

How do I permanently change my default approver?

The purchasing approval hierarchy determines who receives your requisitions for approval. If you wish to **permanently** change your default approver, you will need to submit a new **ESHARP** form.

1. To access ESHARP, sign into NetBadge.

NetBadge Web Login
NetBadge is a digital "badge" allowing you to access protected resources on the UVA network

Got a UVA Digital Certificate?
Log in with your **Digital Certificate**. [Log In](#)
(What's this? | Get one now!) *Less typing. More secure!*

No Certificate?
Log in with your **UVA computing ID and a password** you use for one of the [compatible systems](#).
Applicant for admission or SCPS student? Use this option.

UVA computing ID
Password
[Log In](#)

Protect Your Privacy!
To log out, completely exit your Web browser when you are finished.

- Windows users: Close all Web browser windows.
- Mac users: Quit your Web browser.

Otherwise, your NetBadge access will last for 9 hours if you're on Grounds (1 hour if you're off Grounds)—and someone else can use your browser to log in as you.

[Forgot your password?](#) | [Help with NetBadge](#) | [About NetBadge](#) | [Share your feedback](#)
NetBadge login required by [esharp] | <https://cacsped.web.virginia.edu/esharp/Login/Login>
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2. Click on the link for the HR/Finance application

ESHARP
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Select an Application

next to the application denotes that you have an action to perform

- [HR/Finance](#)
- [Student Information System \(SIS\)](#)
- [Document Imaging System \(ImageNow\)](#)
- [Mass List](#)
- [Research UVA](#)
- [University Business Intelligence](#)

3. Click Request Add/Remove Access.

ESHARP - HR/Finance
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[Request Add/Remove Access](#)
Submit a New Request and or submit saved request.

Actions
View responsibility requests that require you to take action.

EMPLOYEES: You will receive an "Action needed" email for each request that moves through the approval process for you. After the email is sent the Actions icon above will display the number of requests, in parentheses, that need your review/approval. You **MUST** click on the **Actions** icon, then for each request, click on the **Approve** icon and complete the Employee Acknowledgment action before the responsibility can be granted.

[View Current and Historical Requests for Access](#)
View the work flow process of a submitted responsibility.

[Responsibility Conflicts](#)
Look up responsibility conflicts.

4. Click New Request.

Home > Request

New Request
Click on New Request to start a new request for access.

Requests That Have Not Been Submitted

Application Name	Employee Full Name	Employee Type	Actions
No records to display.			

5. Enter a request comment, if desired. Click Continue.

Request Information

Employee Name: Deborah Kessler (dak2a)

Supervisor: Sue Clements (sbc5s)

Organization: 20020 IT-ITS Enterprise Applications


Request comment (This Comment pertains to all of the responsibilities included in the request. It is optional.)

6. Select the Purchasing (PO) module and choose **UVA PO - Change Approver** from the list of values. Note: If desired, you also have the ability to change both your Approver and your Requisition Limits.

Select a Responsibility

- System MetaData
- Production
 - Accounts Payable (AP)
 - Accounts Receivable (AR)
 - Budget (BU)
 - Cash Management (CM)
 - Fixed Assets (FA)
 - General (GEN)
 - General Ledger (GL)
 - Grants Accounting (GA)
 - Human Resources (HR)
 - Labor Distribution (LD)
 - Oracle Learning Management (OLM)
 - Payroll (PAY)
 - Purchasing (PO)
 - UVA PO - Change Approver**
 - UVA PO - Change Approver and Requisition Limit
 - UVA PO - Change Requisition Limit
 - UVA PO Administrator - Unlimited (Central Office only)
 - UVA PO Approver - Unlimited
 - UVA PO Buyer - Unlimited (Central Office only)
 - UVA PO Buyer/Manager - Unlimited (Central Office only)

7. Enter the new Approver's First and Last Name, Position Number, and your Position Number. Click Continue.



Responsibility Details

Description: UVA PO - Change Approver
Effective Date: 8/3/2016
Action: Add Remove

Approver First and Last Name:


Approver Position Number:


Employee Position Number:


Comment (Optional):

8. Click Submit Request for Review.

Submit Options

 Save Request for Later Submission

 Submit Request For Review

 Delete Request

Note: Your departmental HR representative can provide you with the position numbers.