

Establishing Your Email Approval Code

If you are assigned the **Approver** role and wish to approve a requisition via email, you must establish an **Email Approval Code**. You may change your **Email Approval Code** at any time.

You will need to log in to iBuy to assign the requisition to yourself if you wish to return, reject or edit a requisition. Refer to the *Approval Process* job aid for additional information.

Step	Task
1.	Log on to iBuy.
2.	Click User (silhouette) at the top right of the page.
3.	Select View My Profile .
4.	Review information under the User Profile and Preferences ~ User's Name, Phone Number, E-mail, etc. , and User Roles and Access ~ Assigned Roles for accuracy. NOTE: Updates to a user's phone number must be done through My UI Info (https://www.hr.uillinois.edu/myinfo). All other updates should be done through the Unit Security Coordinator (USC).
5.	Select Update Security Settings .
6.	Select Change Email Approval Code .
7.	Enter the code in Email Approval Code (self-defined; at least 4 characters).
8.	Click Save Changes .