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.

Self Serve Request Form
My Requests

Every Upstate employee is given an Oracle account when hired and is able to access self-service applications that allow display and update of data about themselves. Only individuals whose job responsibilities require access to additional data have to complete this form.

Once complete, your request will be forwarded to your supervisor for initial review. If approved, it will be passed along to the appropriate IMT department for final review and approval.

This request is on the behalf of:

Myself ◉ **Someone else** ○

[Next Step]

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

Self Serve Request Form
My 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.

Self Serve Request Form
My Requests

Request Type: ◉ Request Specific Self Serve Application(s)
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀○ Reports
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀○ Banner
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀○ Business Objects
⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀⠀○ CPA Applications

[Next]

Check the box that says "Online Purchasing Requisitions."

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)."