

Creating an Email Approval Code

If you would like to be able to approve documents from the email notice that you receive then you must set an email approval code.

The screenshot shows the user profile page for Cindy Glover. The left sidebar contains a navigation menu with 'User's Name, Phone Number, Email, etc.' selected. The main content area displays the user's details, including first and last name, phone number, email address, and business unit. A dropdown menu is open, showing options like 'View My Profile', 'Dashboards', and 'Manage Searches'. A red arrow points to 'View My Profile'.

The screenshot shows the user profile page for Cindy Glover. The left sidebar contains a navigation menu with 'User's Name, Phone Number, Email, etc.' selected. The main content area displays the user's details, including first and last name, phone number, email address, and business unit. A dropdown menu is open, showing options like 'Change Email Approval Code', 'Language, Time Zone and Display Settings', and 'App Activation Codes'. A red arrow points to 'Change Email Approval Code'.

TEXAS A&M UNIVERSITY

My Profile > User's Name, Phone Number, Email, etc.

Cindy Glover

User Name 920000792

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Guided Tour Instructions
- Update Security Settings
- Change Email Approval Code
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

User's Name, Phone Number, Email, etc.

First Name Cindy
Last Name Glover
Phone Number +1 979-847-9485
Mobile Phone Number
E-mail Address * CAGLOVER@TAMU.EDU
Business Unit 02-Texas A&M University (02)
Ordering Department 02-FISC
Authentication Method LoginXML
User Name * 920000792

Organization Terms and Conditions accepted on 12/6/2019 12:01 PM [Terms and Conditions](#)

★ Required

Save Changes

Change Email Approval Code

Email Approval Code (8 alphanumeric minimum)

Save Changes Close

Enter the code that you would like to use when approving from the email and click Save Changes

TEXAS A&M UNIVERSITY

My Profile > User's Name, Phone Number, Email, etc.

Maryjo Derrick

User Name 509009854

- User Profile and Preferences
- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- App Activation Codes
- Early Access Participation
- Guided Tour Instructions
- Update Security Settings
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

User's Name, Phone Number, Email, etc.

First Name Maryjo
Last Name Derrick
Phone Number +1 979-458-4340
Mobile Phone Number
E-mail Address * MJD0815@TAMU.EDU
Business Unit 02-Texas A&M University (02)
Ordering Department 02-FISC-OPS (02-FISC-OPS)
Authentication Method LoginXML
User Name * 509009854

Organization Terms and Conditions accepted on 12/6/2019 12:01 PM [Terms and Conditions](#)

★ Required

Save Changes

Success
Email Approval Code Updated Successfully

You will receive a message saying your "Email Approval Code Updated Successfully"