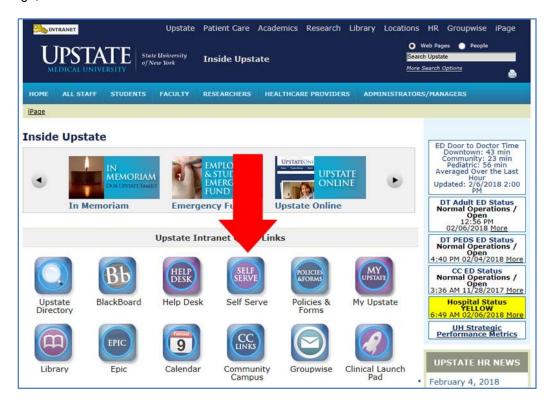
## How to Gain Access to Submit a Requisition on Self-Serve 2/6/2018

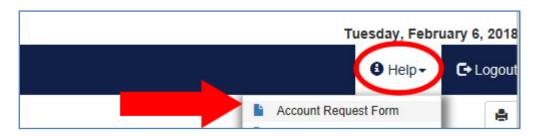
On the SUNY iPage, click on the Self-Serve Quick Link



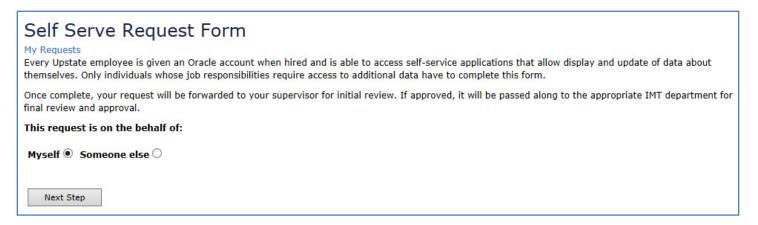
Log in with username and password



Once you're on the main page, click on the Help drop-down menu and then click on Account Request Form.



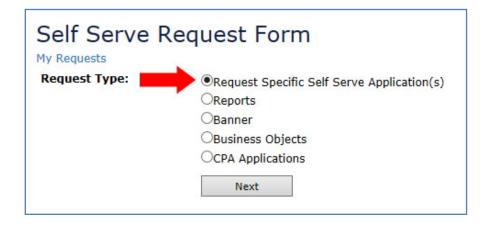
Choose "Myself" as the request option, and click Next Step.



Make sure all of your information is correct, and click Next.



Choose "Request Specific Self Serve Application(s)," and click Next.



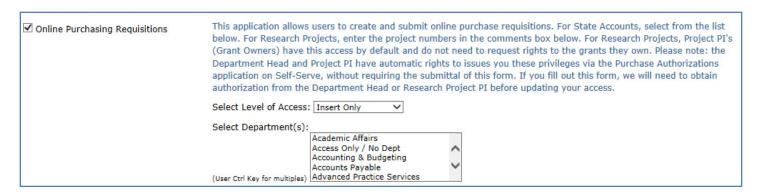
Check the box that says "Online Purchasing Requisitions."

☐ My Upstate for Faculty
☐ Non-Employee Maintenance
☐ Nursing Position Control
☐ Online Purchasing Requisitions
☐ Patient History Lookup
☐ Programming Requests
☐ Purchase Authorizations
Radiology
☐ Record Storage

When you click the "Online Purchasing Requisitions" checkbox, you will see detailed information on this application. You will then have the option of selecting "Insert Only" or "Insert and Submit" privileges.

For State Accounts, select from the drop-down. For Research Accounts, enter the project number(s) in the comment box.

Note: The Department Head has automatic privileges to update access via the Purchase Authorizations application. You do not have to fill out this form if you request access directly from the Department Head. If you continue to submit this form, we will need to obtain prior authorization from the Department Head prior to updating your access. This additional step will take place after your direct supervisor has approved your request.



Once submitted, you will receive an email from IMT\_Requests@upstate.edu that it has been received:

"Your Self Serve request has been received. Once approved by your supervisor (enter name here), it will be processed by IMT as soon as possible. You may review the status of your request at any time by visiting the following URL: (Specific URL will be provided)."