
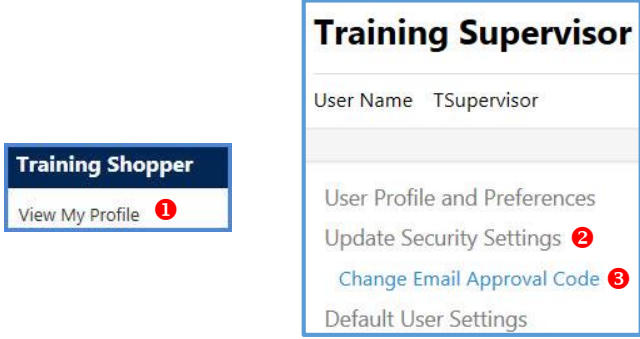



<h2 style="margin: 0;">Setting Up a Code for Email Approvals</h2> <p style="margin: 0;">Set up an approval code so that you can approve requisitions from your WVU email account.</p>	
1. Access Mountaineer Marketplace.	
2. In the upper right corner panel of Mountaineer Marketplace, click the dropdown arrow by your name.	
3. Choose <b>View My Profile</b> . <b>THEN</b> <ul style="list-style-type: none"> <li>• <b>Update Security Settings</b></li> </ul> <b>THEN</b> <ul style="list-style-type: none"> <li>• <b>Change Email Approval Code</b></li> </ul>	
4. Enter an approval code. The code should have a minimum of four digits.	
5. Click <b>Save Changes</b> .	