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.
Cindy Glover

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

First Name: Cindy
Last Name: Glover
Phone Number: +1 979-847-1485
Mobile Phone Number: International phone numbers must begin with +
Email Address: CASGROVE@TAMU.EDU

Change Email Approval Code

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

Maryjo Derrick

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

First Name: Maryjo
Last Name: Derrick
Phone Number: +1 979-456-4360
Mobile Phone Number: International phone numbers must begin with +
E-mail Address: MJ090@TAMU.EDU
Business Unit: 02-Texas A&M University (02)
Ordering Department: 02-FISC-OPS (02-FISC-OPS)
Authentication Method: Login/XML
User Name: 509009354

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