How Do I…?	Follow These Steps:
Log on to IRIS	1. Double-click the **myUK** icon on your desktop or in your web browser type the URL: https://myuk.uky.edu/irj/portal 2. Type your **User ID** and **Password,** (use your Exchange e-mail id/pw), in the appropriate fields. You DO NOT need to use ad/ or mc/. 3. Click on the "**Launch**" button 4. If you receive the 'File Download' message, uncheck the 'Always ask before opening this type of file' and you will automatically go to the SAP GUI.
Open a Transaction	**Method 1** 1. Type the transaction code into the Command field. 2. Click the **Enter** button to open the transaction. **Method 2** 1. Add transaction code to **Favorites** folder (see steps below). 2. Click on transaction code in **Favorites**.
Get Help	• For help on a particular field, click the field and then press **F1**. • For UK-specific help, from the **Help** menu select the **IRIS Help** option.
Leave a Screen	• Click the **Back**, **Exit**, or **Cancel** buttons.
Add Transactions to the Favorites Folder	1. From the **Favorites** menu, select the **Insert transaction** option. (Manual Entry of a Transaction window appears.) 2. Type the trans. code, & then click the **Continue (Enter)** button.
Create a Folder Inside the Favorites Folder	1. From the **Favorites** menu, select the **Insert Folder** option. The Creating a Folder in the Favorite List window appears. 2. Type the desired folder name, and click the **Continue (Enter)** button. **Note**: You can drag &drop existing favorite trans. into the new folder.
Collapse/Expand Header; Item Overview; Item Detail Sections	• Click the **Collapse** button to collapse the contents of a section. • Click the **Expand** button to expand the contents of a section.
Sort Items in the Item Overview Section	1. In a screen with an **Item Overview** section, click the column header of the column you want to sort. 2. Select the **Sort Descending** button or **Sort Ascending** button as desired.
Log Out of SAP	From the **System** menu select the **Log off** option.
Shortcuts	• To return to the Easy Access menu when in a transaction - Type **/n** in the Command field. • To go from one transaction directly into another - Type **/n** followed by the transaction number in the Command field. • To enter today's date in a date field — Press **F4**, then press **F2**.