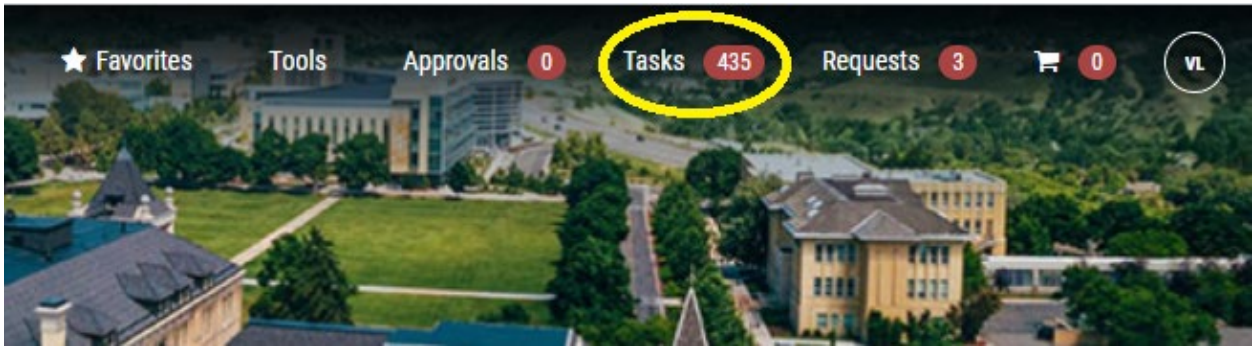
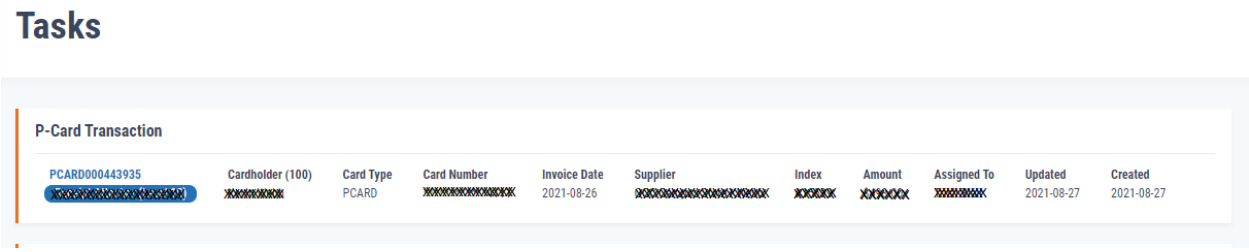
HOW TO APPROVE TRANSACTIONS AT THE 100 LEVEL

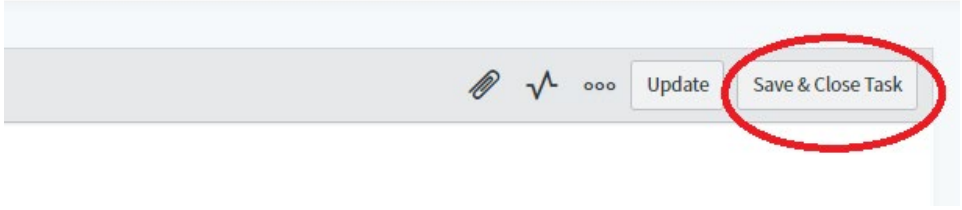
1. Log into Service Now: Go to https://usu.service-now.com/aggies and select Login in the upper right corner, and log in with you A# and strong password.



3. Click on the quick option “TASKS” (this should have a number next to it in a red bubble indicating the task is in your queue to complete).
4. This will bring up a list of the tasks in your queue. Click on any of them to open the record.



5. Once the record has opened, scroll through and verify all information is correct. Including the right receipt has been attached and correct indexes are charged. If the information is correct, select the “Save&Close Task” option in the upper right of the record.



6. If you have more than one transaction to approve, you should be automatically redirected in Service Now to the Tasks list after closing the transaction, or you can again select “Tasks” in the

upper right-hand corner.