

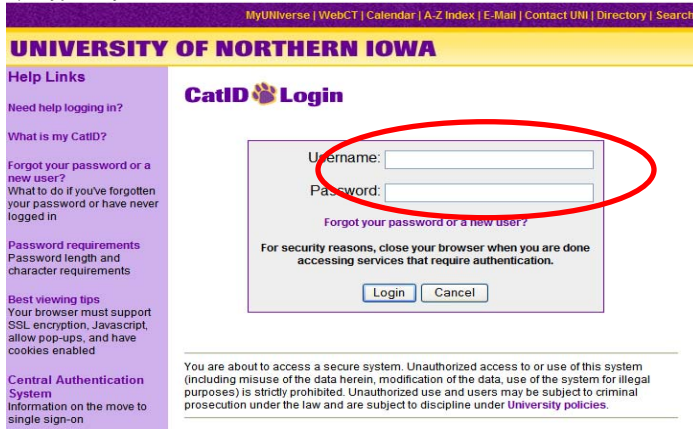
Quick Reference Guide

How to Log on to Memphis Applications

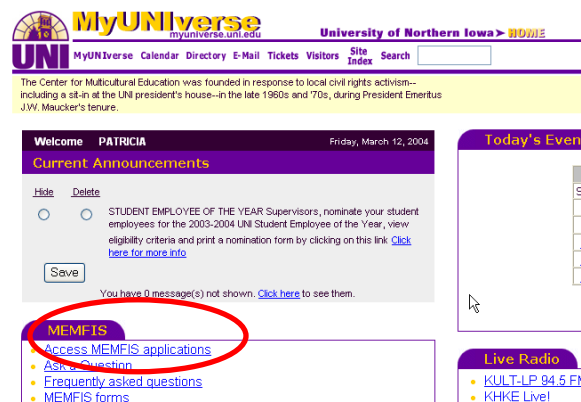
- 1) Open browser
- 2) Go to the UNI home page www.uni.edu
- 3) Select the MyUNiverse link on the page



- 4) Type in your CATID



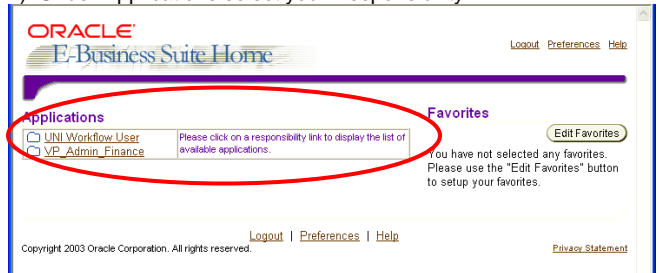
- 5) Select Access Memphis Applications from the MEMFIS tab



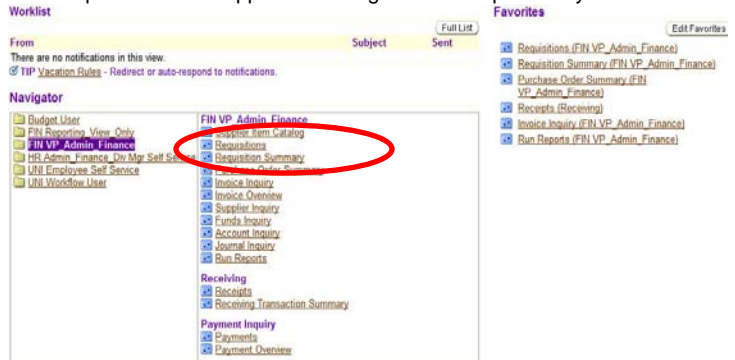
- 6) Type in your MEMFIS Username and Password
Click on 'Connect'



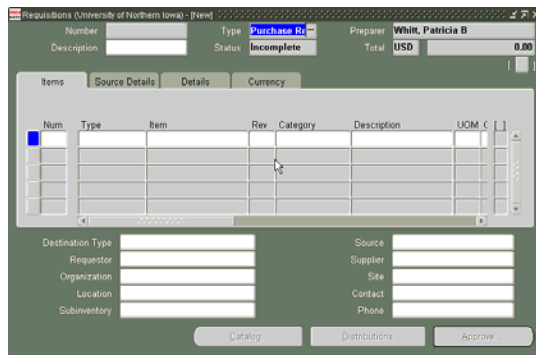
- 7) Under Applications select your Responsibility



- 8) a. When selecting UNI Workflow User, Oracle Workflow will default to Open Notifications.
b. When selecting a departmental responsibility functions that can be performed will appear to the right of the responsibility.



- 9) Select a function and j-initiator will load, then the form related to that function will appear. *If you are using Self Service, j-initiator will not load, it is not needed.*



For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

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