In This Guide

This guide demonstrates how to manage your profile in CrimsonCorner if you are a department financial approver. Your CrimsonCorner profile allows you to setup email approvals so that you can take action on a requisition directly from an email notification rather than signing into the system. This feature allows you more flexibility in approving orders quickly, without having to login to the system directly. This guide discusses:

> ✓ Email approvals for department financial approvers

Procedure

1. From the CrimsonCorner home page, access your profile by clicking on your name in the top panel and then the **View My Profile** option.

2. From **Profile » User Information and Settings » User Profile and Preferences** tab, enter in an **Email Approval Code**. The minimum value is four (4) characters.

3. Click **Save**.

4. An **Email Approval Code** is required to ensure that the authorized approver is taking action on the requisition.

5. You will only have to set this code up once and it does not expire.

6. You may reset your **Email Approval Code** at any time.

7. Please note that if you have not yet configured your **Email Approval Code** in your profile, you cannot approve directly from an email.