This how-to sheet outlines the steps required for approvers:

- To access pending approvals through email

**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP**

1. eShop will send an email to your Carleton Outlook email account when you have pending approvals.

   **Tip:** The email will be from ‘noreply@carleton.ca’ and the subject line will be ‘***ATTENTION REQUIRED***You have requisition(s) pending approval’.

   Double click on the email to open it.
Once you have opened the email, scroll down and click on the blue ‘View Requisition Approvals’ hyperlink.

Dear Tim Sullivan,

The requisition listed below has been submitted for your approval.

**Summary**

<table>
<thead>
<tr>
<th>Folder</th>
<th>D498 &lt;= 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Traveller One</td>
</tr>
<tr>
<td>Cart Name</td>
<td>2021-11-01 travellerone 01</td>
</tr>
<tr>
<td>Requisition No.</td>
<td>3383885</td>
</tr>
<tr>
<td>Athletics Building</td>
<td>1125 Colonel By Drive</td>
</tr>
<tr>
<td>Ottawa, ON K1S 5B5</td>
<td>Canada</td>
</tr>
</tbody>
</table>

[View Requisition Approvals]

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

**Support Team Contact Information:**
- +1 613-520-2600 ext. 3311
- eshop@carleton.ca

Thank you,

Carleton University
3. Enter your MyCarletonOne credentials.

**Tip:** Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

If you don’t know what your MyCarletonOne username and password are, click on the blue ‘https://myone.carleton.ca’ hyperlink.

Click on the red ‘Sign In’ button.

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4. Your eShop approvals page will open.

A separate how-to sheet outlines how to select, preview and approve pending approvals.

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**What next?**

- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.