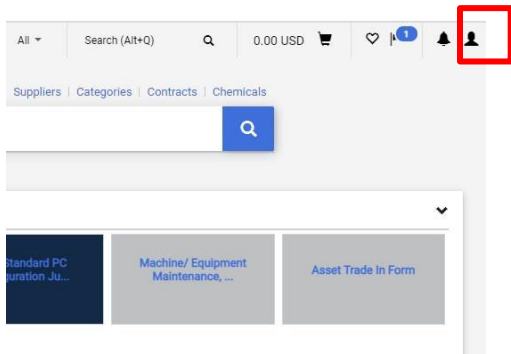
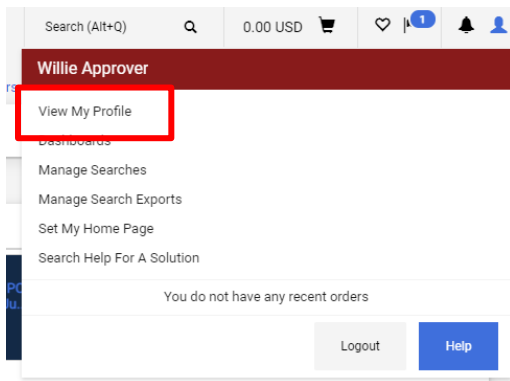


Creating an Approval Code to Approve Purchase Requisitions from Your Email

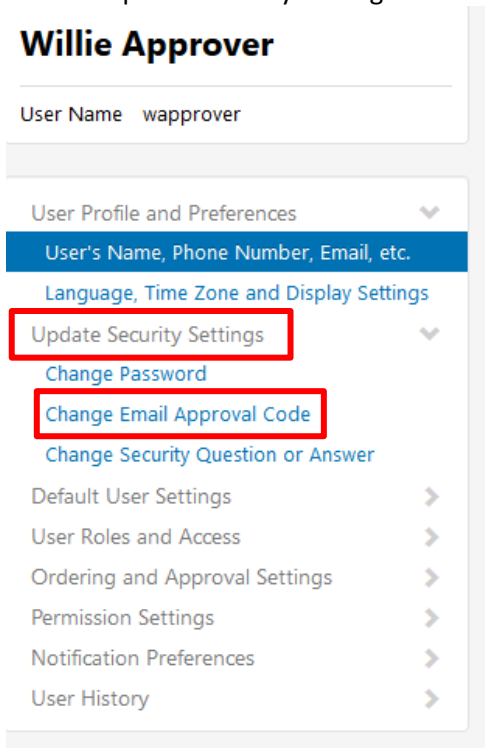
1. Click on your profile silhouette on the Spartan Mart Homepage:



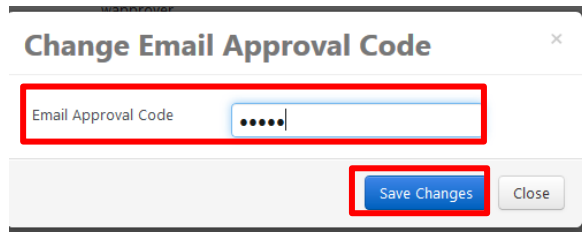
2. Click on “View My Profile”:



3. Click on Update Security Setting and the Change Email Approval Code



4. Create an approval code – 4 character minimum. And Save changes



The image shows a dialog box titled "Change Email Approval Code". It features a text input field labeled "Email Approval Code" with five dots inside, indicating a masked 4-character code. Below the input field are two buttons: "Save Changes" and "Close".

5. This is your personal code and cannot be retrieved by a system administrator. If you forget the code, you will need to log into Spartan Mart and create a new one before approving a requisition by email.