

[How to Assign an Alternate Approver in ePro](#)

If you are going to be out of the office and would like to assign someone else to approve requisitions for you during your absence, navigate to **eProcurement > My Profile**

Select the Alternate's User ID. The naming convention of the user ID's are the first initial of the first name followed by the Last Name. Example Ken Reuter's User Id is KREUTER.

Enter the "Effective Date From" and "Effective Date To" that you require them to approve req's for you, and then click save. The "Effective Date From" should be no earlier that today's date.

Important! – Once you've completed the Alternative User information and saved it, all req's submitted between the "Effective Date From" and Effective Date To" will be forwarded to the alternate user. You will not be able to view/approve/deny any req's submitted to the alternate user ID, so please make sure your alternate is aware of this.

The screenshot shows the 'My Profile' page in the eProcurement system. The left sidebar contains a 'Menu' with options like 'My Favorites', 'Manager Self-Service', 'eProcurement', 'Approve Requisitions', 'My Profile', 'Services Procurement', 'Worklist', 'Reporting Tools', 'My Personalizations', and 'My Dictionary'. The main content area is titled 'My Profile' and includes sections for 'Preferences' (with 'Edit Email Addresses' and 'JHAYNES@BEN.EDU'), 'Language for reports and email' (set to English), and 'Currency'. The 'Alternate User' section contains the instruction: 'If you will be temporarily unavailable, you can select an alternate user to receive your routings.' Below this are three input fields: 'Alternate User ID' (with a search icon), 'Effective Date From' (with a calendar icon and example '12/31/2000'), and 'Effective Date To' (with a calendar icon and example '12/31/2000'). At the bottom, there are 'Save' and 'Notify' buttons. A red arrow points to the 'Save' button.