

eShop How-To Sheets

Accessing your Pending eShop Approvals from Email

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

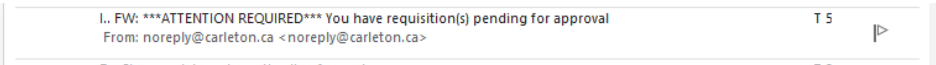
- To access pending approvals through email

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

- 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.



L. FW: ***ATTENTION REQUIRED*** You have requisition(s) pending for approval
From: noreply@carleton.ca <noreply@carleton.ca>

T 5



2. Once you have opened the email, scroll down and click on the blue 'View Requisition Approvals' hyperlink.

[on.ca <noreply@carleton.ca>](mailto:noreply@carleton.ca)

21 11:37 AM

[a](#)

Approval for Requisition# 3383885



D498 <= 500 Approval Request for Requisition# 3383885

Dear Tim Sullivan,

The requisition listed below has been submitted for your approval.

Summary

Folder: D498 <= 500
Prepared by: Traveller One
Cart Name: 2021-11-01 travellerone 01
Requisition No.: 3383885

Athletics Building
1125 Colonel By Drive
Ottawa, ON K1S 5B6
Canada



[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

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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.



Welcome to the Carleton SSO Federated Portal.
Enter your **MyCarletonOne** username and password.

A screenshot of the Carleton SSO Federated Portal login form. The form is enclosed in a green rounded rectangle. It contains two input fields: "MyCarletonOne username" and "Password". Below the fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. To the right of the button is a green arrow pointing towards the "Forgot your Password?" link. A green arrow on the left points towards the username field.

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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.



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.
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