How to Gain Access to Submit a Requisition on Self Serve 8/16/22

On the Upstate iPage, click on the Self Serve icon.

UPSTA	TE Inside Upst.	ite		0 q≡
IRAGE ALL STATE	STUDENTS FACULTY RESE		NUDERS ADMINISTRATORS/DAANAGERS	
Labor P	ool Sign-Up Covid-19 Inf	ormation Hospital Vi	sitor Restrictions Wellbeing & Men	tal Health Resources
COVID RELATED LINKS				
Upload Vaccine Info	ormation Self-Repor	COVID-19 Test/FAQs	Self Screen Assessment Tool	Employee/Student Health Portal
APELICATIONS		_	INTRA DASHBOARD	1
		۲	ED DOOR TO DOCTOR TIME	HOSPITAL STATUS
Self Serve	Outlook	Kronos	Downtown: 619 min Community: 110 min	Yellow #1844/00/16/002
			Pediatric: 21 min Averaged Over the Last Hour Updates #116/0222 to In Ave	
Epic Resources	Clinical Laundh Pad	Vocera		INCIDENT COMMAND
			ER STATUS	Normal Harve barevest www.
-	=	4	DT Adult: ED Surge Plan	- 10/0//2000/01/1
My Upstate	BlackBoard	MyAccounts	DT PEDS: Normal / Open	HELIPAD STATUS
2.5 E	1966	2	CC: Normal / Onen	Open

Log in with username and password.



Once you are on the main page in Self Serve, click on the "hamburger tile" on top left side of page to open the Help feature. Click on Help > Self Serve Help.

E Self-Serve	- Pr				
Search for Application		1			
## Applications	> TI	le We	d Thu	Fri	Sat
L My Information	>	3	4	5	6
Reports 🕑		10	11	12	13
e Help	>	Glossary of Terms	5	19	20
		Kronos Help 🕑		26	27
		Self-Serve Help			
	ile	ndar(s) 🗗			

Next, select Self Serve as the topic for more information.



Next, select 'I need to request access to an application in Self Serve, How do I do this?" The click on the Self Serve Account Request Form.



Choose "Myself" as the request option. And click Next Step.



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

ly Requests	
Please verify that	this is who the request is for:
Name:	Joe S Dokes
ID#:	73799
Phone:	315-464-8888
Department:	Lead Entertainers
Email:	dokesj⊜upstate.edu
Supervisor:	James Dean
Start Over	Next

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

ly Requests	
Request Type:	Request Specific Self-Serve Application(s)
	O Reports
	OBanner
	O Business Objects
	O CPA Applications

Check the box that says "Online Purchasing Requisitions".

O My Upstate for Faculty
Non-Employee Maintenance
Nursing Position Control
Nursing Skill Assessment Dashboard
Online Purchasing Requisitions
Patient History Lookup
PFS Vouchers
PMR Statistics
Programming Requests
Position Control Committee Forms

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.

This application allows users to create and submit online purchase requisitions. For State Accounts, select from the list below. ✓ Online Purchasing Requisitions For Research Projects, enter the project numbers in the comments box below. For Research Projects, Project PI's (Grant Owners) have this access by default and do not need to request rights to the grants they own. Please note: the Department Head and Project PI have automatic rights to issues you these privileges via the Purchase Authorizations application on Self-Serve, without requiring the submittal of this form. If you fill out this form, we will need to obtain authorization from the Department Head or Research Project PI before updating your access. Select Level of Access: Insert Only \mathbf{v} Select Account(s): 1380 IHP EXAM RELOCATION AT TRACK (01611110) 1392 UH AND CH ADULT BEHAVIORAL HEALTH DOOR LIGATU (02611102) 151000 CAMPUS SECURITY UPGR (03940600) 151000 CAMPUS SECURITY UPGR (05261400) 151000 CAMPUS SECURITY UPGRS (03960800) 151000 UPGR CAMPUS SECURITY SYS (05324900) 151001 - UPGRADE ELEVATORS - CAMPUS ACTIVITY BUILD (05474200) 151001 - UPGRADE ELEVATORS - CAMPUS ACTIVITY BUILD (05474300) 151001 CAB ELEVATORS (05374800) (User Ctrl Key for multiples) 151002 UPGR SECURITY READER (03964500)

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)."