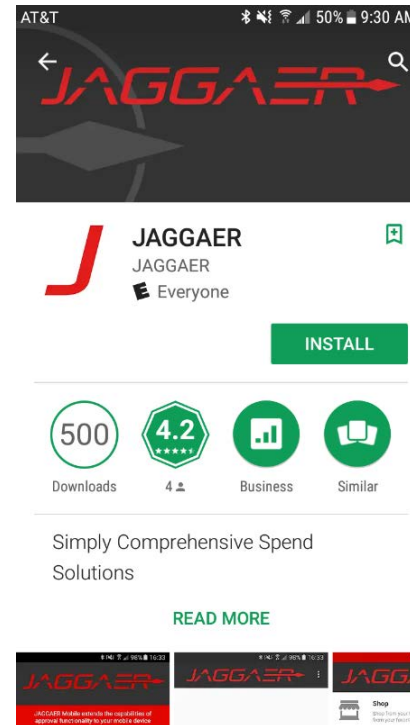
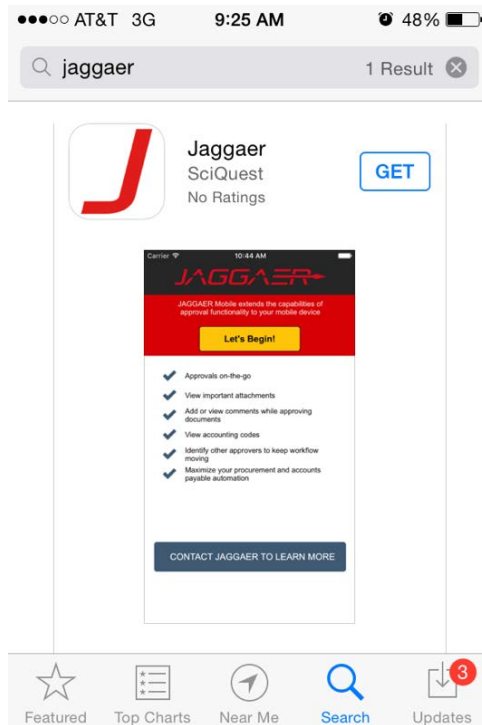


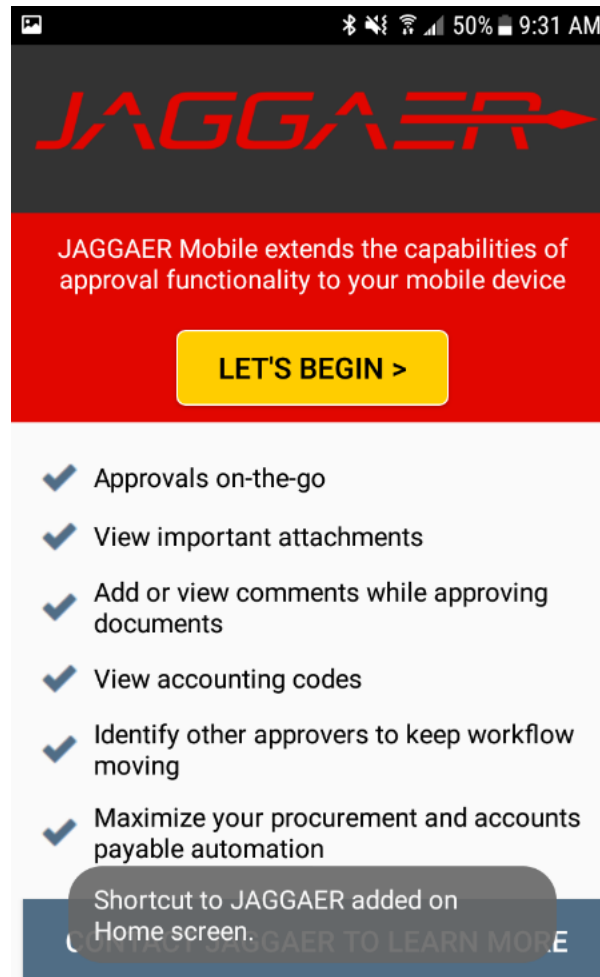
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Begin by searching for and downloading the Jaggaer mobile app in your App store



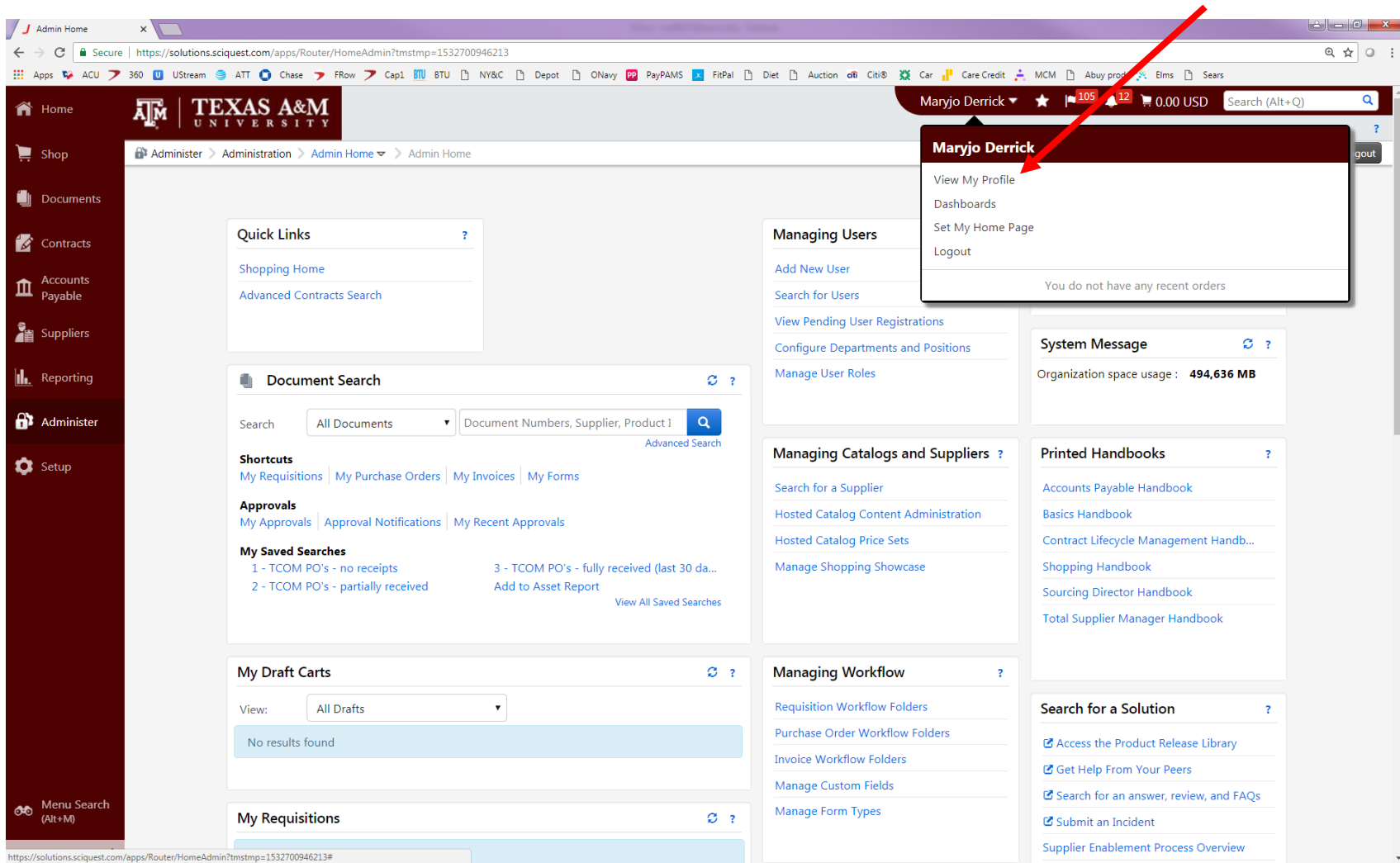
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Then, open the App and click on “Let’s Begin”



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Then, log into Aggiebuy and click on your name then “View My Profile” at the top of the page



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And then on “App Activation Codes” under “User Profile and Preferences”

The screenshot displays the 'My Profile' page for user Maryjo Derrick. The page is divided into two main sections: a summary card on the left and a detailed settings form on the right.

User Profile Summary:

- Maryjo Derrick**
- User Name: 509009854

User Profile and Preferences:

- User's Name, Phone Number, Email, etc. (highlighted with a red arrow)
- Language, Time Zone and Display Settings
- App Activation Codes
- 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. Settings:

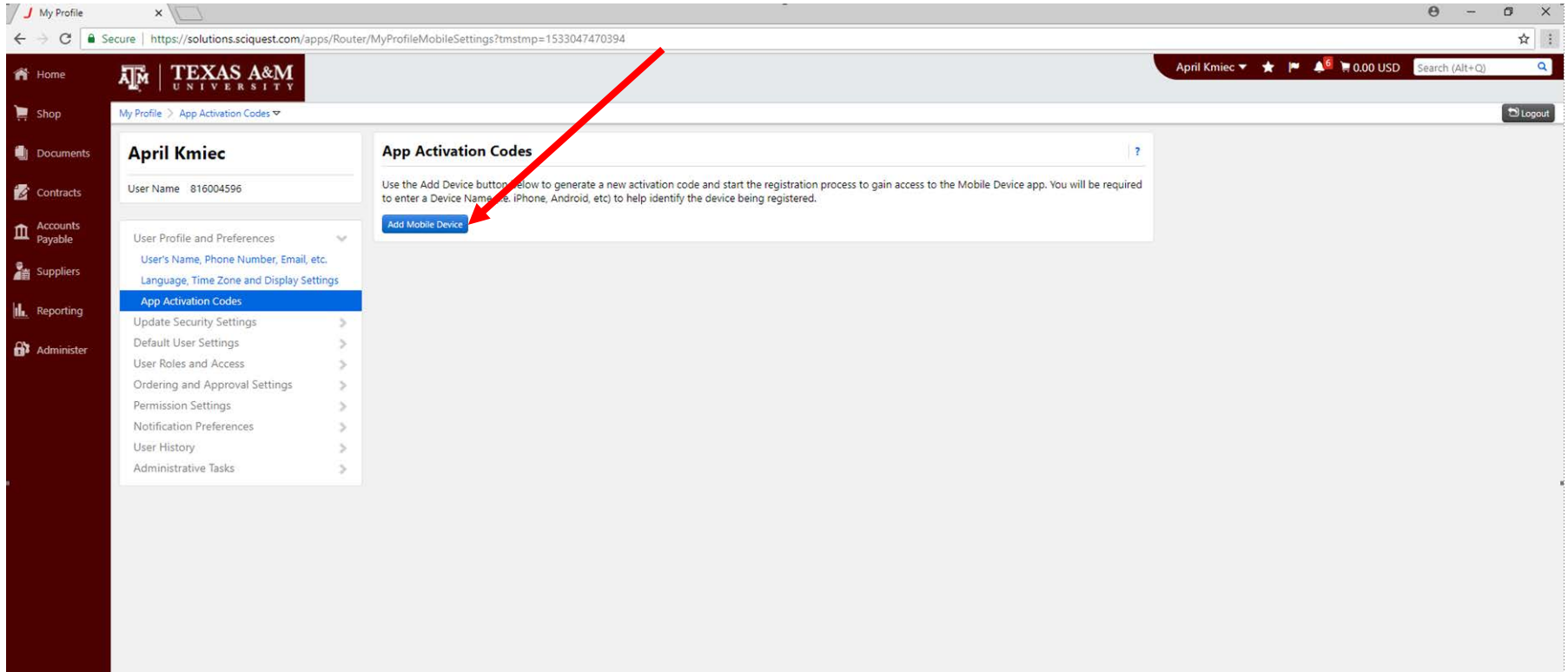
- First Name: Maryjo
- Last Name: Derrick
- Phone Number: +1 979-458-4340
- Mobile Phone Number:
- E-mail Address: MJD0815@TAMU.EDU
- Business Unit: 02-Texas A&M University (02)
- Ordering Department: 02-FISC-OPS (02-FISC-OPS)
- User Name: 509009854
- Authentication Method: LoginXML

Organization Terms and Conditions accepted on 1/3/2014 3:35 PM Terms and Conditions

★ Required Save Changes

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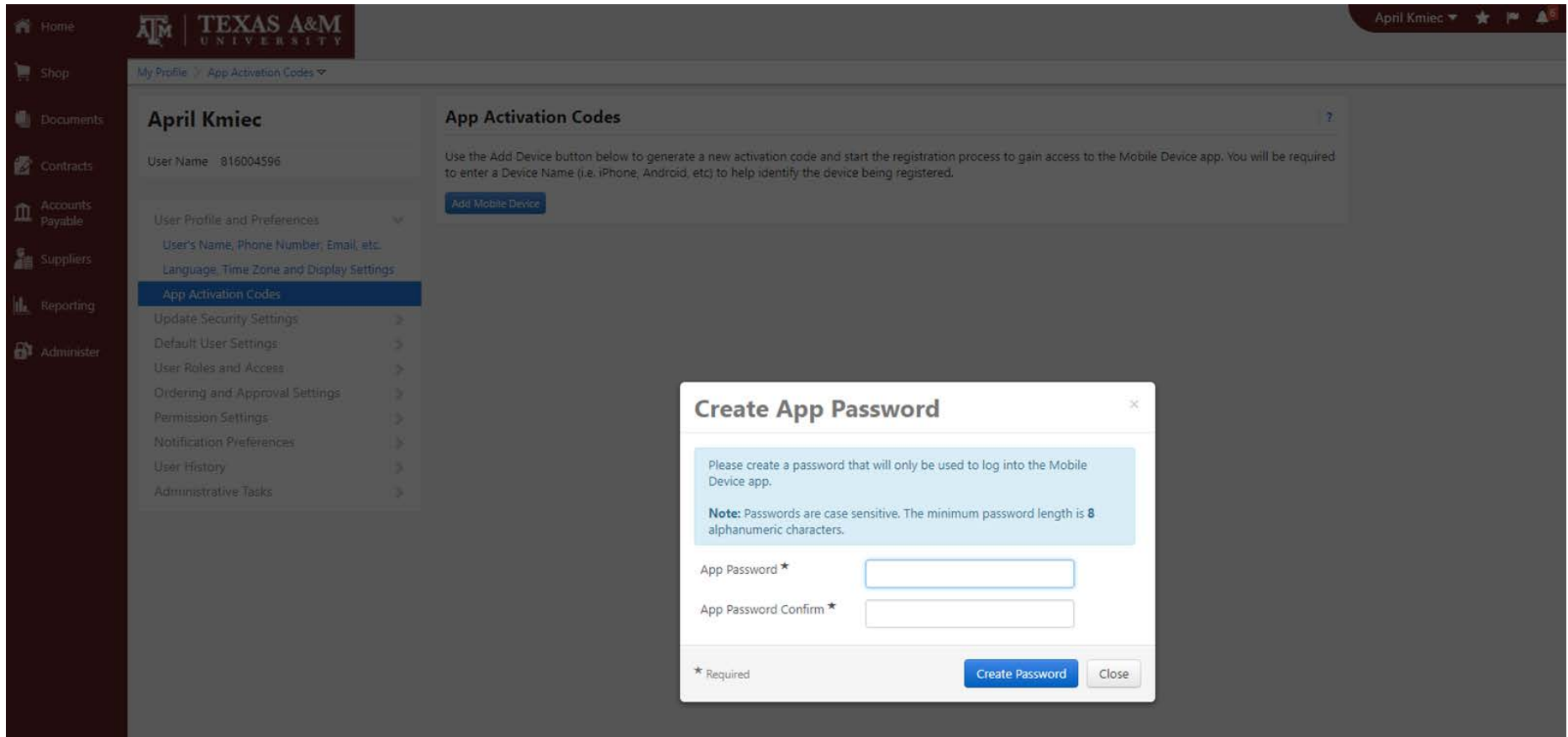
Then click the “Add Mobile Device” button



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You will then be prompted to create a password

****Note:** If you are not prompted to create a new password, please call the Access & Security group at (979) 458-5555.



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After creating your password, create a Nickname for your device and then select “Yes” to receive an Activation Code via email

The screenshot displays the user profile for Maryjo Derrick. The left sidebar lists various settings, with 'App Activation Codes' selected. The main content area shows the 'App Activation Codes' section, which includes instructions and buttons for adding a device. A modal dialog box titled 'Add Device' is open, prompting the user to create a nickname and choose whether to email the activation code. The dialog box contains a text input field for the device name, radio buttons for 'Yes' and 'No', and 'Add Device' and 'Close' buttons.

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
Update Security Settings
Default User Settings
User Roles and Access
Ordering and Approval Settings
Permission Settings
Notification Preferences
User History
Administrative Tasks

App Activation Codes
Use the Add Device button below to generate a new activation code and start the registration process to gain access to the app. You will be prompted to enter a Device Name (i.e. iPhone, Android, etc) to help identify the device being registered.

Add Mobile Device Change App Password

Manage Devices

Device Name	Last Access Date
iphone T...	6/19/2018 9:51:40 AM

Add Device

Please create a nickname for this device and choose whether you want to email the user the code. You will be presented with the code on the next screen as well.

Device Name *

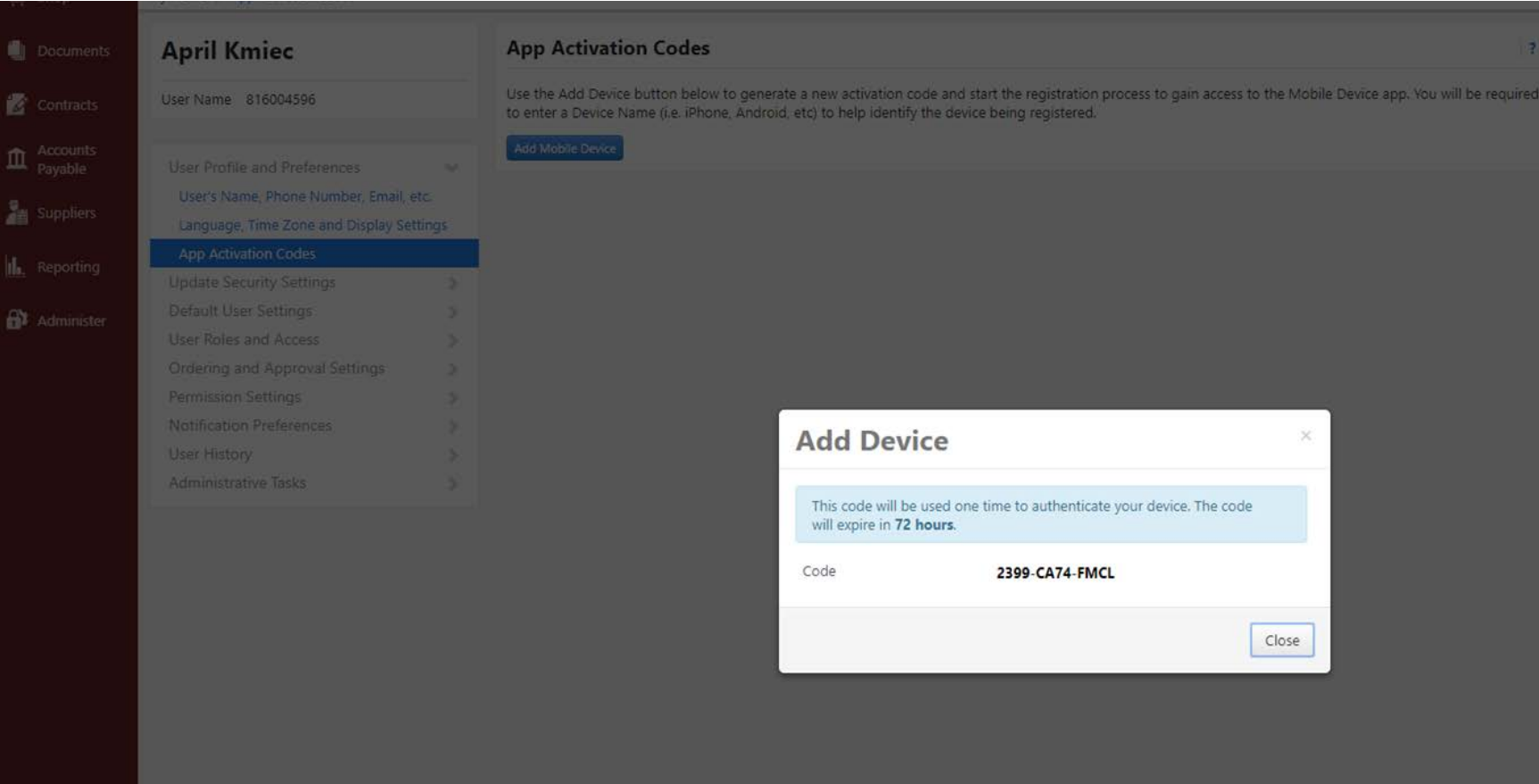
Email Activation Code to User? Yes No

* Required

Add Device Close

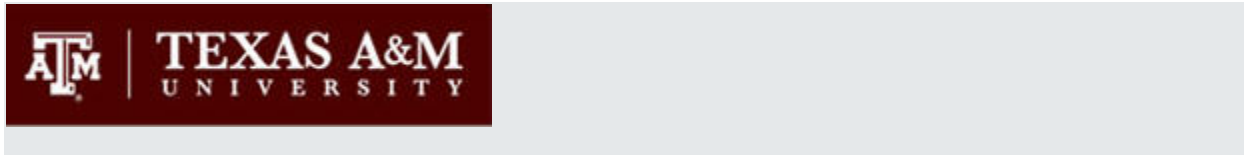
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Your activation code will then be displayed



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You will also receive an email containing your activation code



Dear User,

Congratulations! You're one step closer to activating the JAGGAER mobile app on your device. If you haven't done so already, please download the JAGGAER app using one of the app store links below and return to this Email once the app is installed. If you are not using an Android or Apple device, please proceed to the Register Device button to complete activation.

Android and Apple users:

Once you have installed the JAGGAER mobile app, please select Register Device.

[Register Device](#)

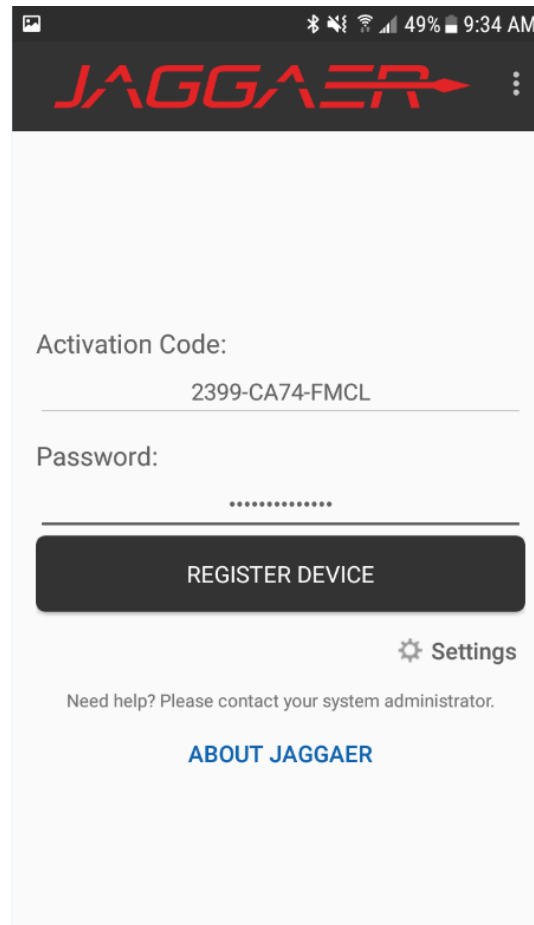
2399-CA74-FMCL

If not used, this code will expire on **June 17, 2018 2:29:53 PM -05:00**.

Thank You,
Texas A&M University

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Enter the Activation Code you received and the password you created, then click “Register Device”



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You will then be logged in to the Jaggaer mobile App where you can shop, view your cart, approve documents or check your notifications and action items

