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**

### Using Production

Double-click on **IRIS**

**Note:** It may take a few seconds for IRIS to open. You should see the **SAP Easy Access Menu** and the **Production IRIS** logo.

### Using The Training Sandbox

Double-click on **Training Sandbox**

**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.
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