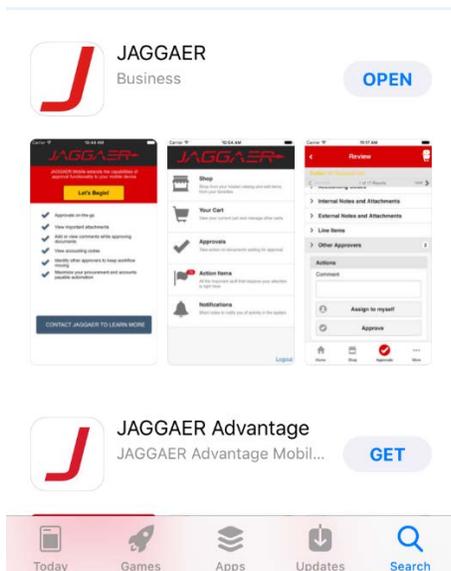


## Instructions for setting up mobile app for eCUBE approvals

1. Go to the “App Store” on Apple products or “Google Play” on Android.
2. Type in “Jaggaer”
3. Install Jaggaer app on your mobile device



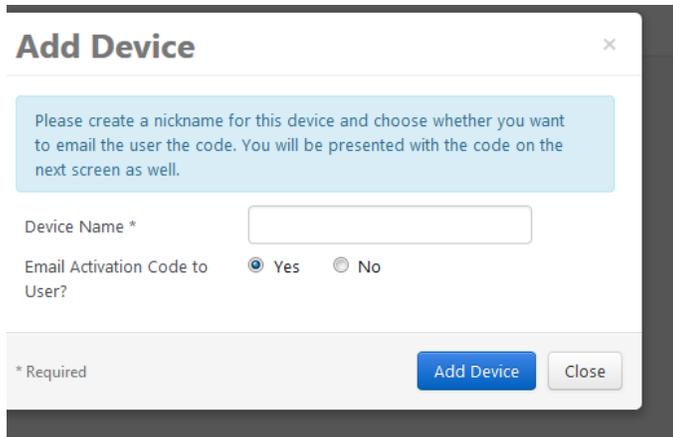
4. Logon to eCUBE
  - a. Click on the drop-down arrow beside your name – upper right
  - b. Click on “View My Profile”
  - c. Click on “Permission Settings”
  - d. Click on “Mobile”
  - e. Verify that a green check mark is under Value beside Login from Mobile Device
5. If not, then click on “Edit section” button on the right side in the blue ribbon
  - a. Click on radio button under Override Role: Set to Always ON
  - b. Click “Save Changes”

Permission	Always Use Role Setting: (Current Role Setting)	Override Role: Set To Always ON	Override Role: Set To Always OFF
Login from Mobile Device	<input type="radio"/> (x)	<input checked="" type="radio"/> ✓	<input type="radio"/> x

[Save Changes](#) [Cancel](#)

6. Click on “User Profile and Preferences”

- a. Click on “App Activation Codes”
  - b. Click on “Add Device,” add device
  - c. Create App Password and click “Create Password.”
  - d. A code will pop up for you to copy down.
7. A box titled “Add Device” will pop up
- a. Enter a Device Name
  - b. Email Activation Code to User – Click on “Yes” button – the activation code is only good for 72 hours, if you do not complete the process within 72 hours, you will need to click “Add Device” to start the process over.
  - c. Click on “Add Device”
  - d. A code will pop up for you to copy down.
  - e. Click Close on the “Add Device Screen”



**Add Device** ×

Please create a nickname for this device and choose whether you want to email the user the code. You will be presented with the code on the next screen as well.

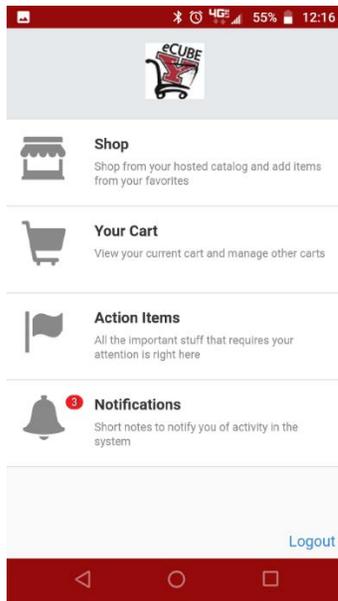
Device Name \*

Email Activation Code to User?  Yes  No

\* Required

8. Go to your mobile device and open the app.
- a. Click on the Jaggaer App.
  - b. Click on “Let’s Begin”
  - c. This will take you to the logon screen of the app
  - d. You will have to enter the activation code manually on the screen. The activation code is on your eCUBE App Activation Code screen or right below the Register Device button in the email. You will need to include the dashes.
  - e. Enter your password you set up on eCUBE.
  - f. Click on “Register Device”

9. You should now see the Home portal of eCUBE on your mobile device.



10. If you need to add additional devices or change your password, go back to your Profile, User Profile and Preferences, App Activation Codes.

**App Activation Codes** ?

Use the Add Device button below to generate a new activation code and start the registration process to gain access to the Mobile Device app. You will be required to enter a Device Name (i.e. iPhone, Android, etc) to help identify the device being registered.

[Add Device](#) [Change App Password](#)

▼ **Pending Codes**

Code	App Type	Device Name	Date Issued	Expiration Date	
45M9-XFEE-B24L	Mobile Device	R Iphone	7/21/2015 4:14 PM	7/24/2015 4:14 PM	<a href="#">Delete</a>

Updated: Procurement Services March 26, 2019