

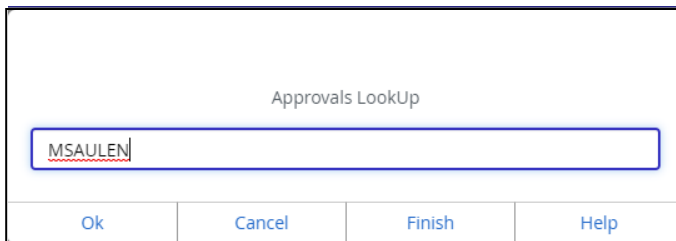
APPW – APPROVAL PASSWORD MAINTENANCE

Creating an Approval Password for Purchase Requisitions

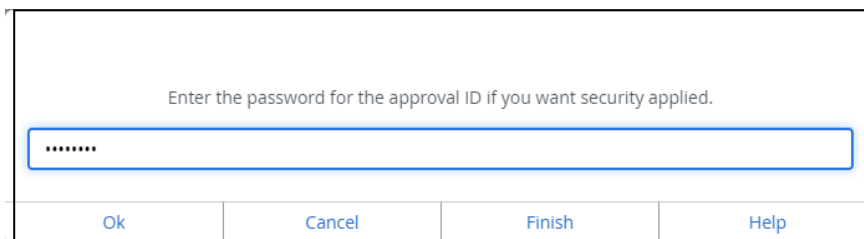
MANDATORY STEP: In order to ensure security, Information Technologies requires approvers to immediately assign an approval password to their account. This procedure also can be used at any time to change an existing Approvals password.

Use the same naming convention (at least 8 characters in length and include 1 upper case letter, 1 lower case letter and 1 digit) as your network password.

1. Type **APPW** (Approval Password maintenance) in Form Search
2. Type your **Colleague Username** (in CAPS) in the Approvals Lookup box and click **OK**

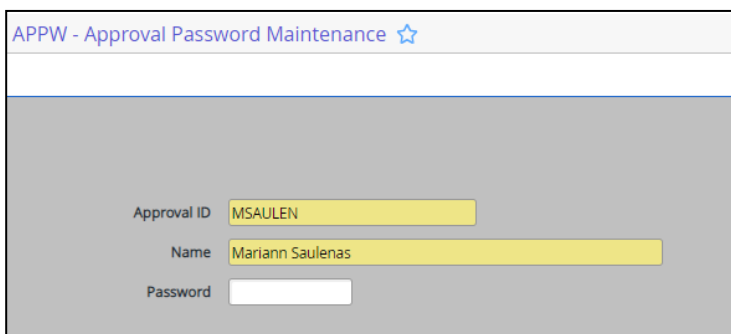


The “Enter the password for the approval ID...” dialog box displays.



3. Type the **Approval Password** that you would like to use and click **OK**
4. **Re-enter the Password** and click **OK**

You will be returned to the APPW Password Maintenance screen.



5. Click the **Save** button to save the approval password.

This step is extremely important to make certain the password is saved.

6. Click **Update** and click **OK**