Quick Reference Guide
Login to e-Business Suite
UNI e-Business Suite

1) Open browser
2) Go to the UNI home page www.uni.edu
3) Select the MyUNiverse link on the page

4) Type in your CATID to login to MyUNiverse

5) Click e-Business Login from the e-Business channel
6) Type in your e-Business Suite Username and Password
   NOTE: First time users click on the Work@UNI tab

   Look for Custom UNI Applications. Your username and initial password (1st time users only) will be found here.

7) Click on Login

8) After login you will be on the Home Page.
9) Under Main Menu select a Responsibility.

10) The Notifications Worklist will appear on the Home Page also.

11) Select a function. If it is to load a form, java will load, then the form related to that function will appear. If you are using UNI Employee Self Service or UNI Workflow User, java will not load, it is not needed.

For questions, please contact the Help Desk at 3-5555 or email ebusiness@uni.edu.

For questions about this document, please contact Jack Miller, Help Desk, at 3-5943.

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