

# How to Create a Password for Requisition Approval in Colleague

<https://colprodui.mcc.edu/ui/home/index.html>

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File Edit View Favorites Tools Help

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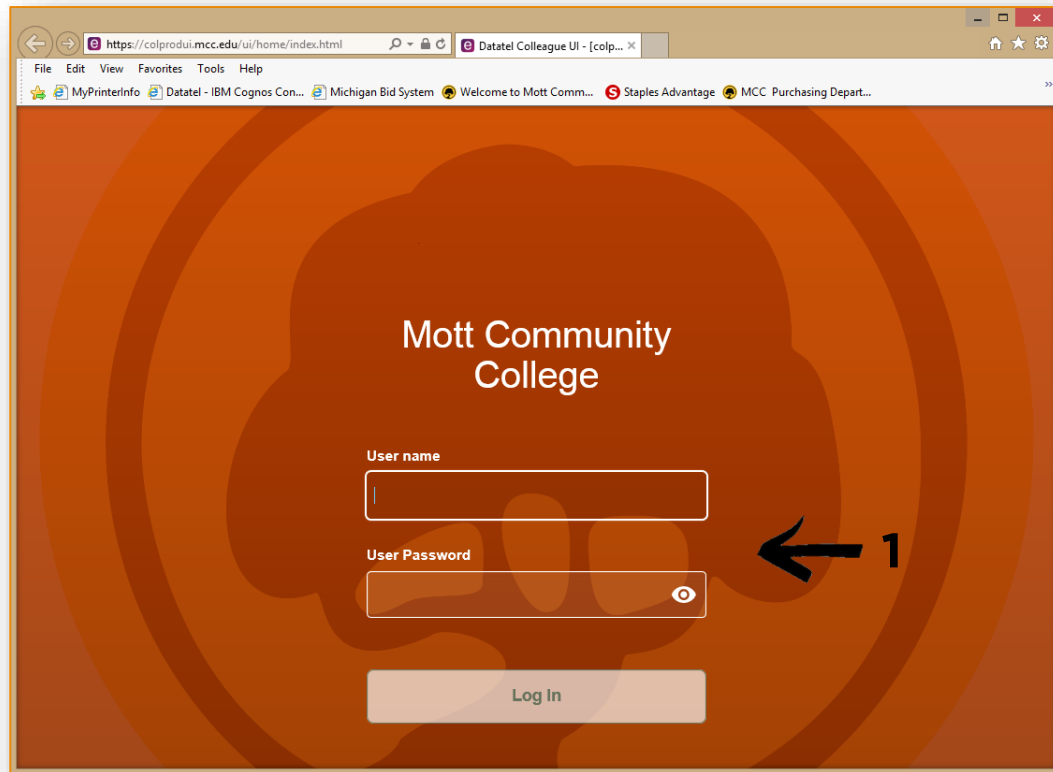
Mott Community College

User name

User Password

Log In

1. Log in to Colleague at <https://colprodui.mcc.edu/ui/home/index.html>. The User Name and User Password should be the same as those used to log in to the employee's Gmail work account.



The screenshot displays the 'REQM - Requisition Maintenance' form in the Colleague system. The form is titled 'REQM - Requisition Maintenance' and includes a 'New Record' button and 'Save', 'Save All', 'Cancel', and 'Cancel All' buttons. The form is divided into several sections: 'Requisition' (with fields for Requisition Date, Initiator, Desired Date, Maintenance Date, and Requisition Amt), 'Vendor' (with fields for Vendor ID, Name, Address, CSZ, Country, Currency, Terms, Ship To, and FOB), 'Commodity' (with a Commodity field), 'Approvals' (with fields for Approvals, Buyer, Expire Date, AP Type, and Invn Store), and 'Line Items' (with fields for Line Items, Printed Comments, Comments, Priority, and Requisition Done). A file icon is highlighted in the top right corner of the form area.

## How to maneuver in Colleague

Detail into fields by clicking on the **file icon** or by clicking in the field and pressing **F2**.



**F8** - return to the previous screen without saving

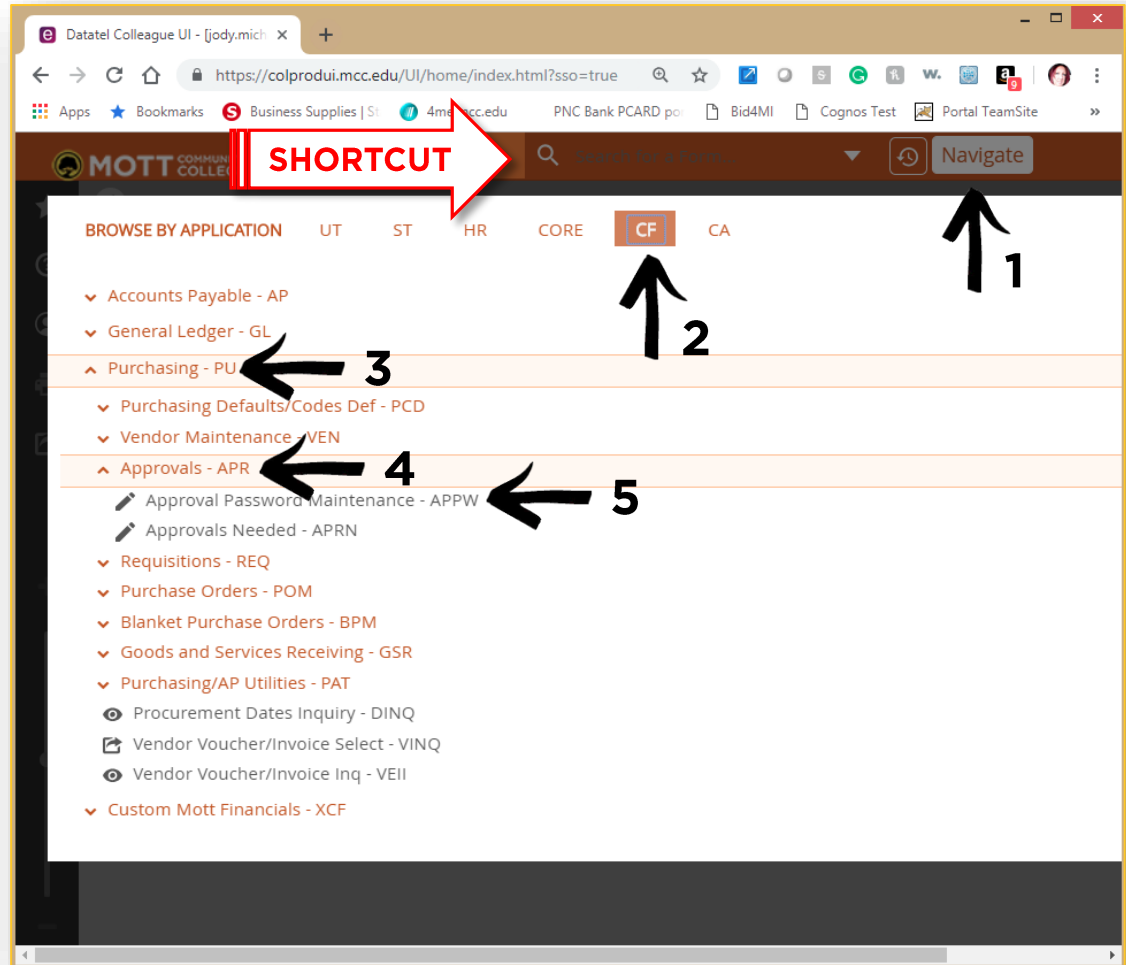
**F9** - save (click **Update** when prompted to complete the save)

**SHIFT + F9** - save and return to the previous screen

**Tab** or use the mouse to maneuver between and among the fields

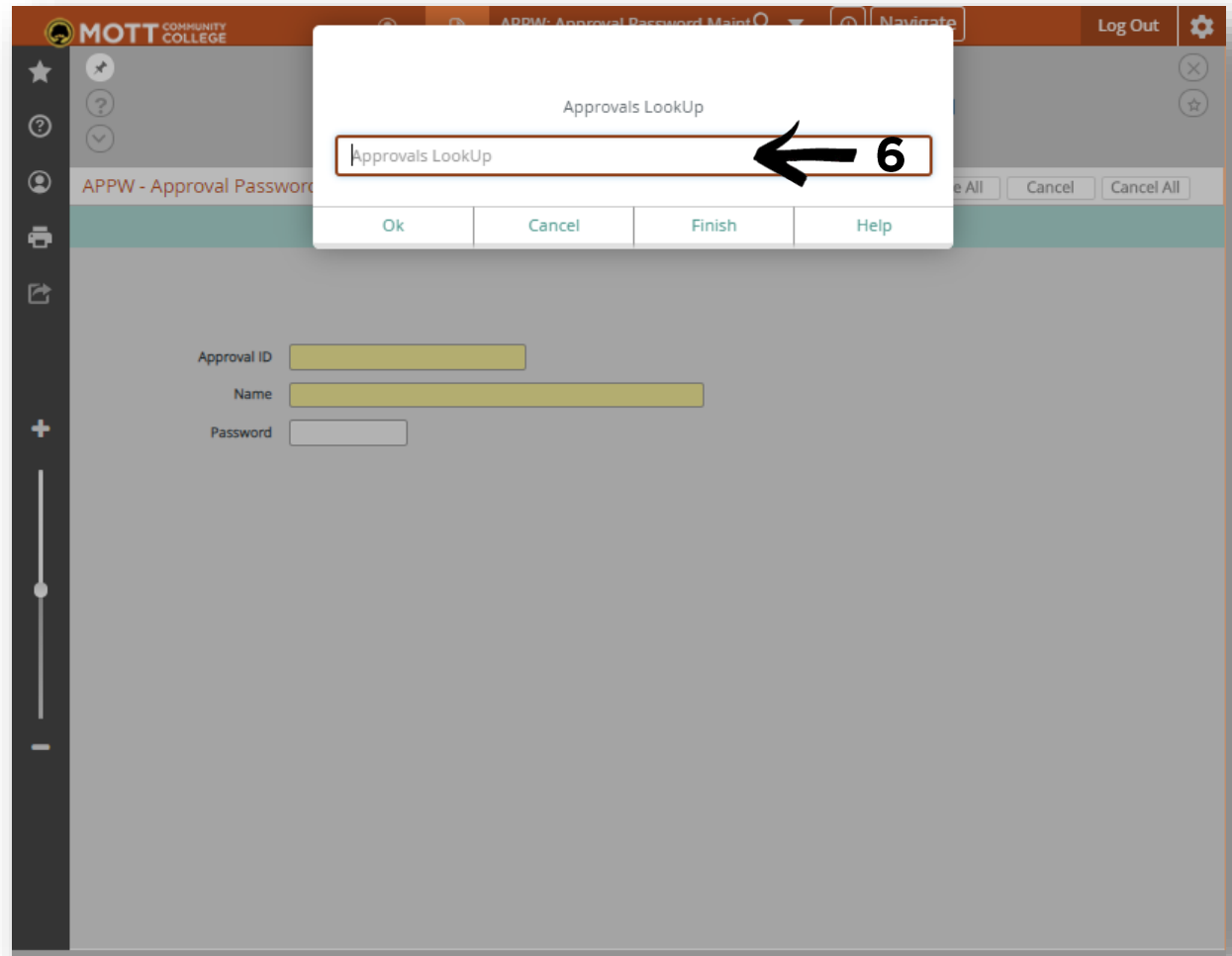
## Creating a Password: APPW Screen

1. Click **Navigate**
2. Click **CF**
3. Click **Purchasing - PU**
4. Click **Approvals - APR**
5. Click **Approval Password Maintenance - APPW**



**SHORTCUT: Type APPW in the Search Bar and press Enter or click the Search Icon**

6. Enter your **User Name** (the same one you logged in with) and press **Enter** or click **Ok**.



7. Enter the password you want to use to have password security applied to your approvals.

Enter the password for the approval ID if you want security applied.

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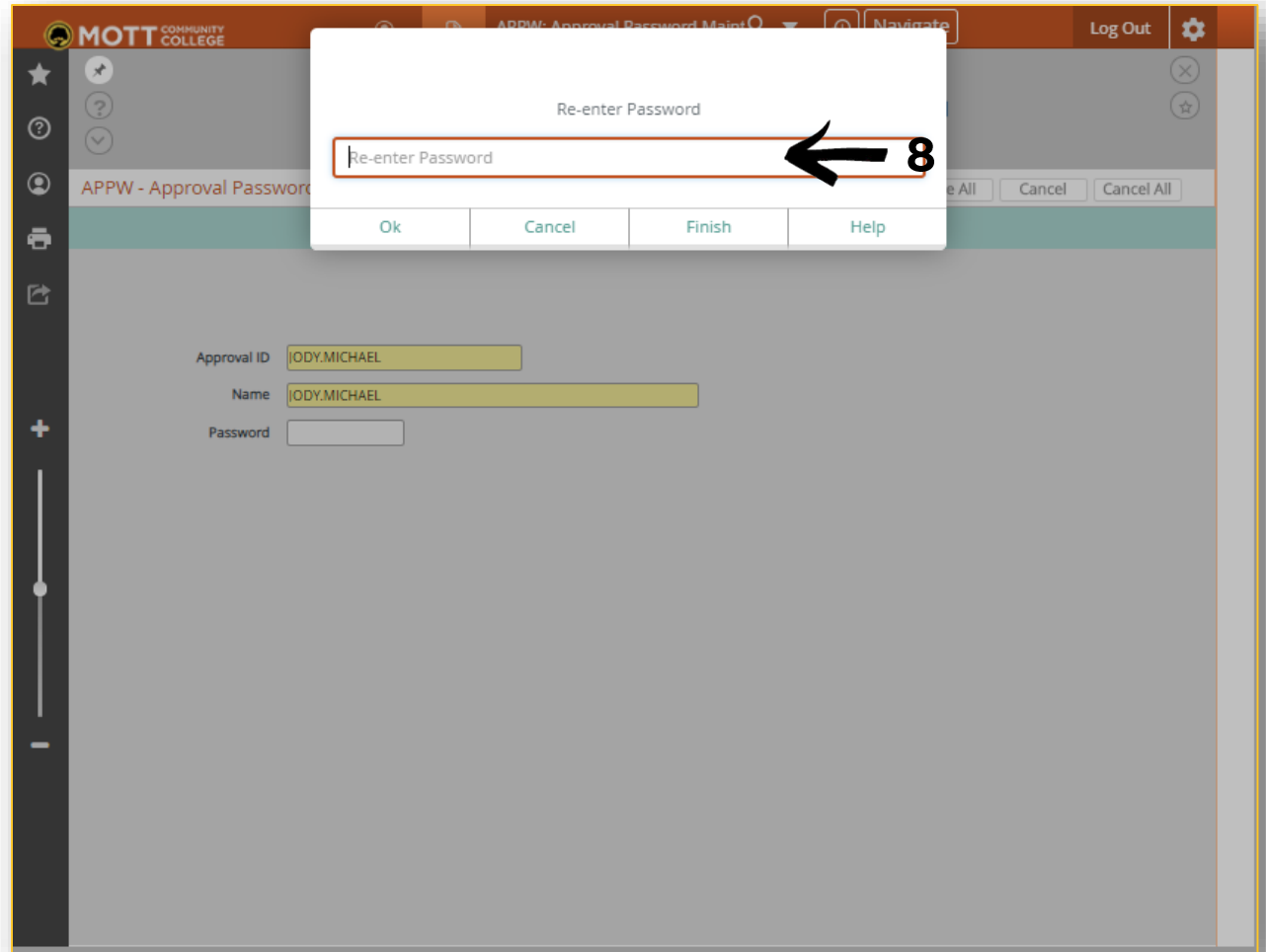
Ok Cancel Finish Help

Approval ID JODY.MICHAEL

Name JODY.MICHAEL

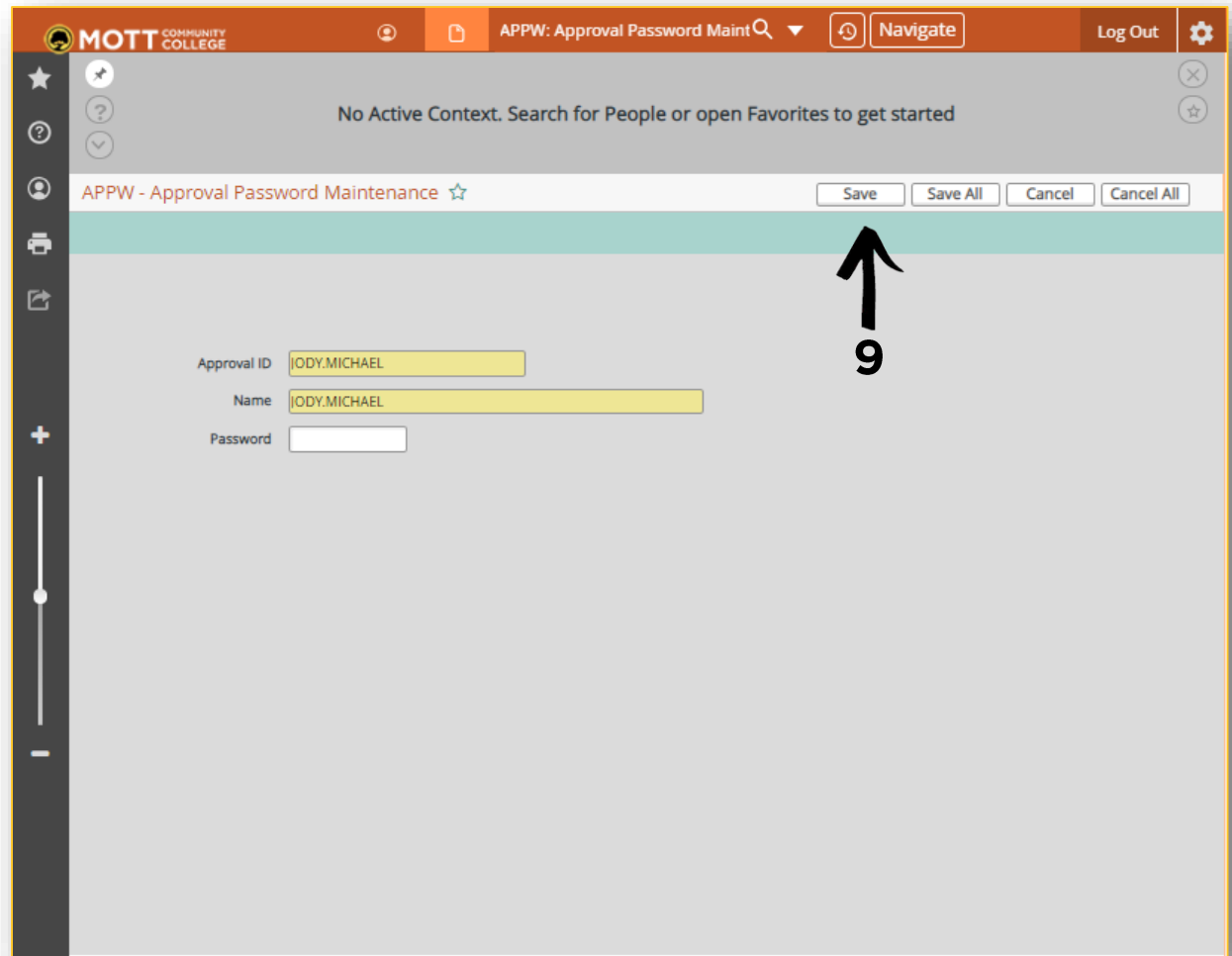
Password

8. Re-enter the same password you previously typed.



9. Click **Save**, then click **Update** to save this password.

10. When you return to the Approvals LookUp screen, press **Cancel** to return to close-out the screen.



The screenshot displays the 'APPW: Approval Password Maintenance' interface. At the top, there is a navigation bar with the MOTT Community College logo, a search icon, and buttons for 'APPW: Approval Password Maint', 'Navigate', and 'Log Out'. Below the navigation bar, a search bar contains the text 'No Active Context. Search for People or open Favorites to get started'. The main content area features a title bar 'APPW - Approval Password Maintenance' with a star icon and four buttons: 'Save', 'Save All', 'Cancel', and 'Cancel All'. A large black arrow points to the 'Save' button, with the number '9' positioned below it. The form below the title bar has three fields: 'Approval ID' with the value 'JODY.MICHAEL', 'Name' with the value 'JODY.MICHAEL', and 'Password' which is currently empty.