# How Do I Approve a Requisition

1. Login to EagleLINKS

2.	Click the NavBa	ar 🦉	Icon in the upper right-	hand cor	ner	
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### 3. Click on Menu

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## 4. Click Financials

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## 5. Select Worklist > Worklist

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- 6. Adding this to your favorites will provide easy access in the future. To Add to Your Favorites, follow the additional steps below.
- 7. Click Actions

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## 8. Click Add to Favorites

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9. Enter the following text – FIN Worklist and then click Add

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10. To verify the page has been added to your Favorites, click NavBar > Favorites

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