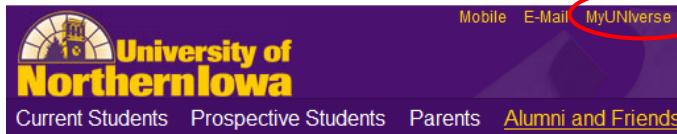


Quick Reference Guide

Login to e-Business Suite

UNI e-Business Suite

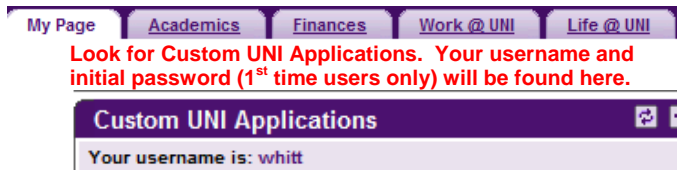
- 1) Open browser
- 2) Go to the UNI home page www.uni.edu
- 3) Select the MyUNiverse link on the page



- 4) Type in your CATID to login to MyUNiverse

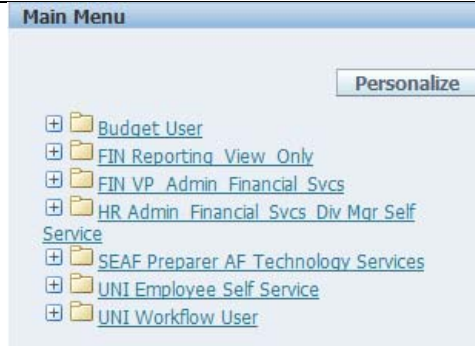


- 5) Click e-Business Login from the e-Business channel
- 6) Type in your e-Business Suite Username and Password
NOTE: First time users click on the Work@UNI tab



- 7) Click on Login

- 8) After login you will be on the Home Page.
- 9) Under Main Menu select a Responsibility.



- 10) The Notifications Worklist will appear on the Home Page also.

From	Type	Subject	Sent	Due
Hansmann, Jennifer	Requisition	Purchase Requisition 76632 has been approved	07-Sep-2011	
✓ TIP Vacation Rules - Redirect or auto-respond to notifications. ✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

- 11) Select a function. If it is to load a form, java will load, then the form related to that function will appear. *If you are using UNI Employee Self Service or UNI Workflow User, java will not load, it is not needed.*

Example of a Requisition form, see below.

For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu.

For questions about this document, please contact Jack Miller, Help Desk, at 3-5943.