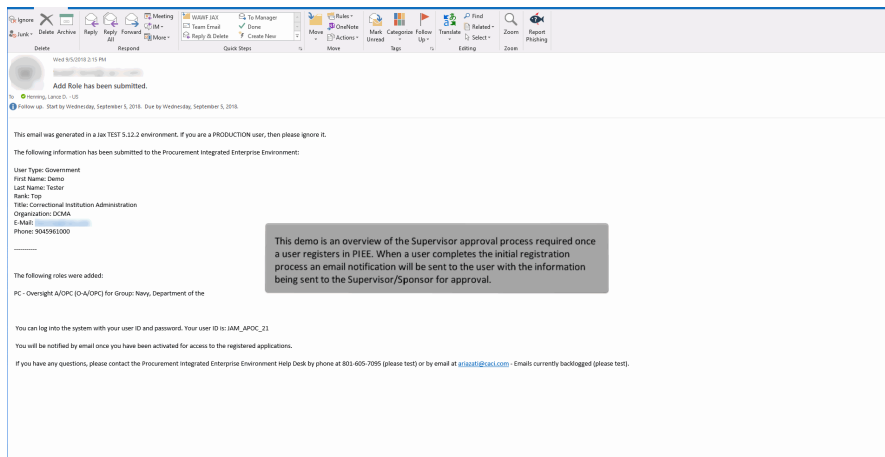## Intro

Supervisor Sponsor Approving a Role
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

This demo is an overview of the Supervisor approval process required once a user registers in PIEE. When a user completes the initial registration process an email notification will be sent to the user with the information being sent to the Supervisor/Sponsor for approval.

Step 2
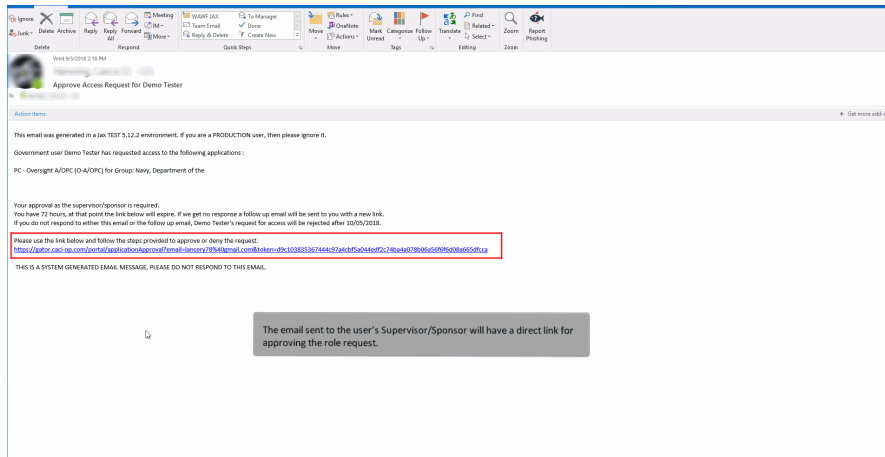
The email sent to the user's Supervisor/Sponsor will have a direct link for approving the role request.

Step 3
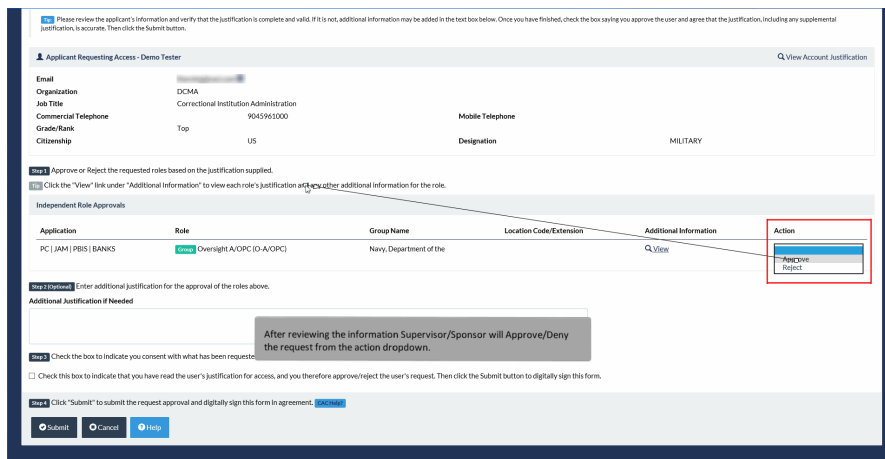
After reviewing the information Supervisor/Sponsor will Approve/Deny the request from the action dropdown.

Step 4

Enter Additional Justifications and check the box indicating that you have read the user's Justifications. Click the Submit button.

Step 5

The Supervisor/Sponsor will be able to update the Contract Instrument Details entered by the user during registration.

Step 6

If the user has made any modifications to their profile, that requires approval, the Supervisor/Sponsor will have the ability to approve/reject that here.

Step 7

If the user is requesting a new GAM role, then the Supervisor will be required to approve/reject their GAM Appointment Letter.

Step 8
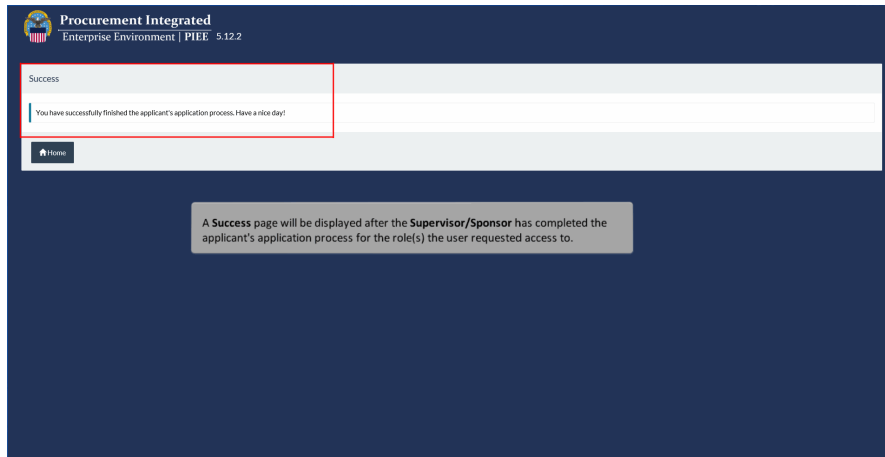
A Success page will be displayed after the Supervisor/Sponsor has completed the applicant's application process for the role(s) the user requested access to.

Step 9

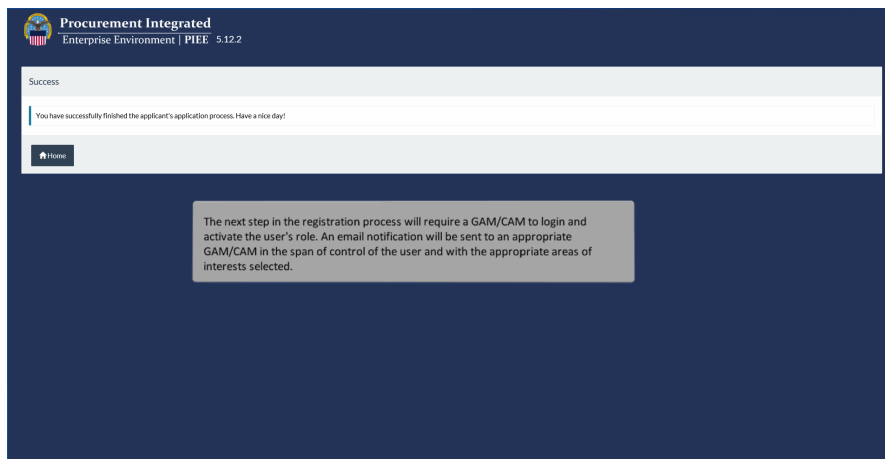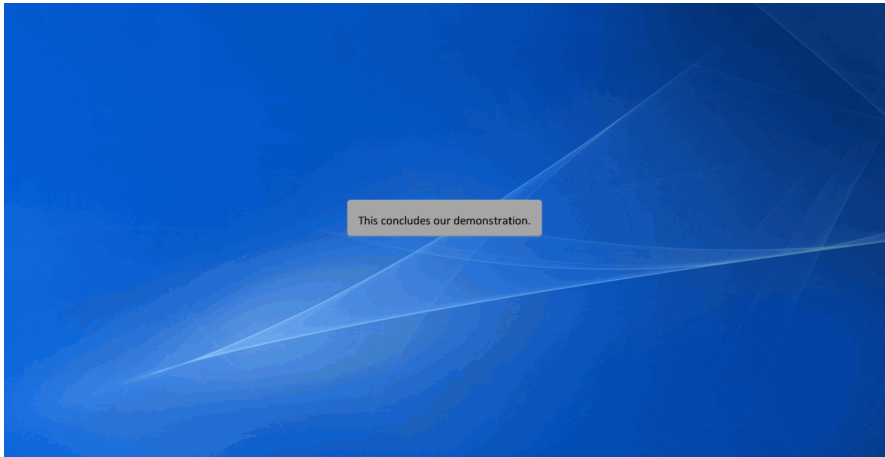The next step in the registration process will require a GAM/CAM to login and activate the user's role. An email notification will be sent to an appropriate GAM/CAM in the span of control of the user and with the appropriate areas of interests selected.

End

This concludes our demonstration.