iShopUTRGV Quick Reference Guide

How to - Approve a REQ

iShopUTRGV allows users with the "Approver" role approve requisitions. This role is granted only to cost center/project managers and their alternate approvers. Only one individual is required to approve the requisition. *Questions can be emailed to: ishop@utrgv.edu

- 1. Go to <u>http://my.utrgv.edu</u> and type in your UTRGV credentials.
- 2. Click "Sign In"



3. Click on the "PeopleSoft" Icon.

The University of Texas & Marilu Logout Rio Grande Valley										
Home My Account	My Finances	My Academics	Enrollment Reports	Help & Downloads						
Hi										
Applications		Email								
ASSIST VLink Handshake	Blackboard Print Print FPT									
PeopleSoft Oracle 24/7	vSoftware									

4. Click on the "Jaggaer I Shop Sign In" Tile



5. iShop HomePage will load

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6. On the homepage of iShop, the "Action Items" link will display all pending approvals. Click on "Action Items."

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7. On the "Action Items" Click on "Requisitions".

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8. Click on [>] to show MY PR Approvals listing

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9. Click on Requisition number to review the request

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Assigned Approver + Jerry Escobedo \times		Requi No. o	isition Name f line items	2021-11-08 6001149878 01 1	Folders	0 Days in folder [Mj	PR Approvals]			

10. Once the requisition has been reviewed requisition may be approved. Click on Approve

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