

Setup Alternate Approver

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This Job Aid covers the process of setting up an Alternate Approver in the upgraded ONEPeralta system.

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Log on to ONEPeralta

Sign in

All ONEPeralta Users

1. Enter into your browser > one.peralta.edu
2. Enter > Peralta email **User ID** and **Password**
3. Click > **Sign In**



ORACLE[®]
PEOPLESOFT

User ID

Password

Select a Language

English

Sign In

Enable Screen Reader Mode

Set Trace Flags



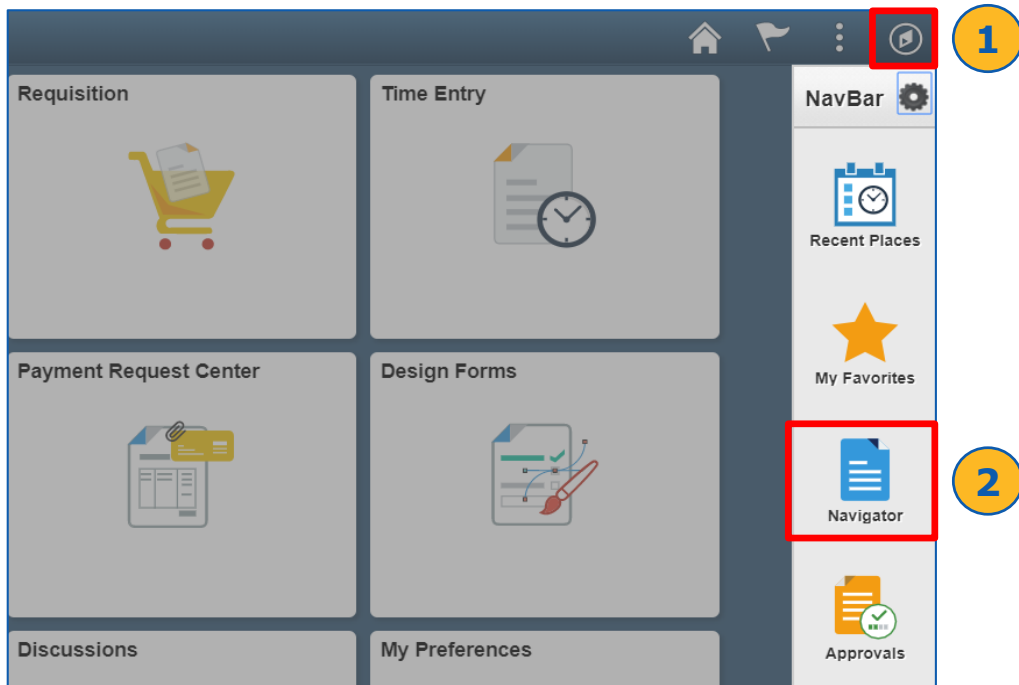
Note

Due to periodic system improvements and your evolving role within the system, the screenshots in this training may be different from what you will see when you log in to ONEPeralta.

Set Up Alternate Approver

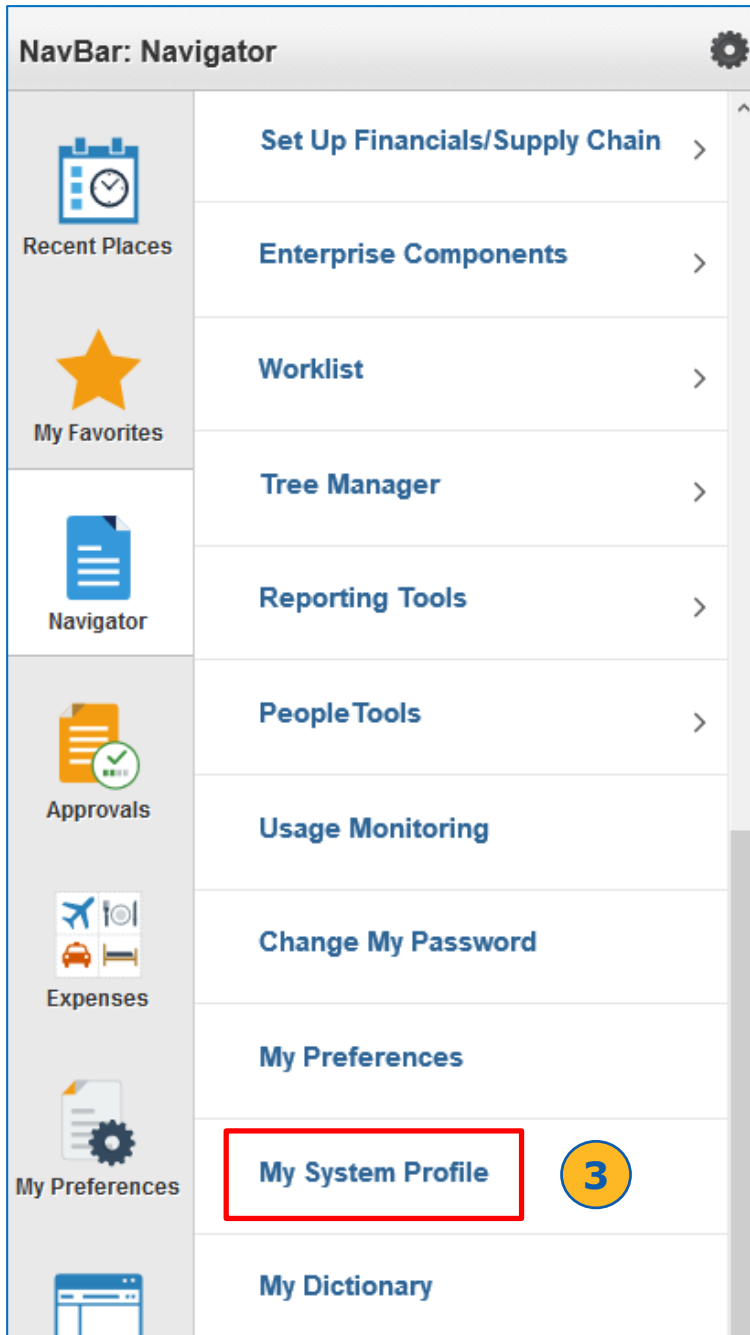
Approvers in Finance system

1. Click > **NavBar** icon
2. Click > **Navigator**



Set Up Alternate Approver (cont'd)

3. Click > **My System Profile**



Set Up Alternate Approver (cont'd)

4. In the **Alternate User** section:

- a. **Alternate User ID**: Enter > **Username** of Alternate approver
- b. Enter > **From Date** and **To Date**

General Profile Information

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

4a Alternate User ID

4b From Date  (example: 12/31/2000)

To Date  (example: 12/31/2000)

Set Up Alternate Approver (cont'd)

5. Click > **Save**

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example: 12/31/2000)

To Date (example: 12/31/2000)

Workflow Attributes

Email User Worklist User

[Miscellaneous User Links](#)

Email

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	<input type="text"/>

IM Information

Protocol	XMPP Domain	UserID	Password
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save 5



You have set up an Alternate Approver