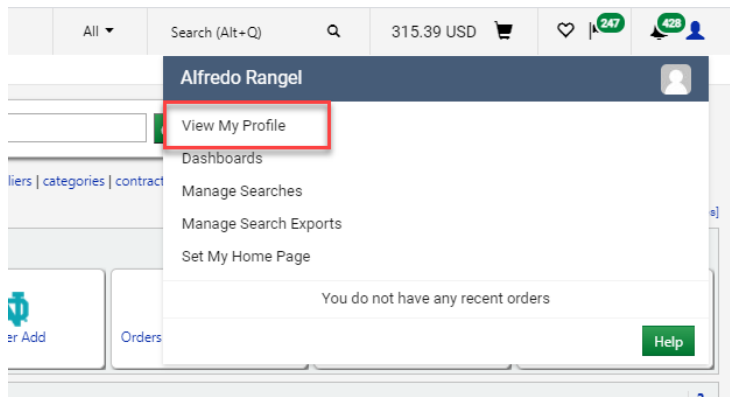
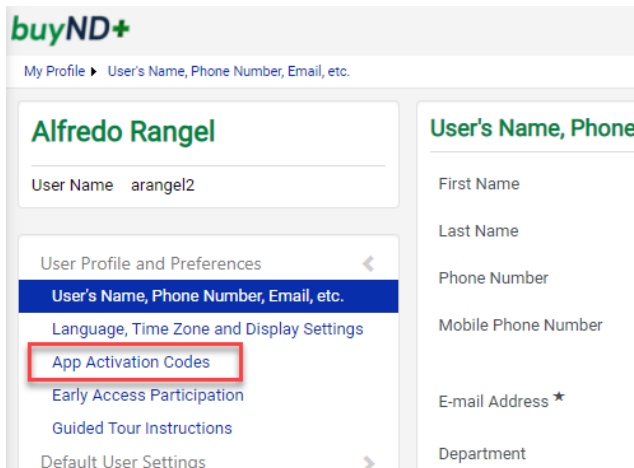


## 1. Select View My Profile from Home Screen

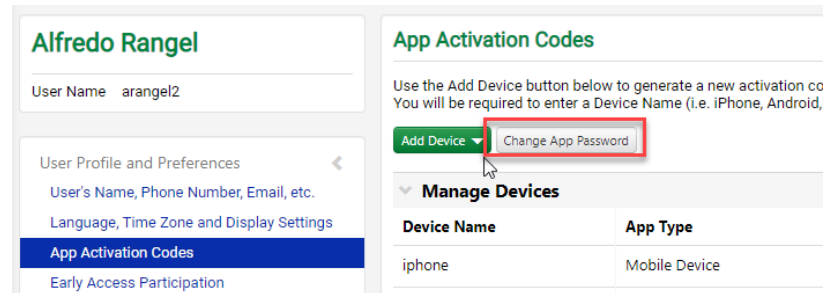


## 2. Select App Activation Codes



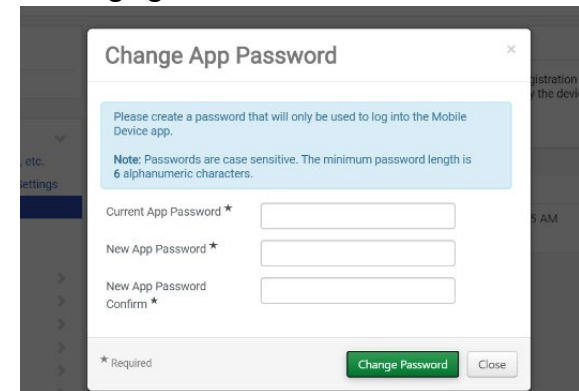
## 3. Select Create App Password

The first time you open this screen, the **Change Password** option will say **Create Password**

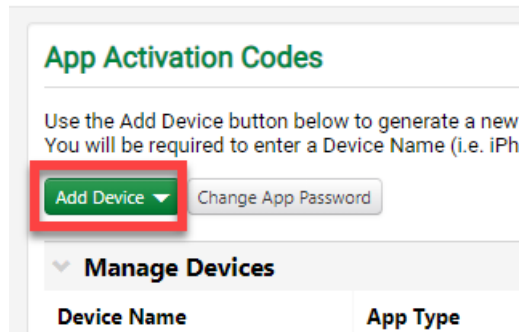


## 4. Create App Password

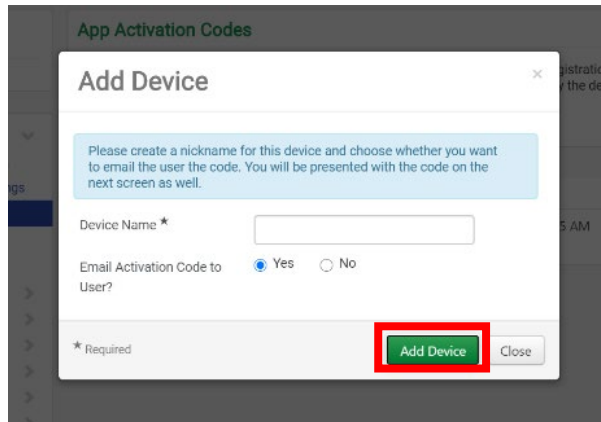
The first time you open this screen, you will be **creating** a password, not changing one



## 5. Select Add Device

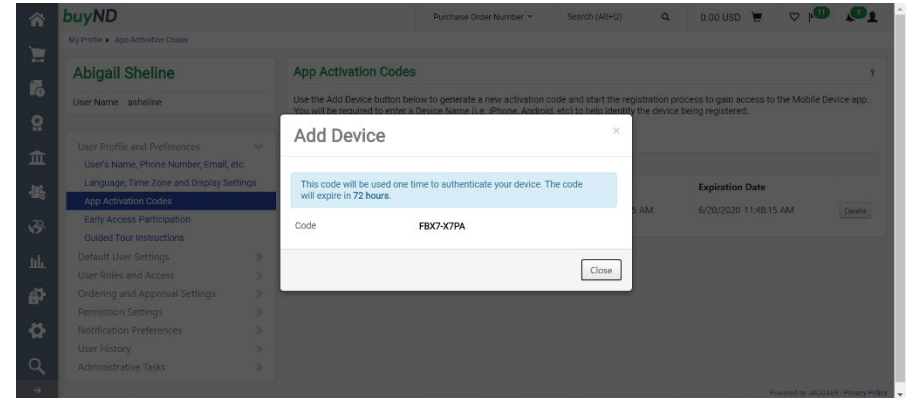


## 6. Label your device and select Add Device

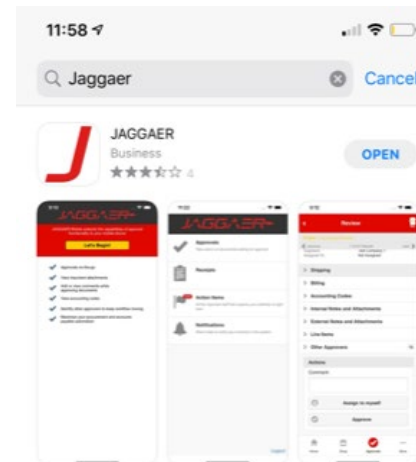


## 7. Use activation code to register device

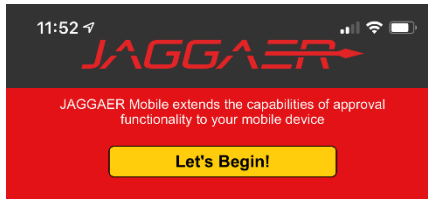
If you selected **email code** you will also receive this code in an email



## 8. Download the Jaggaer App



## 9. Select Let's Begin



- ✓ Approvals on-the-go
- ✓ View important attachments
- ✓ Add or view comments while approving documents
- ✓ View accounting codes
- ✓ Identify other approvers to keep workflow moving
- ✓ Maximize your procurement and accounts payable automation

## 10. Type Activation Code and Password



Activation Code

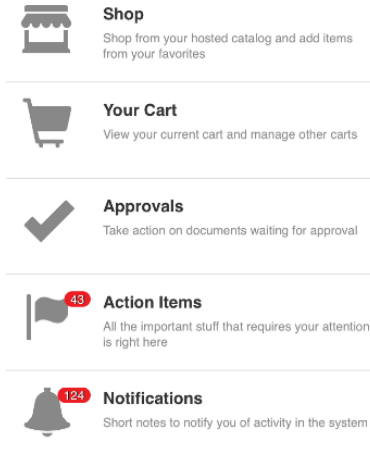
2M55-59PA

Password

Register Device

Need help? Please contact your system administrator.

## 11. Mobile Home Screen



## 12. In-App Capabilities

- Shopping
- Notifications relevant to you
- View your action items
- View and manage your approvals