

## I am a supplier liaison. How do I add my email address to Peoplesoft so that a supplier registration can route to me for approval?

- Navigate to the “My System Profile” page in Peoplesoft by clicking on **Main Menu > My System Profile**. See breadcrumbs highlighted in yellow in the screenshot below.
- **Workflow Attributes** – Check both Email User and Worklist User noted in step 1 below. This gives you the ability to approve supplier registrations both ways.
- **Business Email** – Be sure to have your business email populated here as the primary email account noted in step 2 below. All supplier related emails will go to this specific email.
- **Save Changes** – Click the Save button to save all changes made on this page noted in step 3 below.

The screenshot shows the 'My System Profile' page in Peoplesoft. The breadcrumb trail 'Main Menu > My System Profile' is highlighted in yellow. The page title is 'UNIVERSITY OF SOUTH CAROLINA'. The 'Alternate User' section includes fields for 'Alternate User ID', 'From Date', and 'To Date'. The 'Workflow Attributes' section has two checked checkboxes: 'Email User' and 'Worklist User'. The 'Email' section shows a table with one row: 'Business' as the email type and 'JOANNEC@mailbox.sc.edu' as the email address. The 'IM Information' section has fields for 'Protocol', 'XMPP Domain', 'UserID', and 'Password'. A green 'Save' button is located at the bottom left.

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	JOANNEC@mailbox.sc.edu	+	-

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