Oracle E-Business - UNI Purchasing User

How to Submit Request in SRS
1. Enter MyUNiverse;
2. Go to Work @ UNI Tab;
3. Security Request System (SRS) should be in the lower left-hand corner of webpage;
4. Click on Security Request System.
Security Request System

My Roles
View all past and present roles, as well as role requests submitted for you

Subordinate Roles
View all currently held or previously revoked roles of subordinate employees.

Submitted Role Requests
View all role requests that you have submitted for yourself or others

Request Role
Fill out a form to request a role

Search Roles
Search roles to view or request

Manage Security Templates
Create and modify your personal security templates for use in authorizing groups of roles
Problems entering a different user, or functionality of a pull down menu? Make sure your pop up blocker is turned off. Sometimes this can be fixed by switching browsers.

1. Select EBusiness from drop down on right.
2. Type in UNI Purchasing User.
3. Click on Search.
Problems??? Make sure your pop up blocker is turned on!

1. Select UNI Purchasing User from drop down box.
2. Click on Add Role to Request
Either enter current limit or update to a new limit.

A flashlight should appear here. It works best to input your supervisors last name only and use the search function. You might need to disable any pop-up blockers.

1. Type in Justification.
2. If required this is usually NO
3. For iProcurement this is Yes
4. Type in requested amount
5. Usually your supervisor
6. Left Click

Without $ or decimal!
Congratulations!
Your role request has been submitted!!!