# CU Marketplace How-to: Initiating Email Approvals [1]

Approval for requisitions and SPO vouchers can be performed either in CU Marketplace or by email.

Before you can approve by email, you need to set your email approval code in your CU Marketplace profile. You only need to set your approval code once – however, you will enter this code every time you use the email to approve.

You will still be able to approve requisitions and SPO vouchers in CU Marketplace once you have set your email approval code.
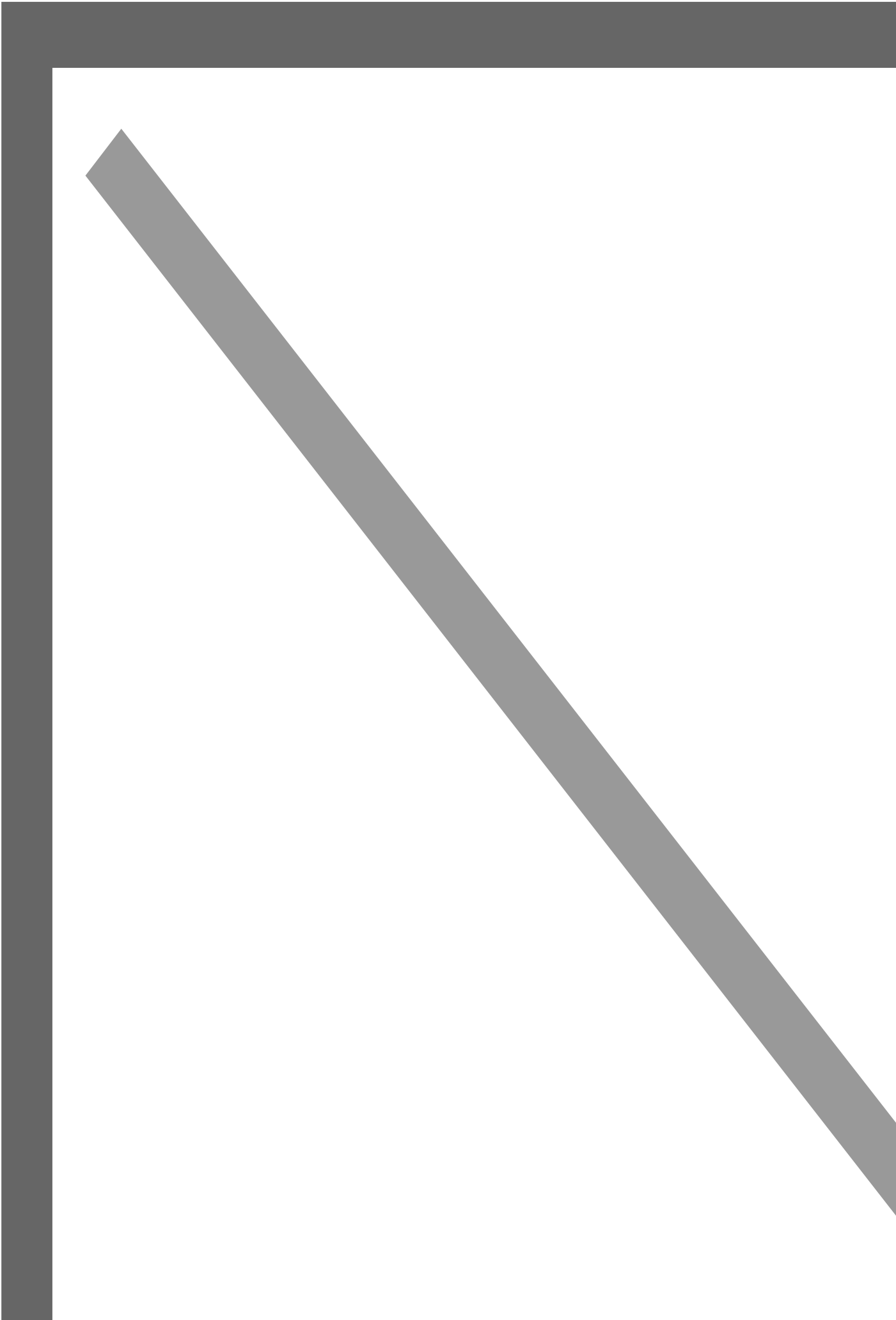
# Read the procedures

1. In CU Marketplace, click the User icon, located in the ribbon at the top of the screen, and select **View My Profile**.
2. Under the **Update Security Settings** section, click **Change Email Approval Code**.
3. Create and enter your own **Email Approval Code**. You will use this code when you approve requisitions via email.
   Your code must be at least four characters long and may contain letters, numbers, and special characters.
4. Click **Save Changes**.
5. Now you can take action via email (see sample below) whenever there is a requisition or SPO voucher pending your approval.
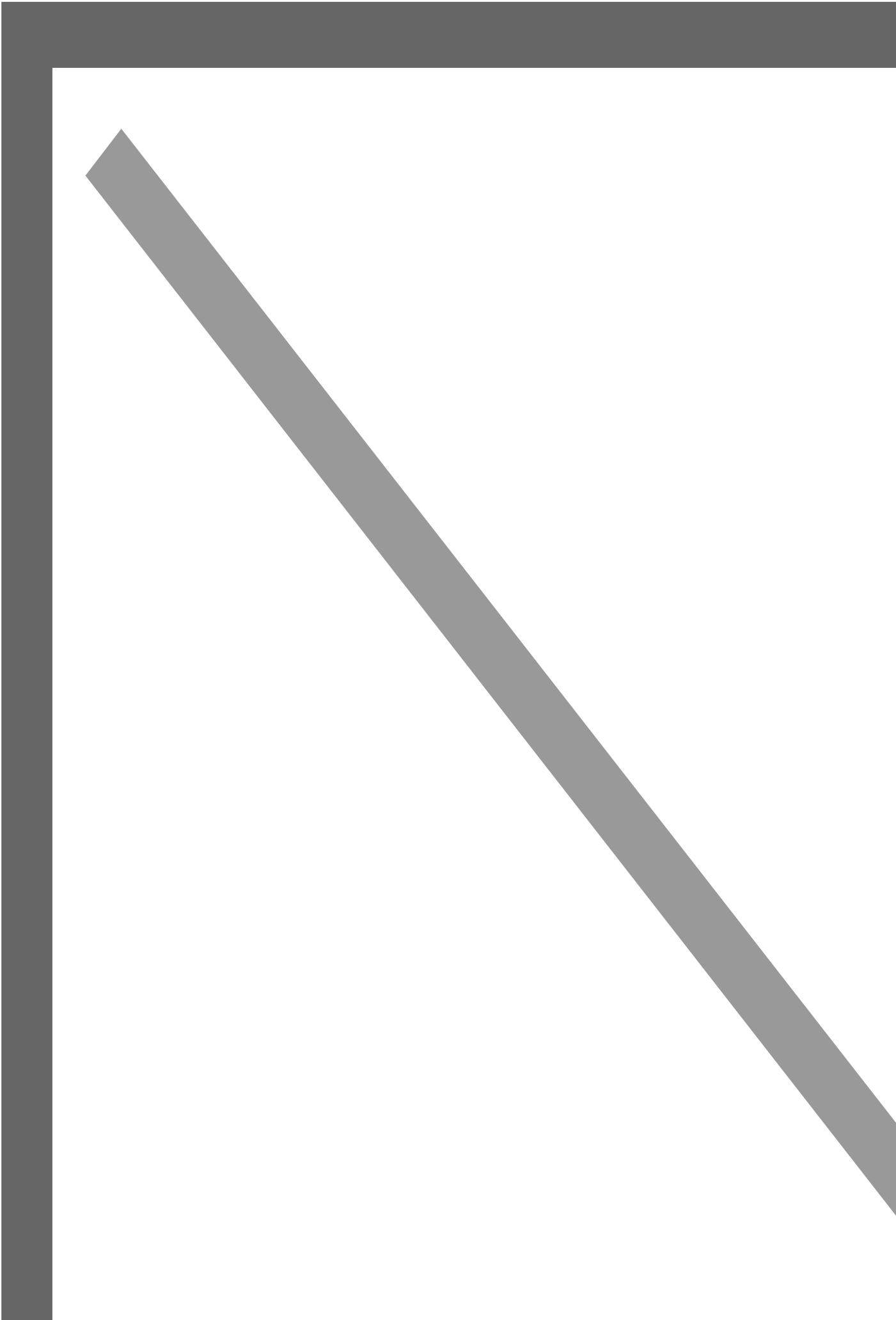   To take action on the document, click the **Take Action** button in the email message.



**Sample email:**

**Links**
[1] https://www.cu.edu/psc/cu-marketplace-how-initiating-email-approvals