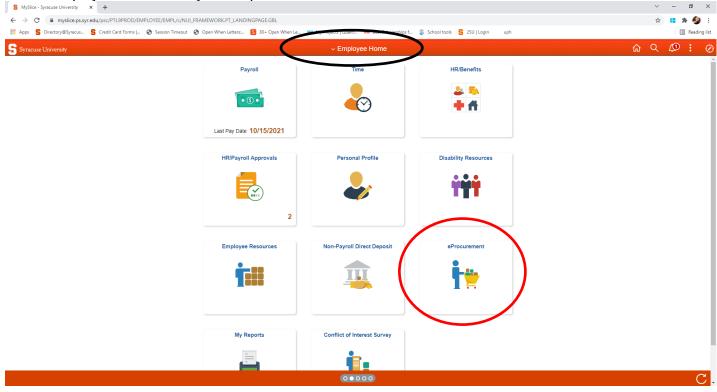
Work Instructions for Assigning an alternate user functionality in eProcurement

Log in to my slice

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← → C @ myslice.ps.syr.edu	🖈 💶 🗯 🚳 E
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MySice has been upgraded! - Before logging in for the first time please clear your web browser cache by following <u>these instructions</u> . Not clearing browser cache may lead to unpredictable results.	
Login Help for Parents and Proxy accounts	
Downtime information for MySlice and other university systems	
Change NetID password	
 If you have problems logging in or need assistance, contact the ITS Service Centers at help@syr.edu or 315.443.2677. For available hours: ITS Service Center Hours. 	

Select Employee Home from your drop down menu list and then click on the eProcurement Icon



Then Select Manage Requisitions

eProcurement X	+	v – ø		
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Manage Requisitions	Alternate User ID			
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	Save Notify			

Select your alternate User ID

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Enter the effective date from and to and then save and notify.

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