

## 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.



Datatel Login

Enter a User ID, Password and Environment:

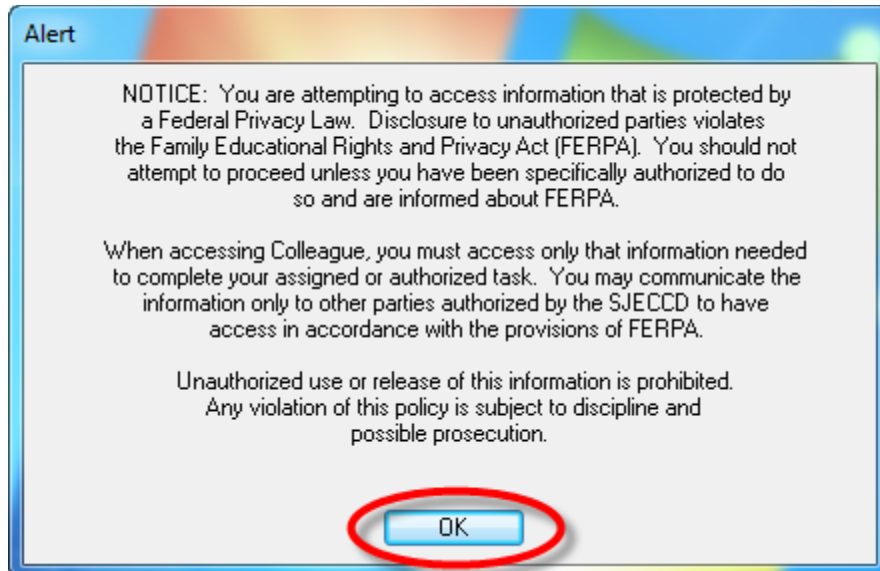
User ID: sawan

Password:

Environment: R18Prod

OK Cancel

2. A FERPA privacy notice will appear. Select OK to open Datatel.



Alert

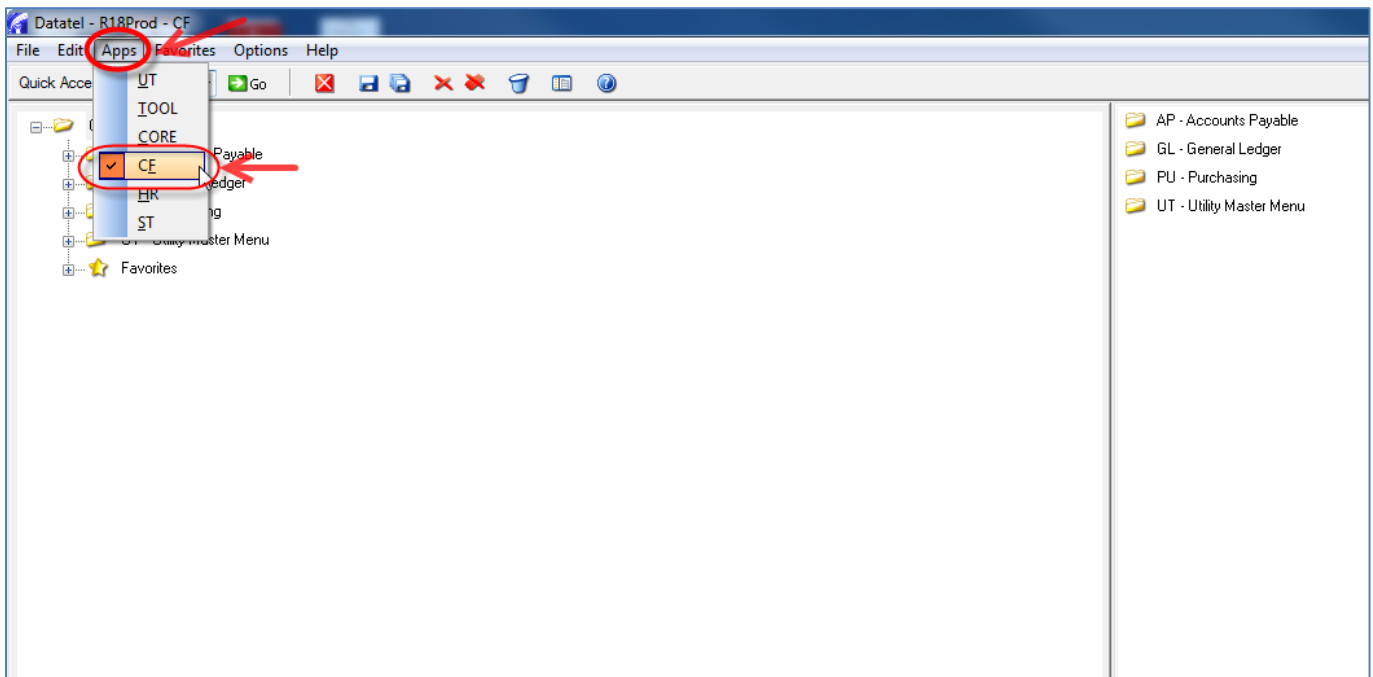
NOTICE: You are attempting to access information that is protected by a Federal Privacy Law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). You should not attempt to proceed unless you have been specifically authorized to do so and are informed about FERPA.

When accessing Colleague, you must access only that information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized by the SJECCD to have access in accordance with the provisions of FERPA.

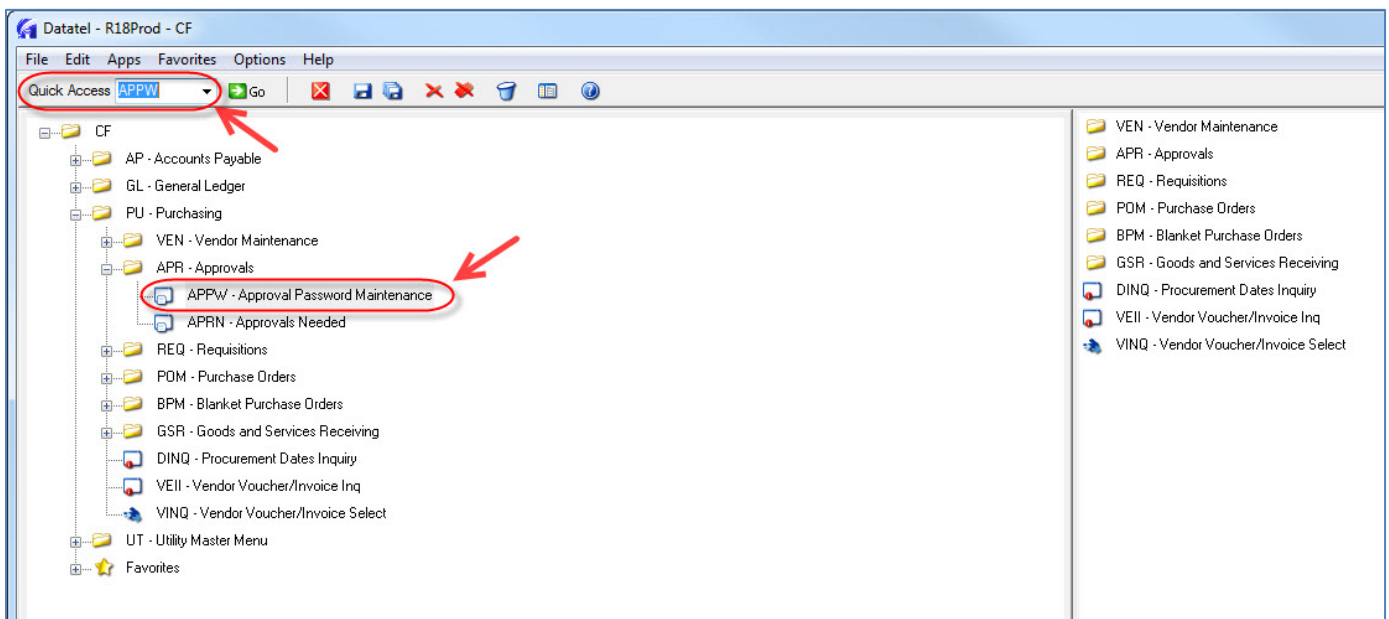
Unauthorized use or release of this information is prohibited. Any violation of this policy is subject to discipline and possible prosecution.

OK

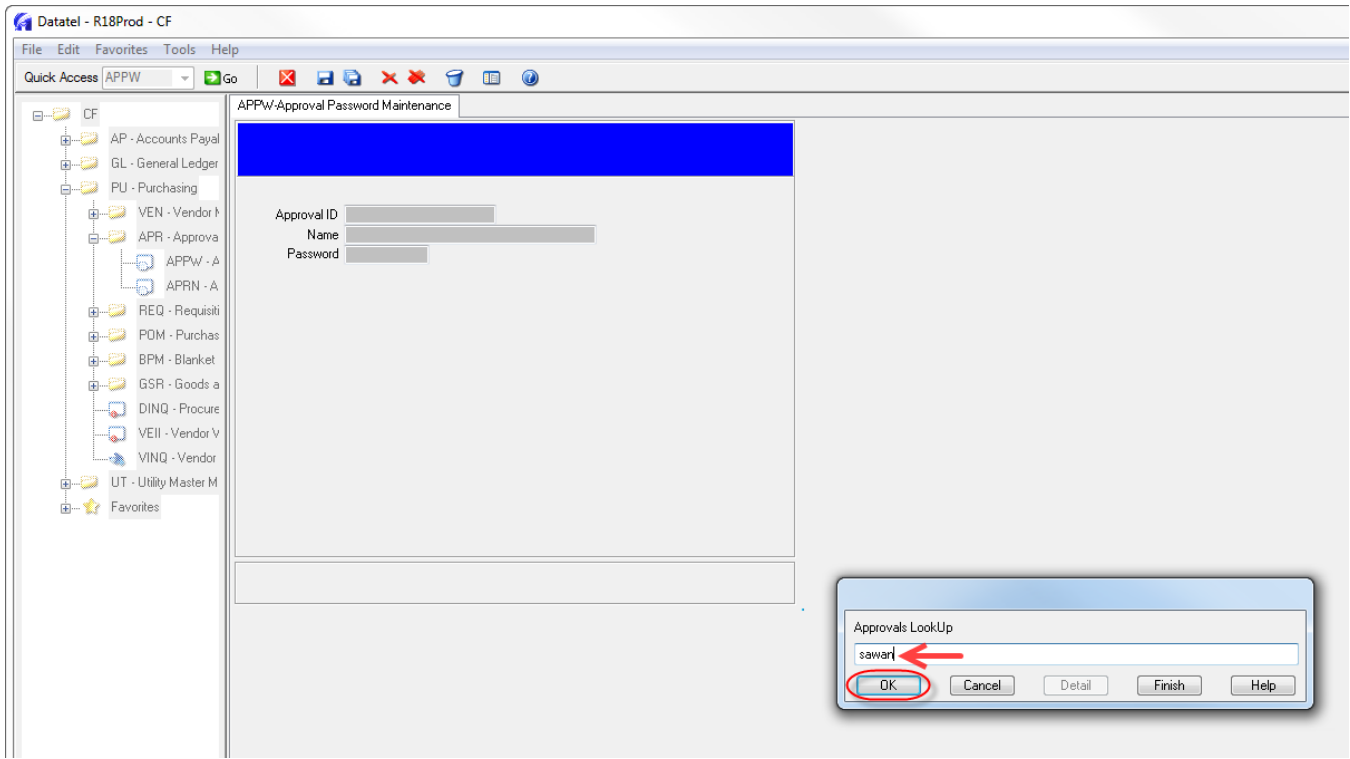
3. Datatel will open to the homepage. To access the financial module, Select Apps On the Tool Bar and then select CF.



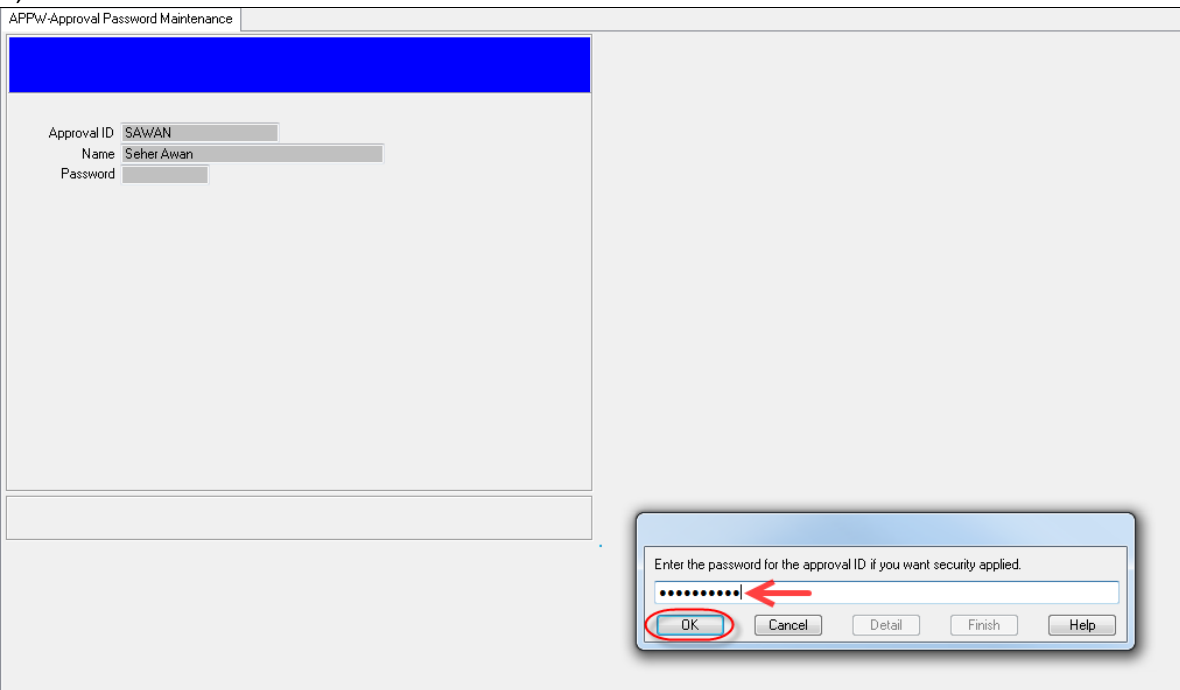
4. To access the Approval Maintenance Screen, type APPW in the Quick Access Field or select Purchasing, Approvals, then APPW-Approval Password Maintenance.



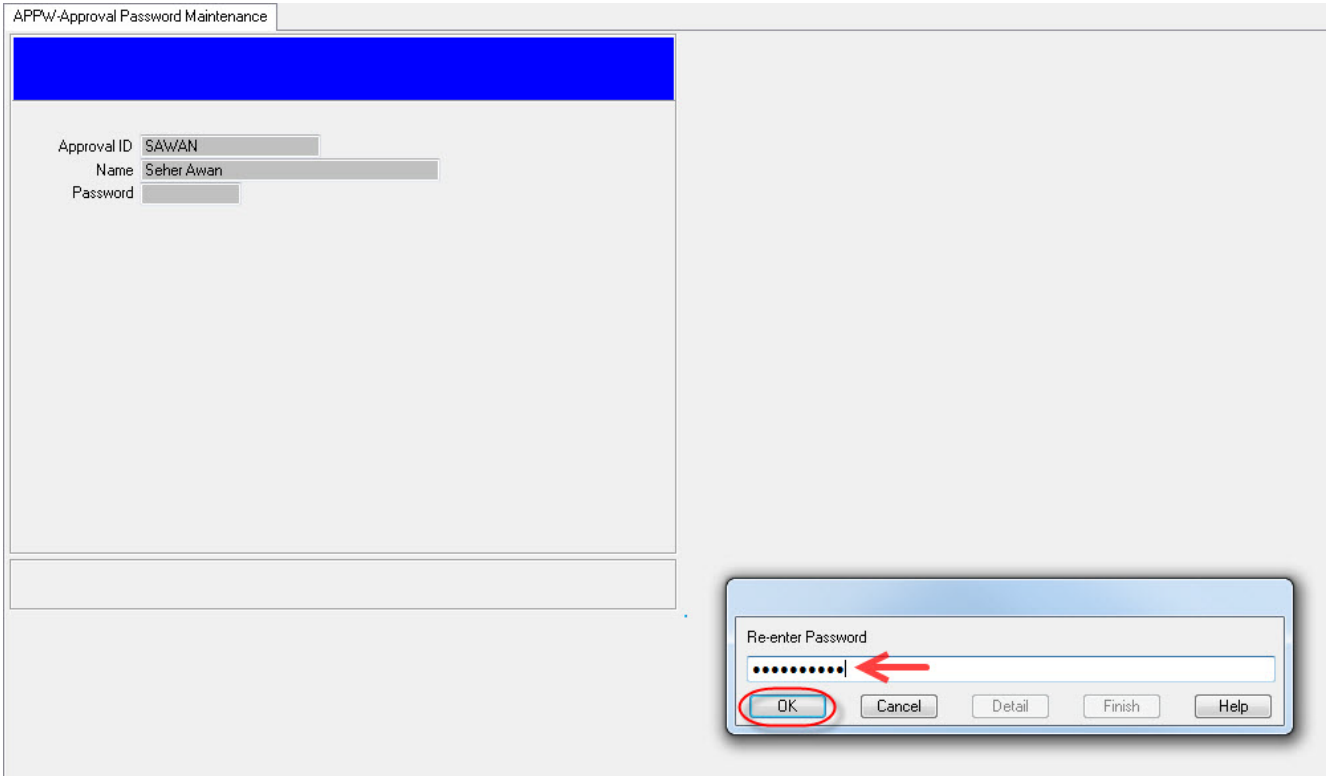
5. The Approval Maintenance Screen will appear. Enter your Datatel Username when prompted for the Approvals Look Up. Then select OK to continue.



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.



7. You will then need to Re-Enter your password to confirm. Select OK to continue.



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

