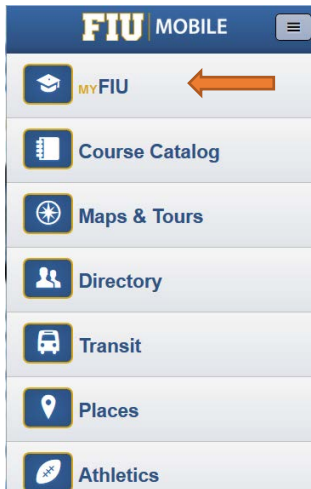


1. Log on using your mobile device to <https://m.fiu.edu> or download the FIU Mobile app from the Apple Store or Google Play. Click on myFIU below:



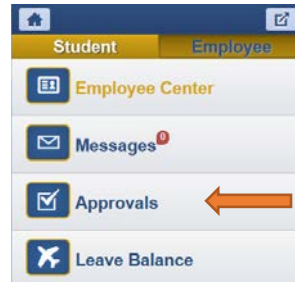
2. Logon using your AD credentials:



3. If you are also a student, your student information folder is displayed by default. Click on the button on the top right of the screen to view the tabs:



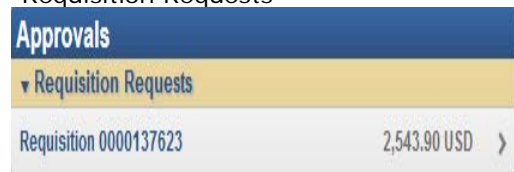
4. Click on the Employee tab and find the Approvals link:



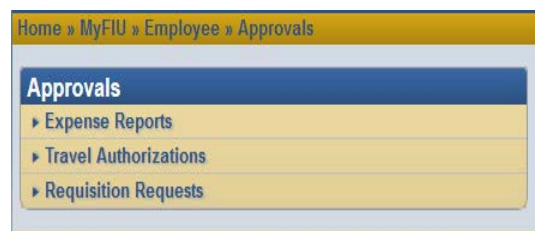
5. Click on Financials Approvals:




6. Requisition Approvals are listed under "Requisition Requests"



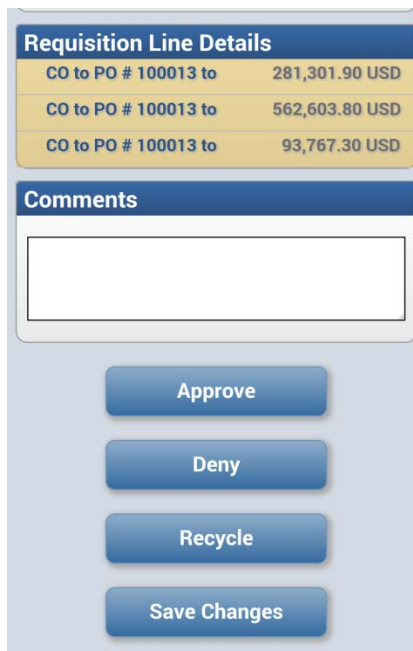
If you collapse the "Requisition Requests" section, you will see all the different transactions types you have to approve



7. Click the transaction you are going to approve. Below is an example of Requisition approval screen:



8. From the screen below you can **Approve**, **Deny**, **Recycle** and **Save Changes**



9. Click on **Approve** or **Save Changes** to approve the requisition.

10. If the transaction is being DENIED or RECYCLED, a comment is **REQUIRED**.

11. Once the requisition is approved you will see this message:



12. If the requisition requires further approval, the system will give you this message: "Successfully approved. Your approval is complete but further approval is required."

