First Approver

Step	Action
1.	After the Requester completes and submits the requisition, an email will be sent to the First Approver notifying them they have a requisition to review. Click the **Message link** from the Approval Request notification email.
2.	Enter your **Login ID** and **Password**. Click the **Sign In** button. Sign In
3.	To view requisition information, click the **Select All/Deselect All** option.
4.	Click the **View Line Details** button. View Line Details
5.	The requisition information displays. Click the **Close** button when the review is complete. X
6.	If a requester has left comments a comment bubble will display. Click the **Comments** button.
7.	Comment information displays. Click the **Return to Previous Page** link. Return to Previous Page
8.	Enter the desired information into the **Enter Approver Comments** field. **Note:** Comments are required when denying a request.
9.	Click the **Approve or Deny** button. Approve
10.	Once the first approver has reviewed the requisition, the approval path will indicate **Approved** or **Denied.** If a Second Approver is in the approval path, then an email will be sent to the next Approver on the path.
11.	**End of Procedure.**