



University of Connecticut Health Center HuskyBuy Training Manual

PROCEDURE NUMBER: 2010-PO

HOW TO REQUEST A NEW HUSKYBUY USER

OVERVIEW:

This procedure focuses on how to obtain access to HuskyBuy. Once your user profile is approved you are not allowed to change your user name. View audio visual *Lesson #3 Profile Maintenance* for additional information on how to manage your HuskyBuy user profile.

PROCEDURE:

STEP 1: GO TO HUSKYBUY SITE LOGIN

- Go to the purchasing services website at <http://purchasing.uchc.edu>.
- Click on the “**HuskyBuy Site Login**” link located to the right on the home page. You will be redirected to the HuskyBuy site login screen.



Figure 1

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- Click on **Create Account** to complete the registration form.

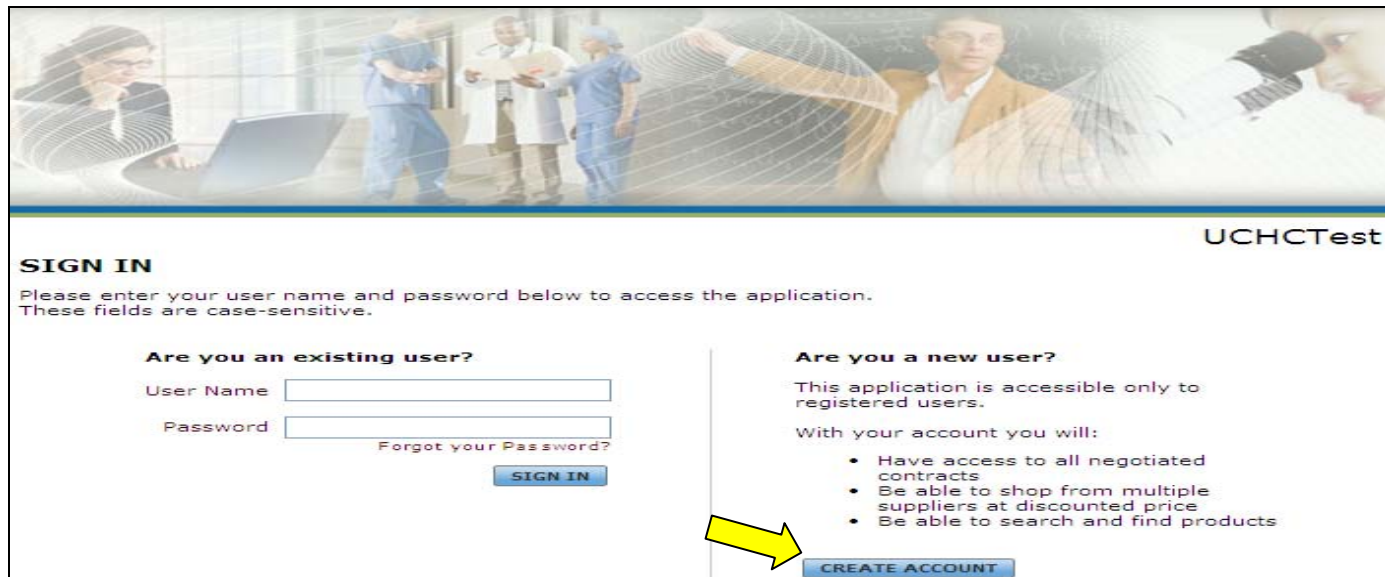


Figure 2

STEP 2: COMPLETE REGISTRATION FORM

The following fields will be used to create your HuskyBuy user profile.

Contact Information

1. **First name** – this should be the same as it appears on your employee profile.
2. **Last name** – this should be the same as it appears on your employee profile.
3. **Phone number** – enter your UConn Health Center phone number including country code, area code and extension. **Ex. A** is an illustration of a direct phone line which includes the country code (1), the area code (860) and the phone number (679-1234). **Ex. B** is an illustration of a non-direct phone line which includes the country code (1), the area code (860), the phone number (679-2000) and extension (1234).

Ex. A

| | | | |
|---|-----|----------|--|
| 1 | 860 | 679-1234 | |
|---|-----|----------|--|

Ex. B

| | | | |
|---|-----|----------|------|
| 1 | 860 | 679-2000 | 1234 |
|---|-----|----------|------|

4. **Email address** – enter your UCHC work email address. This is a required field.

CREATE ACCOUNT

Fields in bold are required

Contact Information

First Name

Last Name

Phone Number

Country Code, Area, Phone Number, Extension

E-mail Address

Figure 3

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Business Information

- 5. Department** – click on the drop-down arrow to select your department name. This is a required field.

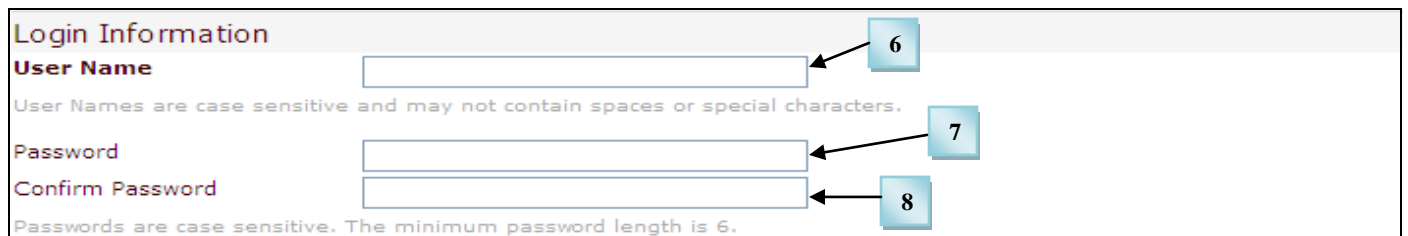


Business Information
Department

Figure 4

Login Information

- 6. User name** – you ***must*** enter the same username as your computer network log in. This is a required field.
- 7. Password** – passwords are case sensitive. The minimum password length is 6.
- 8. Confirm Password** – duplicate what you entered in the password field. If entered incorrectly a pop-up box will appear stating the two answers you entered did not match.



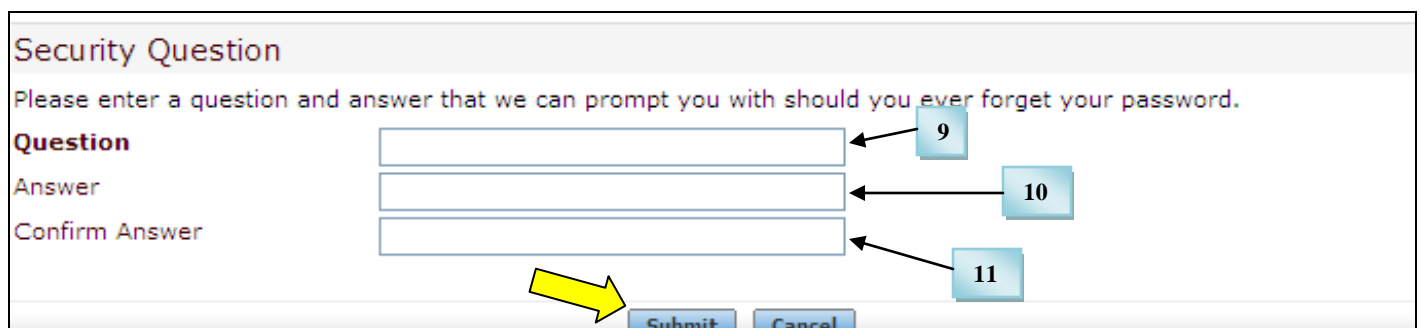
Login Information
User Name
User Names are case sensitive and may not contain spaces or special characters.
Password
Confirm Password
Passwords are case sensitive. The minimum password length is 6.

Figure 5

Security Question

- 9. Question** – this is used to reset your password. This is a required field.
- 10. Answer** – this should include the answer to the question you listed above. This is used to reset your password. This is a required field.
- 11. Confirm Answer** – duplicate what you entered in the answer field. If entered incorrectly a pop-up box will appear stating the two answers you entered did not match. This is a required field.

NOTE: Once you have completed the form in its entirety click on Submit.



Security Question
Please enter a question and answer that we can prompt you with should you ever forget your password.
Question
Answer
Confirm Answer

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- You will receive the following message: "Congratulations! You have successfully submitted your registration request".



Figure 6

STEP 3: RECEIVING AN EMAIL NOTIFICATION

- You will receive an email stating your registration request has been sent to an administrator.

NOTE: DO NOT RESPOND TO ANY AUTOMATED EMAIL NOTIFICATIONS.

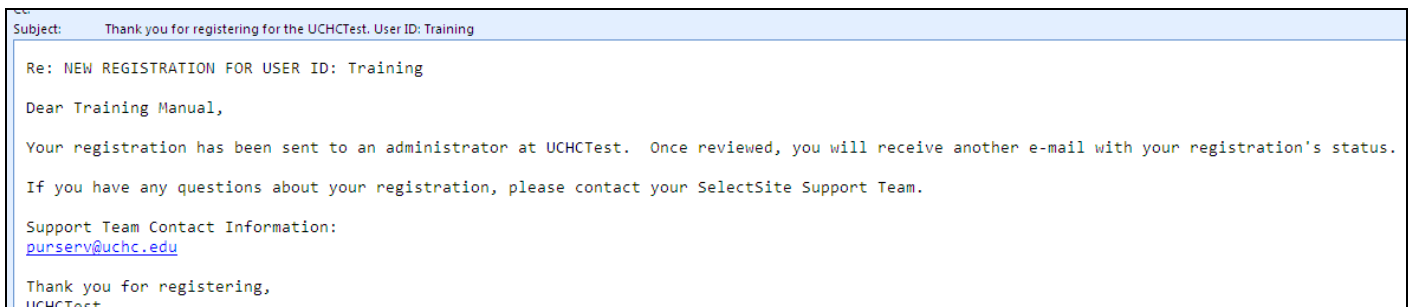


Figure 7

- Once your new user request has been approved you will receive an email of approval. You can click on the link in the email to access HuskyBuy. View *Procedure #2010-P1 How To Log Into HuskyBuy* for further instructions.

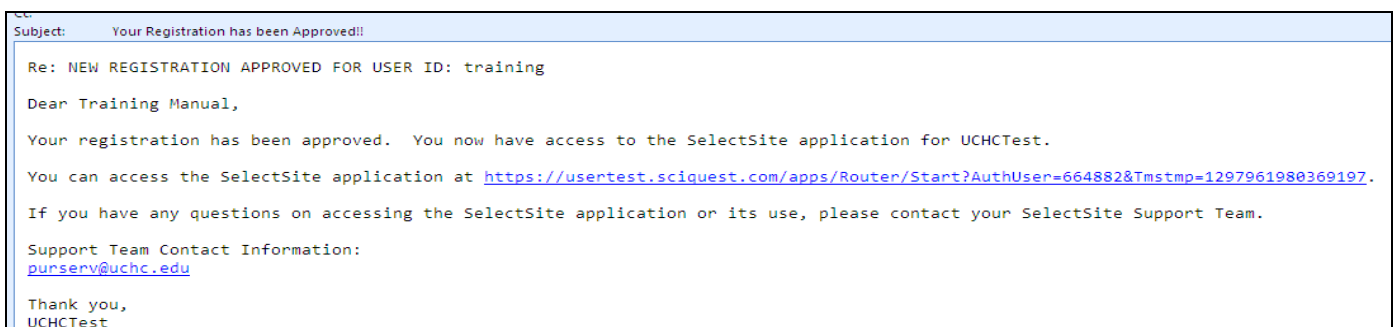


Figure 8

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