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.
2. Once you have opened the email, scroll down and click on the blue ‘View Requisition Approvals’ hyperlink.
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 ‘Password’ text.

Click on the blue ‘Sign In’ button.

4. Your eShop approvals page will open.

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

**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.