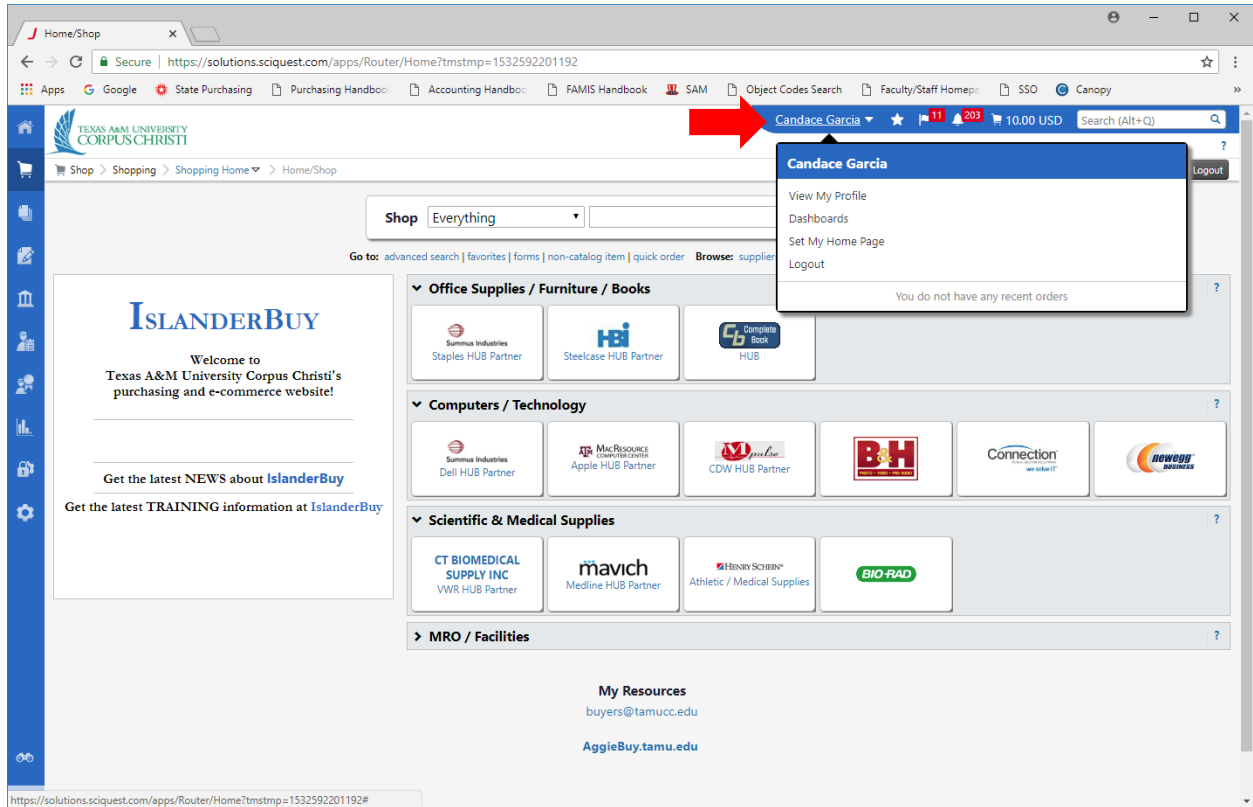


HOW TO SET EMAIL APPROVAL CODE

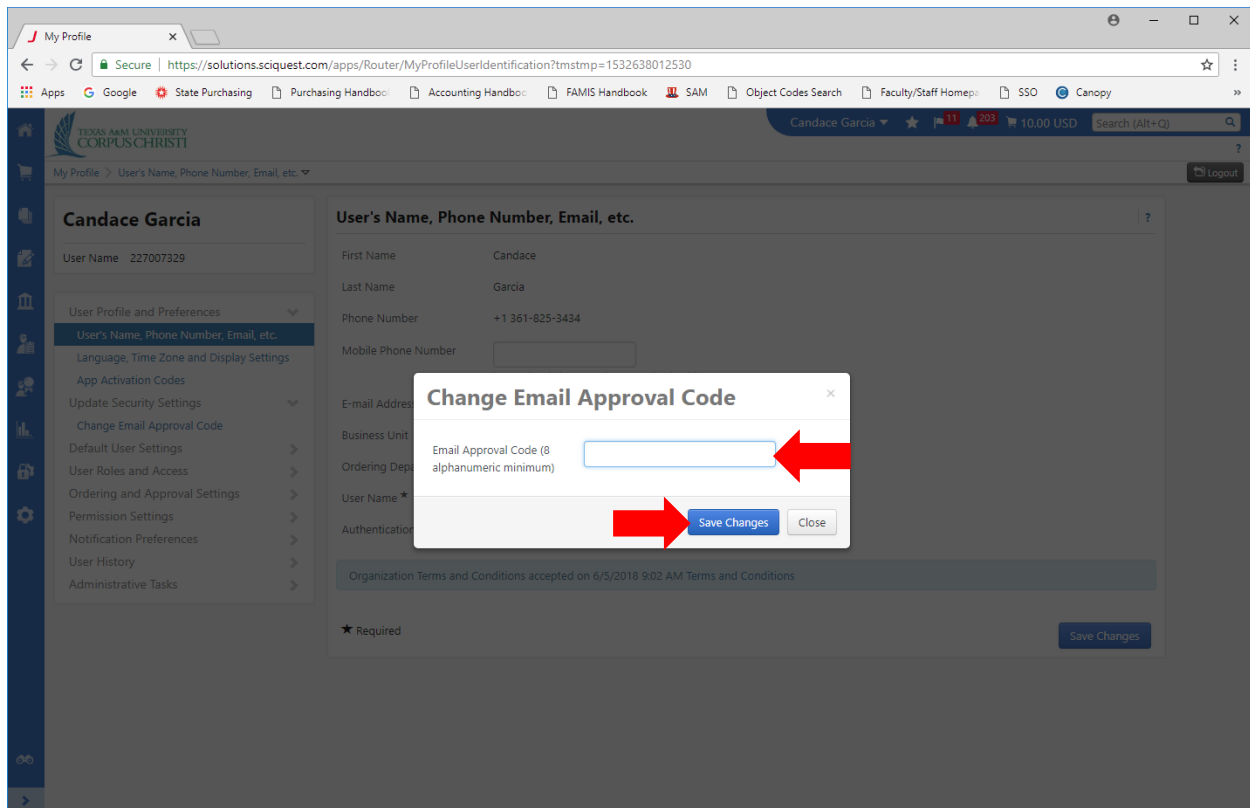
1. Log in to IslanderBuy



2. Click the drop down at the top of the screen, next to your name.

The screenshot displays the 'My Profile' page for Candace Garcia. The left sidebar contains a menu with the following items: 'User Profile and Preferences', 'User's Name, Phone Number, Email, etc.' (highlighted), 'Language, Time Zone and Display Settings', 'App Activation Codes', 'Update Security Settings' (highlighted with a red arrow), 'Change Email Approval Code' (highlighted with a red arrow), 'Default User Settings', 'User Roles and Access', 'Ordering and Approval Settings', 'Permission Settings', 'Notification Preferences', 'User History', and 'Administrative Tasks'. The main content area is titled 'User's Name, Phone Number, Email, etc.' and contains the following fields: First Name (Candace), Last Name (Garcia), Phone Number (+1 361-825-3434), Mobile Phone Number (empty), E-mail Address (CANDACE.GARCIA@TAMUCC.EDU), Business Unit (15-Texas A&M University - Corpus Christi (15)), Ordering Department (15-PURC (15-PURC)), User Name (227007329), and Authentication Method (LoginXML). A 'Save Changes' button is located at the bottom right of the main content area. The page also includes a header with the Texas A&M University Corpus Christi logo and a search bar.

3. Click Update Security Settings, then click Change Email Approval Code



4. Enter your approval code and click Save Changes