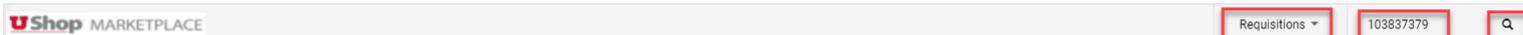


If you have GFA, or signing authority, on an activity or project used on an order in UShop, follow this link to view the [complete Approver Training](#).

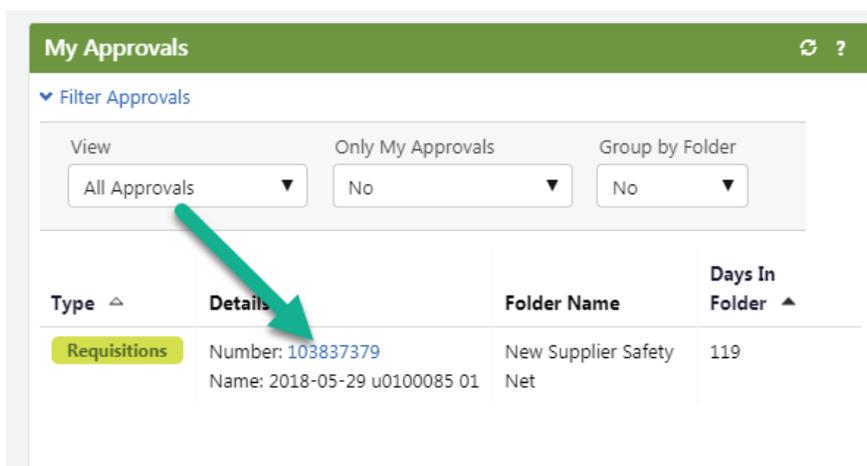
However, if you need to respond to a current request to approve a requisition in UShop, you may follow the simple instructions below.

1. Log into UShop, URL: ushop.utah.edu.
2. Find the requisition needing approval by either:
 - a. Typing the requisition number in the search field in the upper tool bar. Select the document type "Requisitions". Click the spyglass.



Or,

- b. Scroll to the My Approvals section on the Dashboard and click on the requisition number in question:



3. Once in the Requisition, review it to be sure you approve of the Accounting distribution being used, the items being purchased, etc. When you are ready to approve, Open the Document Action dropdown menu in the upper right corner of the document. Click on "Approve/complete step":

