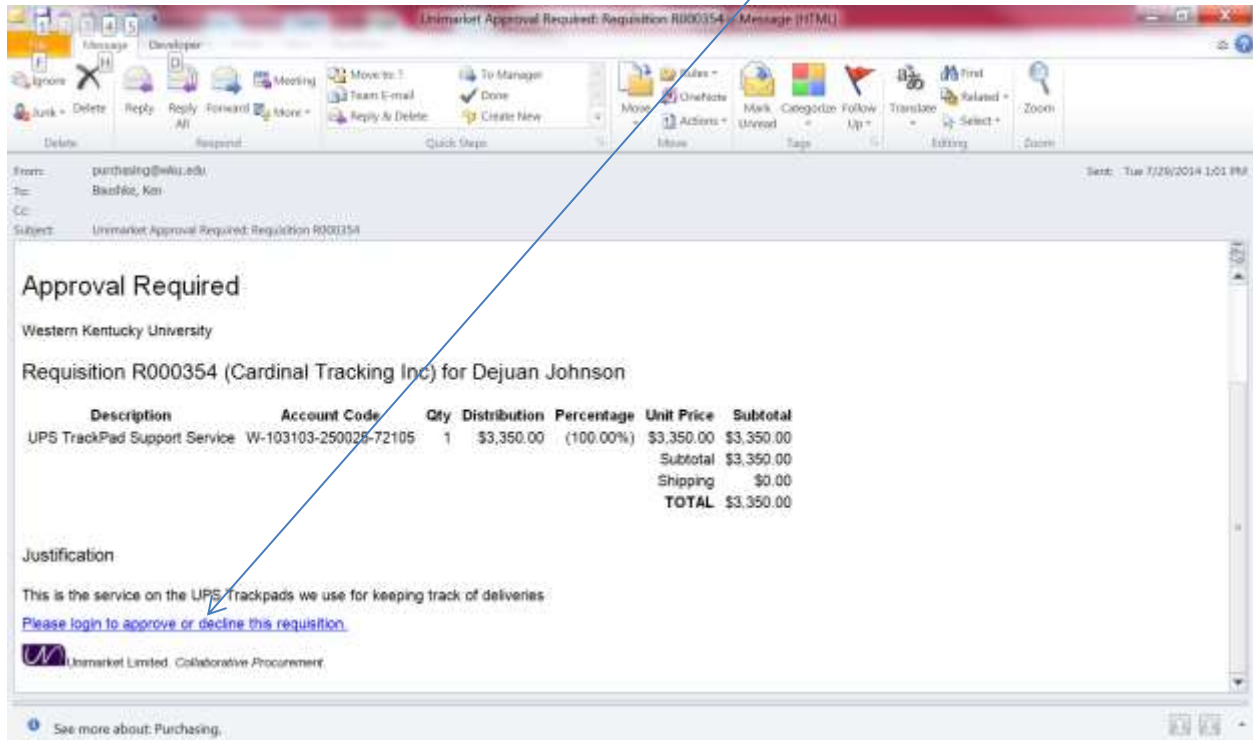


TopShop Approver Instructions

1. You receive an email that looks similar to this. Click on this link.

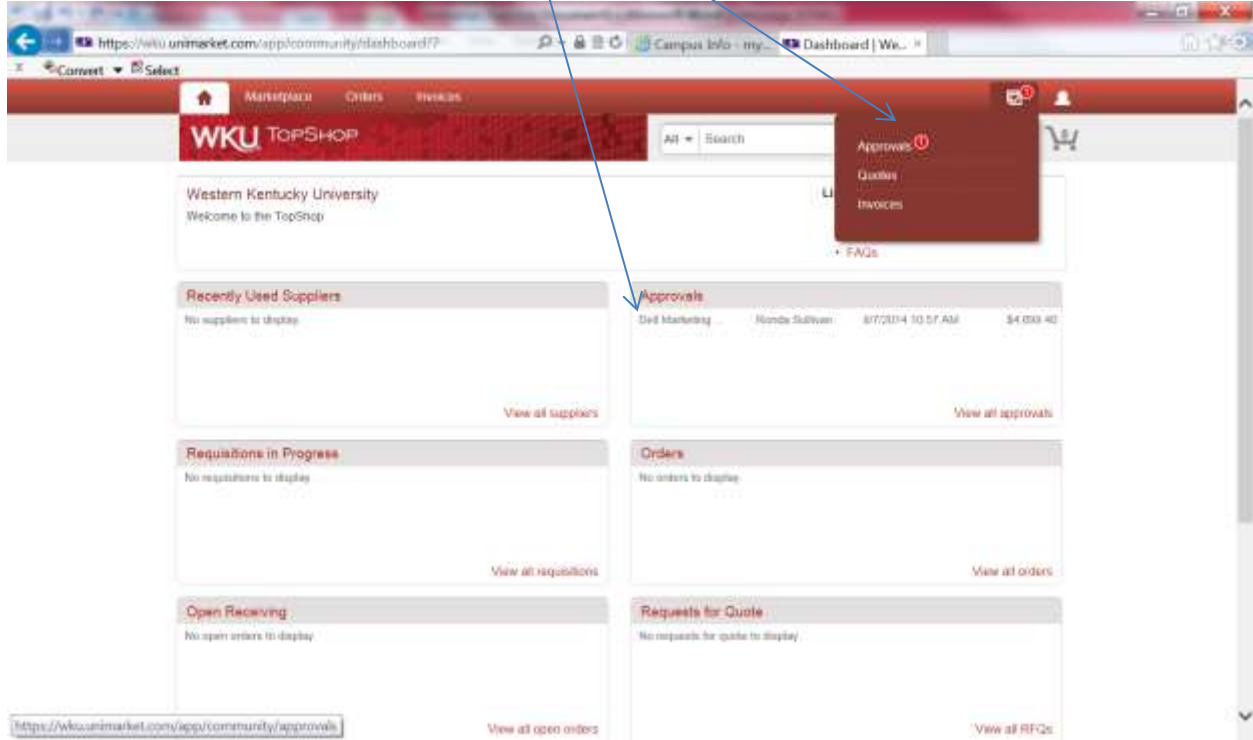


2. Use your WKU NetID and password to log in on the screen that looks like this.

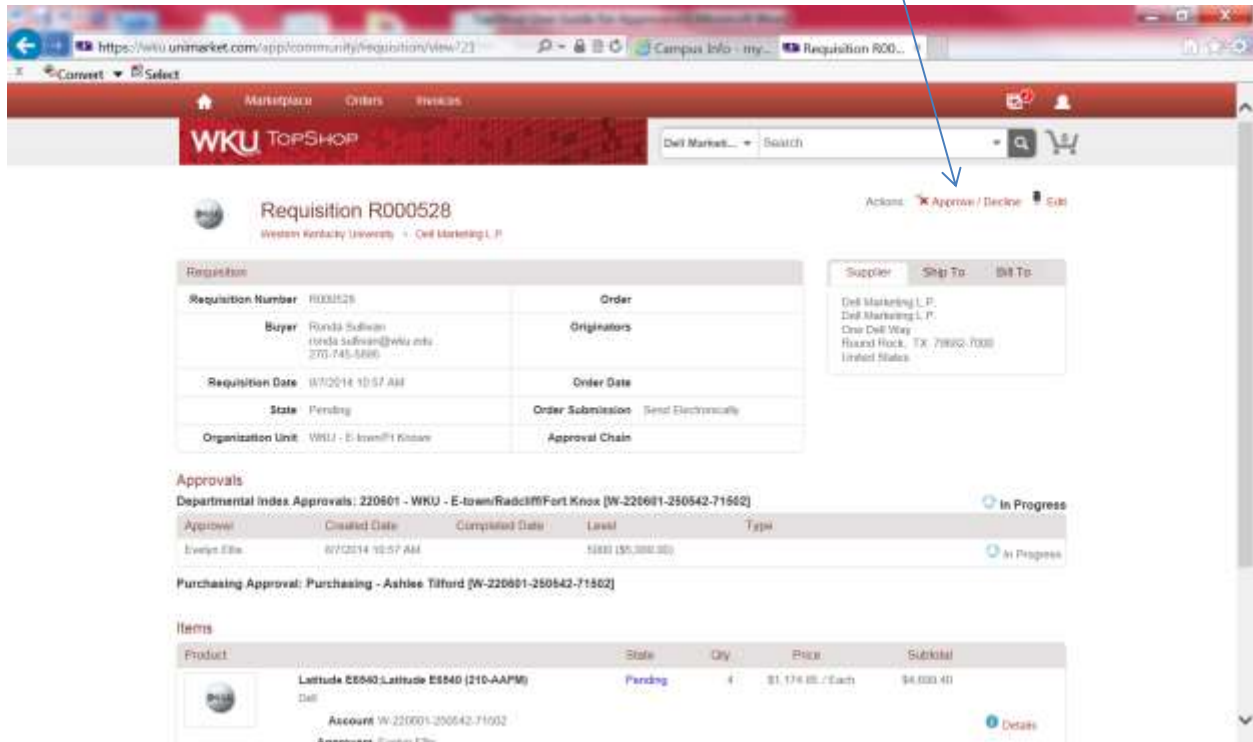


TopShop Approver Instructions

3. Your screen should look like this. Click here (a.) or here (b.).

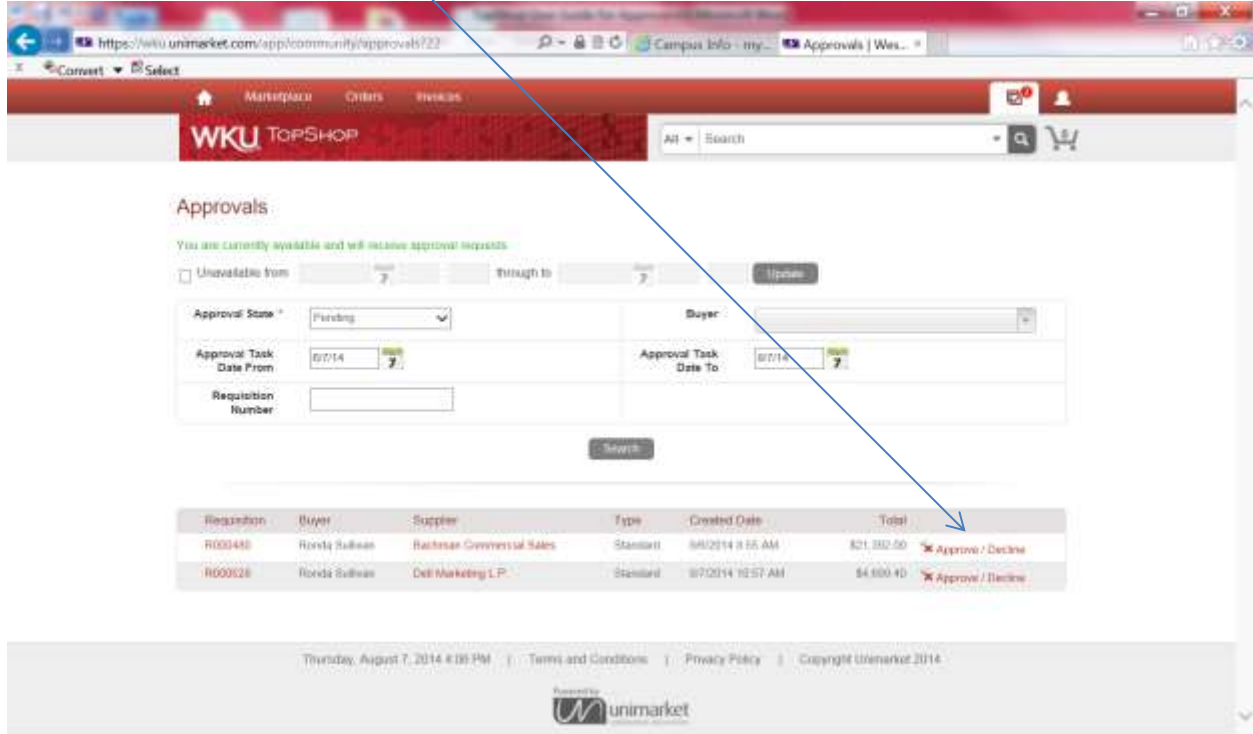


4. If you clicked (a.) You see the requisition and can approve by clicking here.



TopShop Approver Instructions

If you clicked (b.) you can click here to approve.



5. In both cases (a.) and (b.) you see this. Please put an explanation in the box if you are disapproving. Click approve or decline.

