Setting Up Email Approval Code

In order to **Take Action** on approvals via email, you will first need to set up your email approval code. This is the code you will use every time you use email to approve.

First, go click your name at the top right of your screen to go to View My **Profile -> Update Security Settings -> Change Email Approval Code**.

arunec Itsran			All 👻	Search (Alt+Q) Q	0.00 USD	₹1 ♥ №
Shop • Shopping				Rafael Espinoza		
Organization Message Welcome to the Test Site for the Paw Procurement System!		Showcases Forms Non-Catalog Purchase Payment Request	2	View My Profile Dashboards Manage Searches Manage Search Exports Set My Home Page Search Help For A Solution My Pending Requisitions My Recently Completed Re	quisitions	63
Quick Links		Technology		My Pending Purchase Orde My Recently Completed Pu	's chase Orders	25 10
Colleges Depleter		B	Ľ			Logout Help
€UMBC						
TEST SITE						
My Profile Viser's Name, Phone Number, Email, etc.						
Rafael Espinoza	U	ser's Name, Phone	I			
User Name		First Name				
1		.ast Name				
User Profile and Preferences	>	Phone Number				
Opdate Security Settings	<u> </u>					
Default key Sattings	. 1	Mobile Phone Number				
User Role and Access						
Ordering and Approval Settings	S I	-mail Δddress *				
Permission Settings	5	Than Address				
Noticiation 2 ferences	, I	Department				
Use History	>	Authentication Method				
A ministrative Tasks	>	amentication method				
	(Jser Name *				
	1	Required				

Create and enter your own code in the space provided and click **Save Changes**. Your code must be at least four characters long and may contain letters, numbers, and special characters.

Change Ema	il Approval (Code	×
Email Approval Code			
		Save Changes	Close

Now you will have the ability to **Take Action** via email when there is a requisition or an invoice pending your approval. You can still approve through the Paw Procurement System as well (see <u>Approving Requisitions</u>).

Form requests, including Payment Requests and Sub-Award Payments, cannot be approved through email and must be approved in PAW.