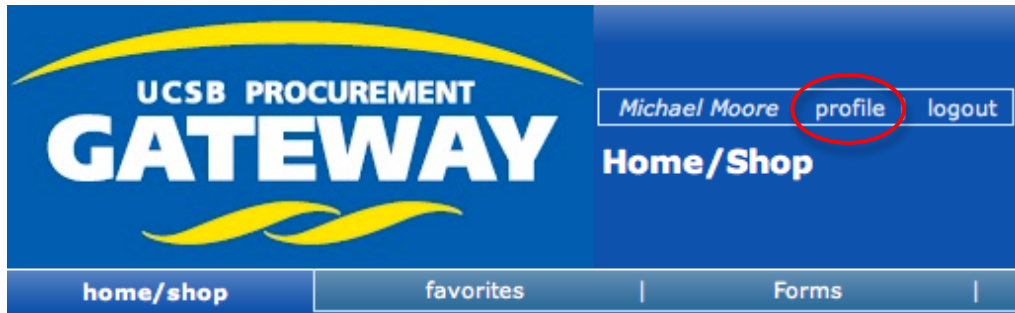


## GATEWAY

### Setting Up to Approve from Email – Quick Start

In order to be able to Account Approve directly from the “New Pending Approval for Requisition#...” email you will first need to modify your profile in Gateway to allow approval from email per the following steps:

1. Login to Gateway at <https://gateway.procurement.ucsb.edu> using your UCSB Net ID and password.
2. Click on the Profile link in the header.



3. In the User Identification tab under the User Settings tab, enter a 4 digit security code (any 4-digit code that you will remember) in the Email Approval Field

User Settings	
User Identification	
First Name	Michael
Last Name	Moore
Phone Number	+1 (805) 893-7702 <small>Country Code, Area, Phone Number</small>
<b>E-mail Address</b>	moore@ece.ucsb.edu
Department	<input type="text"/>
Position	<input type="text"/>
<b>User Name</b>	mrmoo
Authentication Method	LoginXML
Email Approval Code	*****
<input type="button" value="Save"/>	

Press Save. Now you should have the option to “Take Action” (approve, reject, return) from the body of the approval email you receive from Gateway for any future orders.

*Note: In your email spam filters, be sure to allow emails from “help@gateway.procurement.ucsb.edu”*