Process: How to log on and off of IRIS/SAP through the portal.

Role: Authorized Users	**Frequency:** When needed

Logging On To The *myUK* Portal

Go to UK's main web page at http://www.uky.edu/	
Click **link blue**	
Click **myUK**	
Enter your **User ID** (link blue ID, either AD or MC User ID)	
Enter your **Password**	
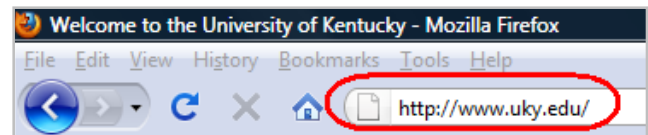
Click **Sign On**	User ID ADUserID Password ••••••••••••• Sign On

Using Production

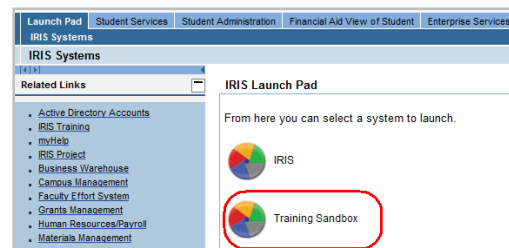|	
Double-click on **IRIS**	(IRIS Launch Pad screenshot)
Note: It may take a few seconds for IRIS to open. You should see the **SAP Easy Access Menu** and the **Production IRIS** logo,	(SAP Easy Access with Production System IRIS logo screenshot)
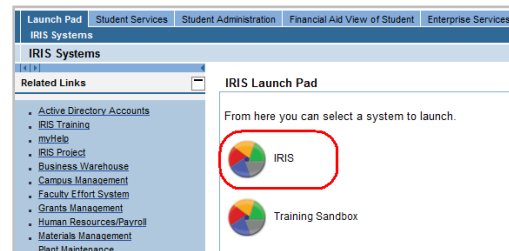
Using The Training Sandbox

Double-click on **Training Sandbox**	(IRIS Launch Pad screenshot)
Note: It may take a few seconds for IRIS to open. You should see the **SAP Easy Access Menu** and the **Training Sandbox IRIS** logo.	(SAP Easy Access with Training System IRIS logo screenshot)

Log Off Of The IRIS System And myUK Portal

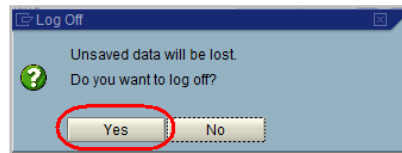**REMEMBER!** You must log off **both** the *myUK* portal and IRIS/SAP.

To log off IRIS/SAP:
 	
  Complete your transaction
 	
  Click on **Close**
 	
  When the system message appears, click **Yes**	

To log off *myUK* portal:
 	
  Click **Log Off**
 	
  Close your browser	

myHelp Website:

http://myhelp.uky.edu/rwd/HTML/index.html