showing the stages: Requested (Apr 1, 2026 10:00 AM), Approval (Waiting for approval), Provision (Account will be provisioned after approval), and Termination (Automatic termination 7 days after provisioning).
- Team members (1):** Lists Daniel Chen as the owner.
- Budget:** Shows a maximum budget of \$250 USD with an update button.
- Expiry:** Shows a maximum duration of 7 days after approval with an update button and a warning that the lease will expire in 5 days.

From there, you can:

1. **Approve** the request
2. **Deny** the request
3. See the **current status** of the request
4. See requestor's **comments**
5. **Update budget** for this lease. *(This overrides the account template default details)*
6. **Update duration** of this lease. *(This overrides the account template default details)*

Once approved, the lease will go through the setup process, which could take a few minutes depending on the resources being created in the account. Once finished, the account will be marked as "**Active**" (1) and will be available to the requestor.

sandbox studio EN 🌙 Matt Smith

Home > Approvals > Daniel Chen - AI Prototyping

## Daniel Chen

AI Prototyping 🔄 Actions

[Request an account](#)

- Home
- My AWS accounts
- Management
- Approvals**
- Leases
- Events
- Account Templates
- Reporting

**Account Summary** [Login to account](#)

**Status**  
ACTIVE 1

**Lease ID**  
 lease-043

**AWS Account ID**  
 540128739465

**Account Template**  
AI Prototyping  
 Temporary accounts for AI innovation and experimentation.

**Requested by**  
Daniel Chen  
 daniel@example.com  
 2 days ago

**Comments from requester**  
 AI model experimentation

**Approved by**  
MS Matt Smith  
 matt@example.com  
 2 days ago 2

**Account Timeline**

- Requested**  
Apr 1, 2026 10:00 AM
- Approved**  
Apr 1, 2026 10:00 AM
- Provisioned**  
Apr 1, 2026 10:00 AM
- Running**  
The account is currently in use
- Termination**  
⚠️ Scheduled for termination in 5 days

## Bulk Approval

When managing multiple leases at once, we recommend using the Events features, but in certain scenarios, you may need to bulk approve/denied leases. This is possible by going to the Approval page, select the requests to Approve/Deny, click on the Actions buttons and Approve/Reject the requests:

Search...

User	Account Template	Approval Status	Requested	Comments	Actions
<input checked="" type="checkbox"/> <span>James Taylor</span> james@example.com	<span>📁</span> Machine Learning 101 Introductory workshop on machine learning and AI	<span>PENDING APPROVAL</span>	2 days ago	I need this account for a machine learning project...	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <span>Christopher Lee</span> christopher@example.com	<span>🔬</span> Proof-of-Concept (PoC) Trial new ideas or vendor solutions.	<span>PENDING APPROVAL</span>	a day ago	Need to test new vendor solution	<input checked="" type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> <span>Grace Tan</span> grace@example.com	<span>🔄</span> Application Migration Trial Test cloud migration steps and configurations.	<span>PENDING APPROVAL</span>	3 days ago	Testing migration from on-prem	<input checked="" type="checkbox"/> <input type="checkbox"/>

👉 Approve 3 requests  
👎 Deny 3 requests

### Revision #4

Created 2025-07-22 17:09:58 UTC by Winston

Updated 2026-04-03 21:15:45 UTC by Paul