

Logging On To The Portal



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

Role: All Users

Frequency: When Needed

SECTION HEADING

Double-click on the **myUK** University of Kentucky shortcut on the desktop.



If you are on campus and your desktop lacks the icon, contact IT Customer Service Center at 257-1300, or check with your computer support technician. Medical Center employees should check with the MC Help Desk at 323-8586.

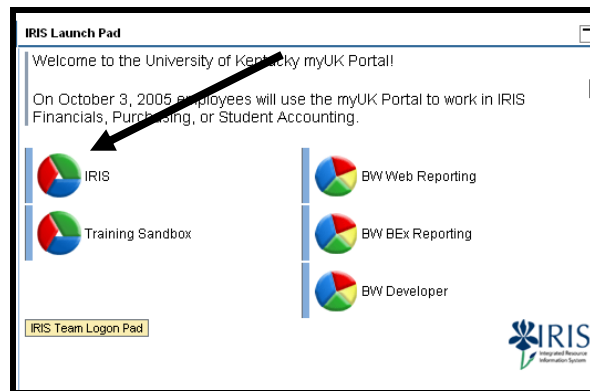
Type your Link Blue (AD or MC) User ID in the **User ID** field. You do not need to include the ad\ or mc\.

Type your password and press Enter



USING PRODUCTION

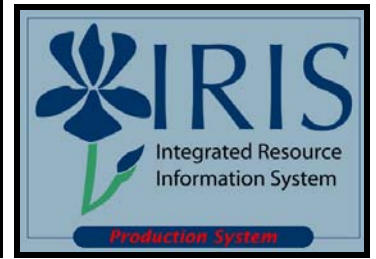
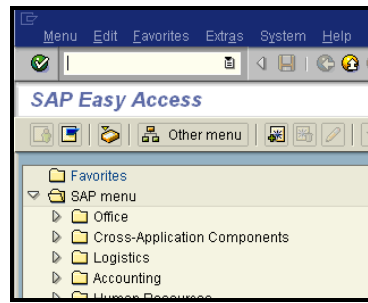
Double-click on the "Production" link



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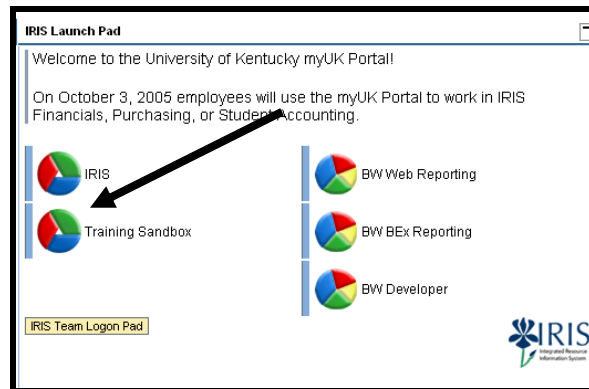


It may take a few seconds for IRIS to open. You should see the SAP Easy Access Menu and the Production IRIS logo

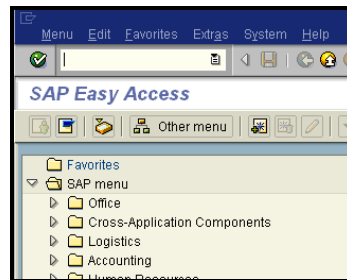


USING THE TRAINING SANDBOX

Double-click on "Sandbox" under the Training Section



It may take a few seconds for IRIS to open. You should see the SAP Easy Access Menu.



LOGGING OFF OF THE SYSTEM AND THE PORTAL

REMEMBER: You must log off both the Portal and IRIS/SAP

To log off IRIS/SAP:

Either click on the Exit icon ,

Choose **System**→**Log Off** from the Menu Bar,



or

click on the close X in the window



Logging On To The Portal

To log off the Portal:

Either click the Log Off link or
click on the browser X.

