San Jose/Evergreen Community College District
How to Create an Approval Password in Datatel

To approve Requisitions in Datatel, you must first create a password for your approvals. You can also use this form to update or change your password.

APPW – Approval Password Maintenance
1. Login to Datatel. Enter your username and password provided to you by ITSS. Then select OK to continue.
2. A FERPA privacy notice will appear. Select OK to open Datatel.
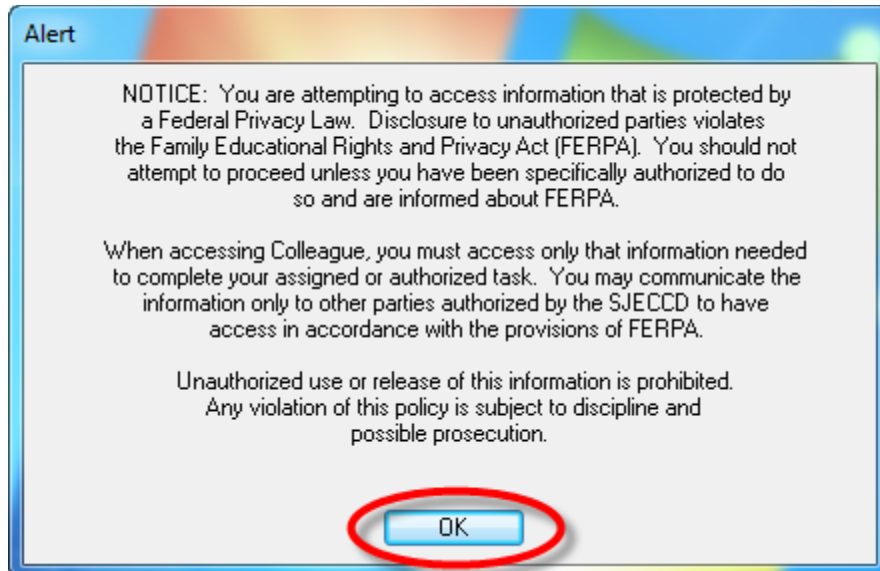
3. Datatel will open to the homepage. To access the financial module, Select Apps On the Tool Bar and then select CF.
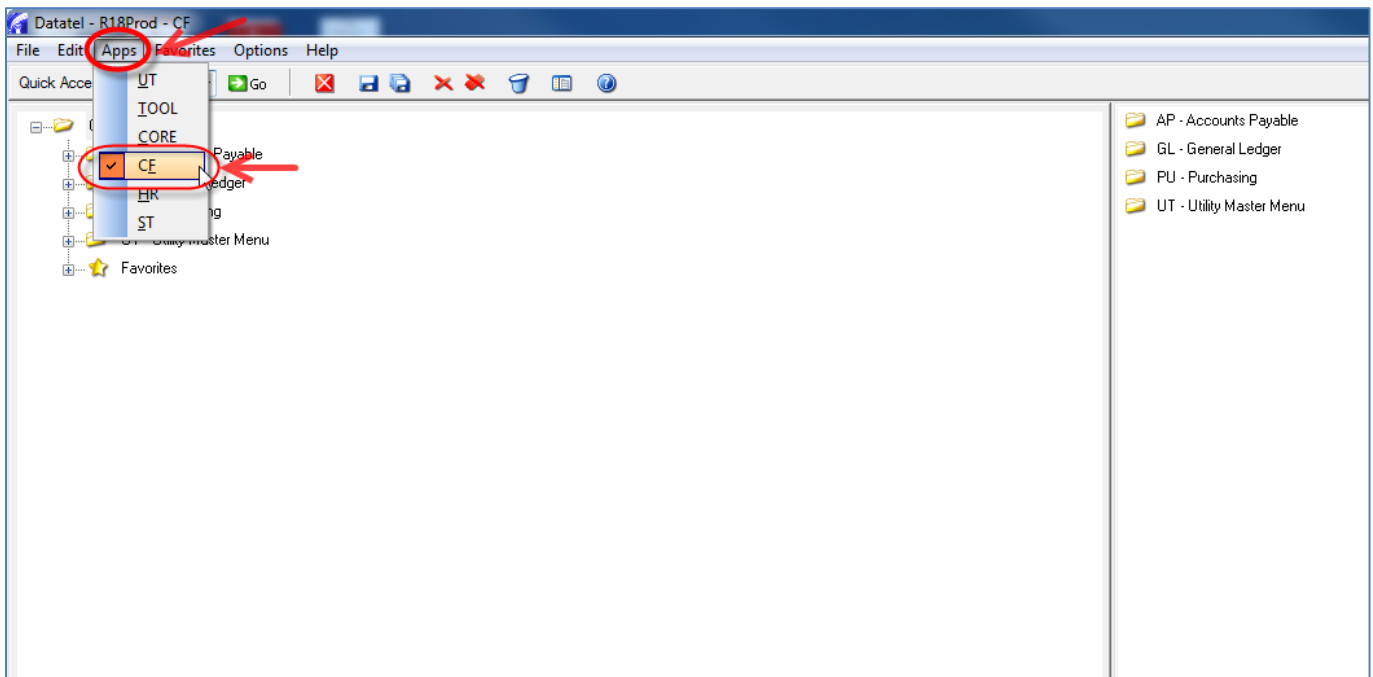
4. To access the Approval Maintenance Screen, type APPW in the Quick Access Field or select Purchasing, Approvals, then APPW-Approval Password Maintenance.

APPW – Approval Password Maintenance, Datatel   2
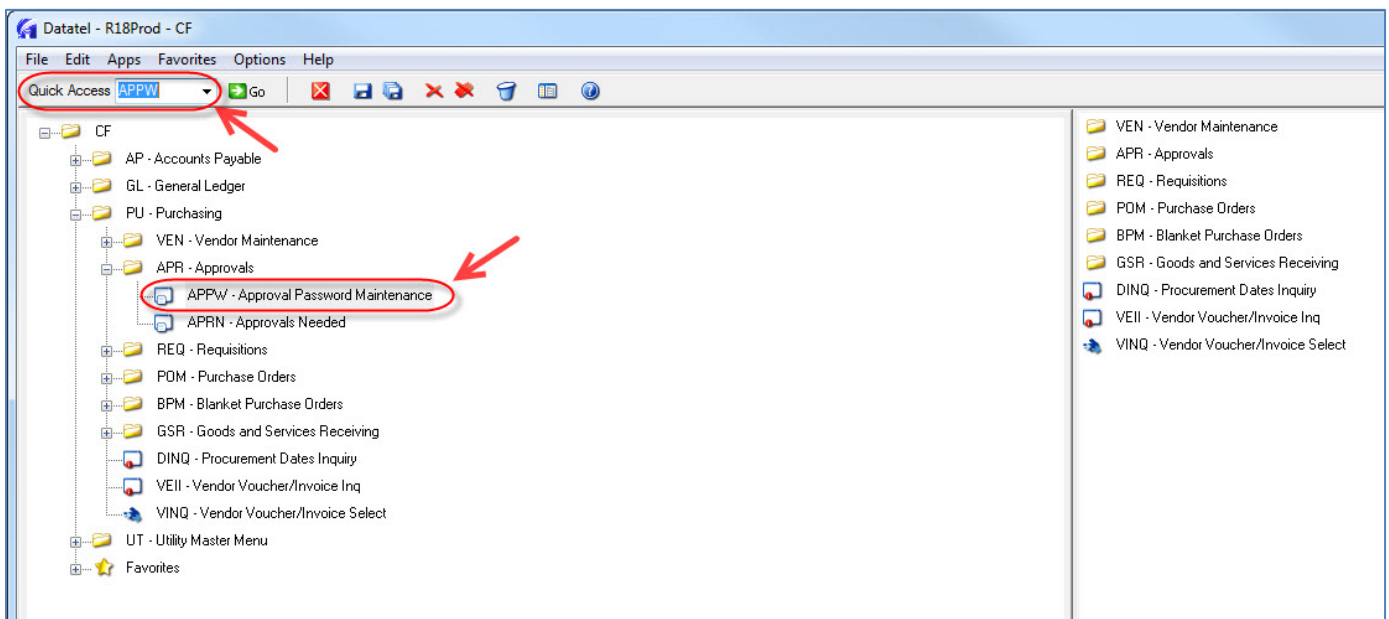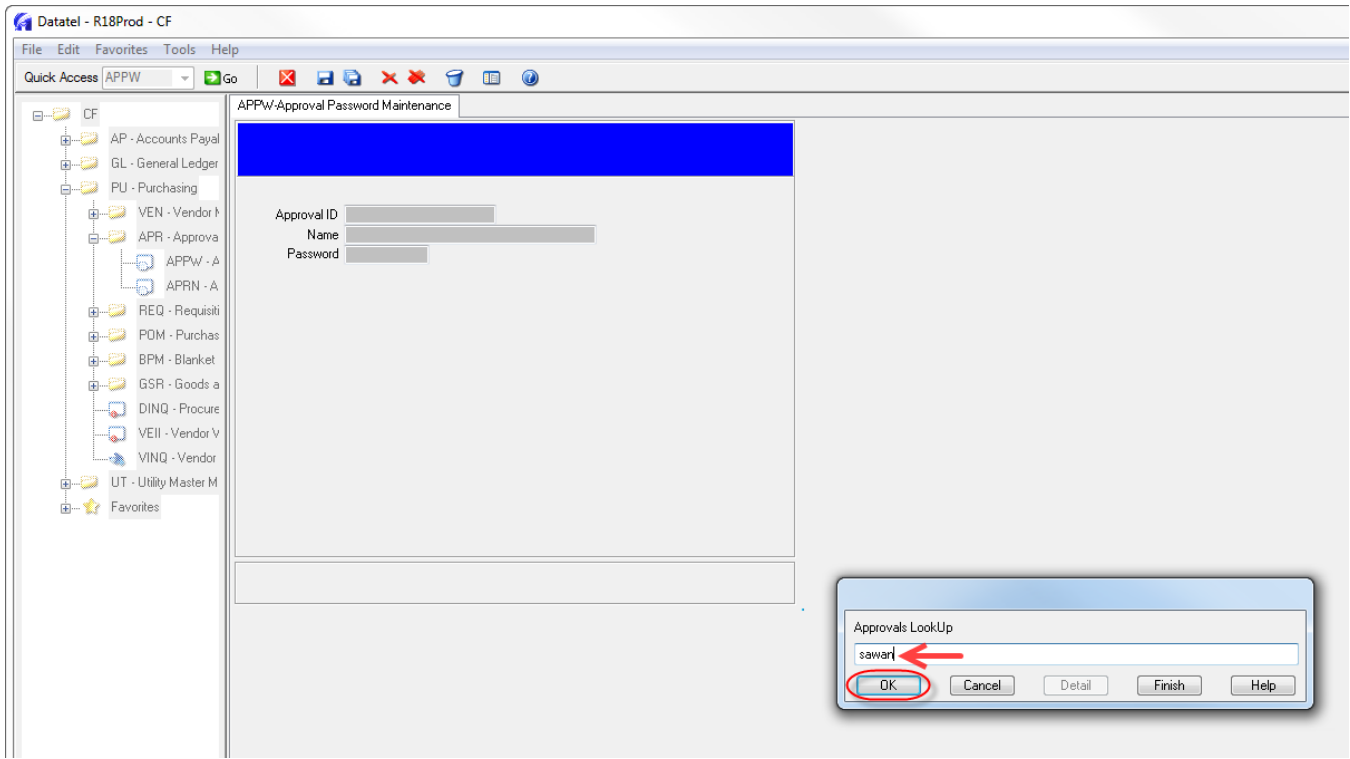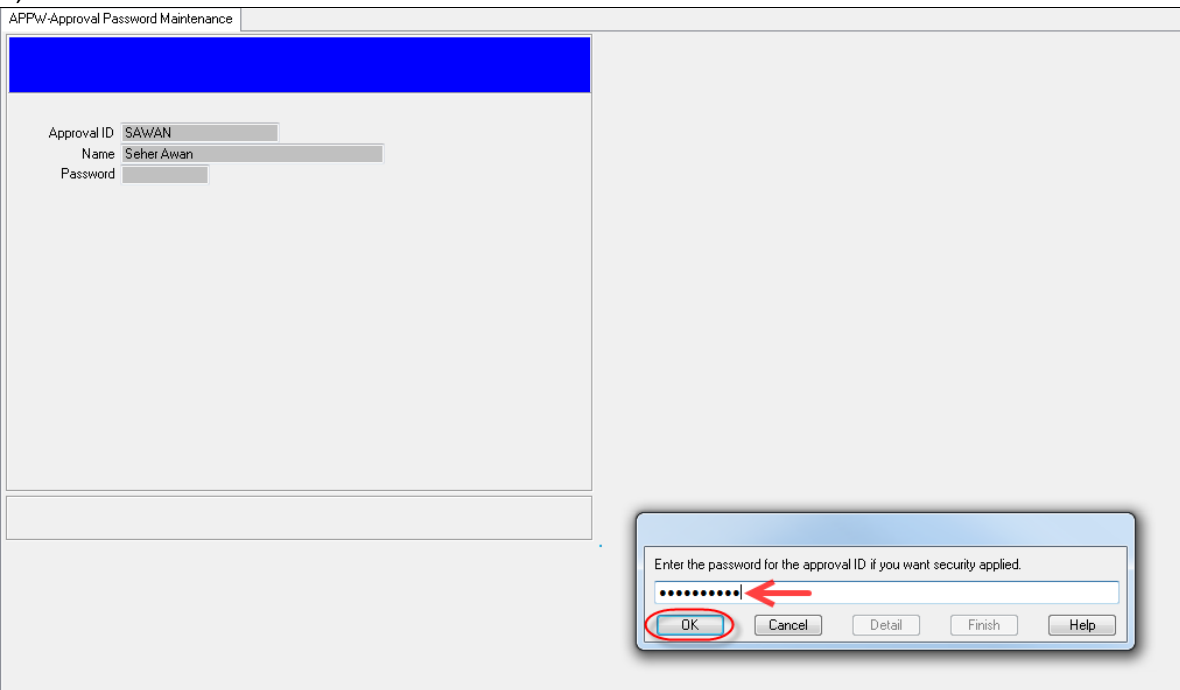
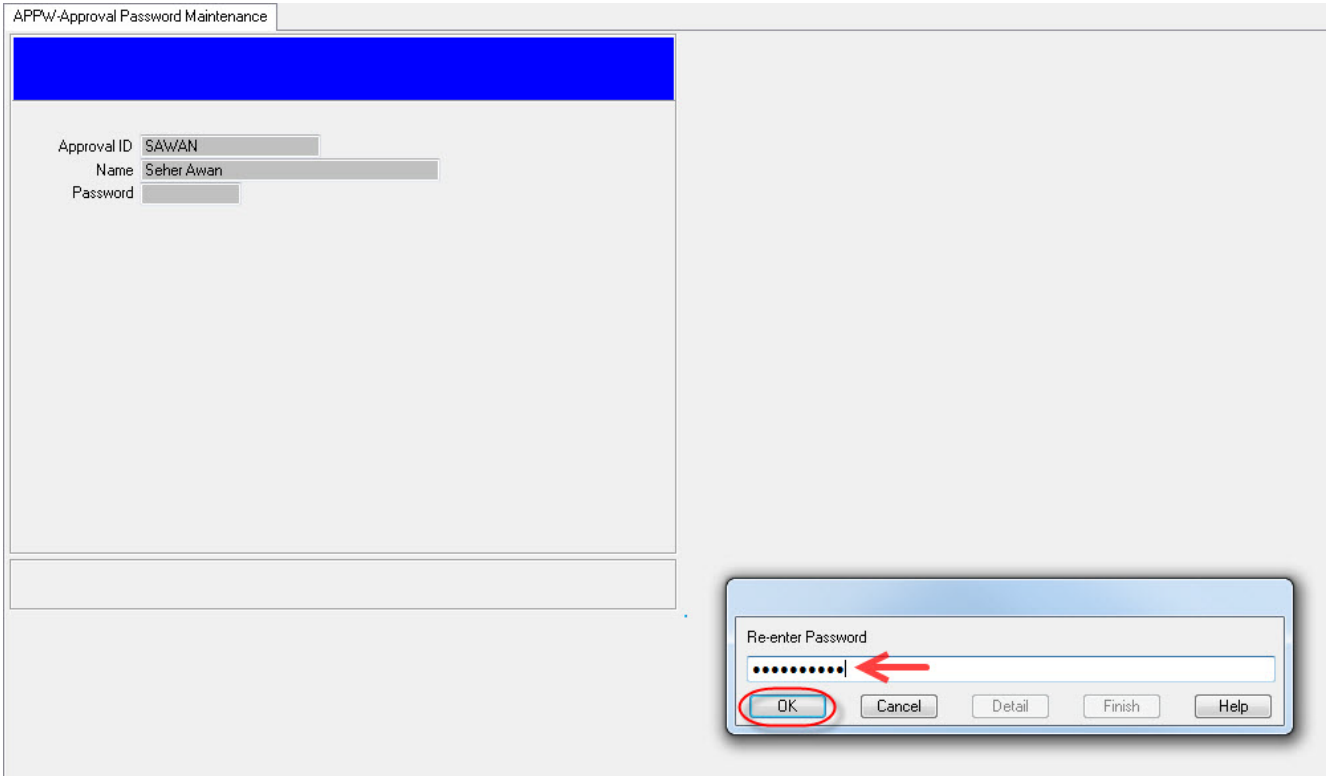| |
|---|
| 5. The Approval Maintenance Screen will appear. Enter your Datatel Username when prompted for the Approvals Look Up. Then select OK to continue. |
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| 6. You will be prompted to enter a password. This can be any password you would like to use to approve Requisitions. This does **not** have to be the same password you use to login to Datatel. Once you choose and enter a password, select OK to continue. |
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7. You will then need to Re-Enter your password to confirm. Select OK to continue.

APPW-Approval Password Maintenance

Approval ID SAWAN
Name Seher Awan
Password

Re-enter Password

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OK   Cancel   Detail   Finish   Help

8. Select F10 on your keyboard or select save on the toolbar to update. Select Update, and then exit the screen.

APPW-Approval Password Maintenance

Approval ID SAWAN
Name Seher Awan
Password

Alert

Update record, Cancel record or Return to editing

Update   Cancel   Return