



# University of Connecticut Health Center HuskyBuy Training Manual

PROCEDURE NUMBER: 2010-P1

## HOW TO LOG INTO HUSKYBUY

### OVERVIEW:

This procedure focuses on how to log into HuskyBuy. View audio visual *Lesson #1 Welcome & Site Navigation* for additional information on how to navigate the system once logged in.

### 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.



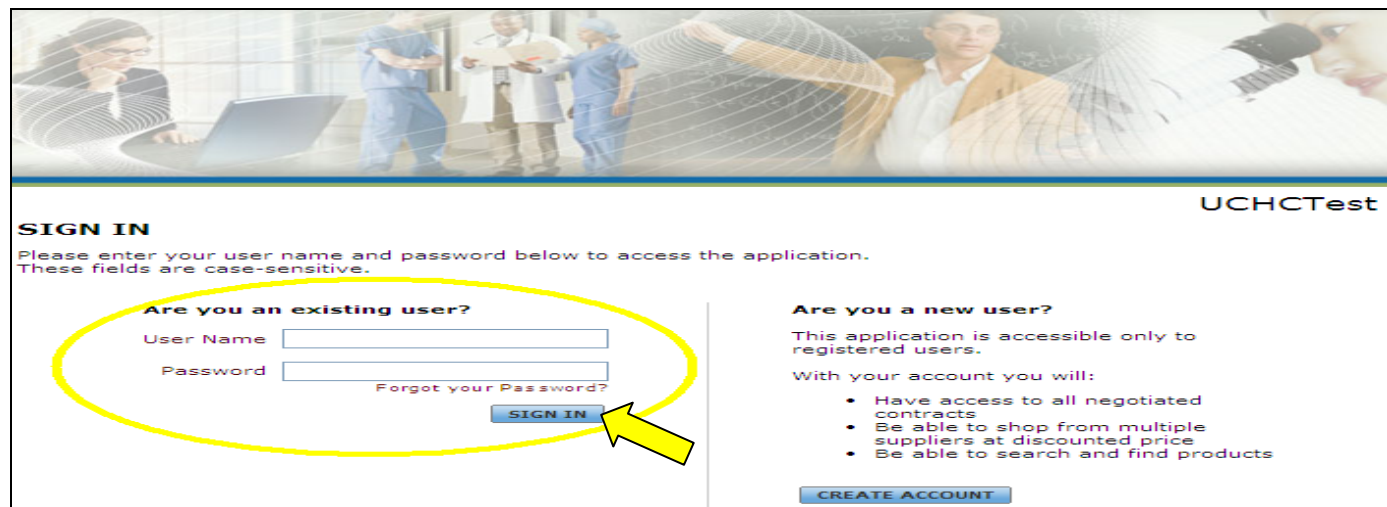
Figure 1

These materials are Proprietary and Confidential to the Purchasing Services Department at the University of CT Health Center. Any re-publication, transmission or distribution of these materials without the express written consent of the Purchasing Services Department is strictly prohibited.

## STEP 2: LOG INTO HUSKYBUY

If you are an existing HuskyBuy user, you must complete the following fields under the section titled "Are you an existing user?" If you currently are not a HuskyBuy user, proceed to *Procedure #2010-P0 How To Request A New HuskyBuy User* for further instructions.

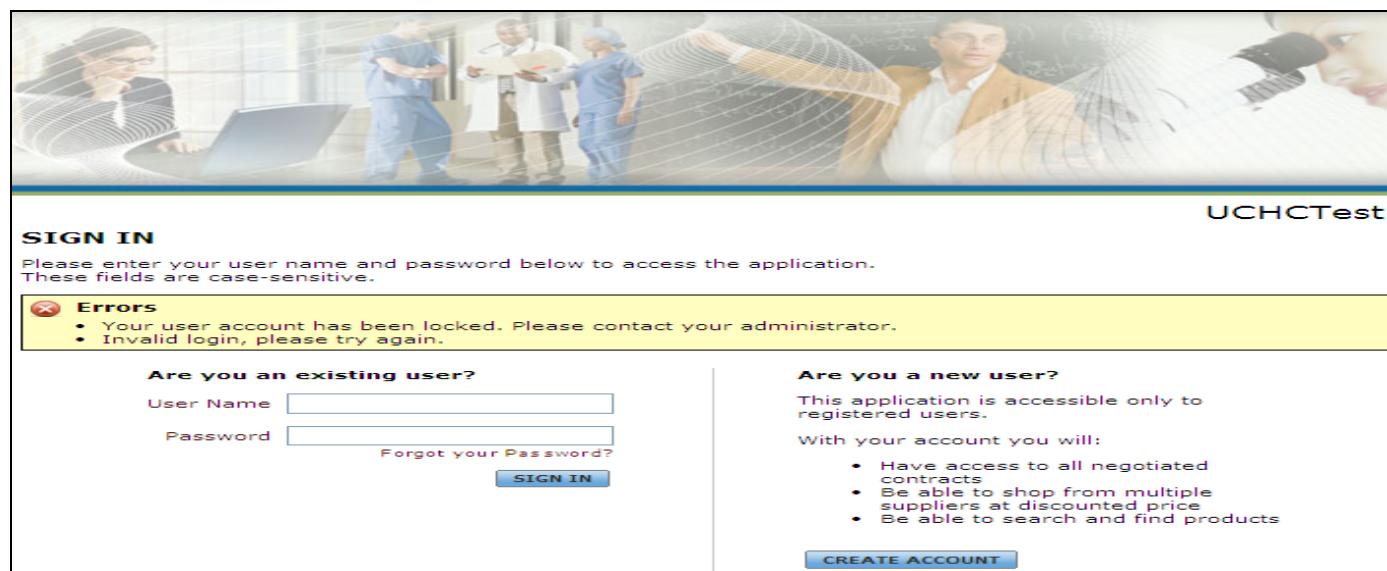
- **User Name** – enter a valid user name. User names are case sensitive.
- **Password** – enter a valid password. Passwords are case sensitive.
- Click on **Sign In**.



The screenshot shows the HuskyBuy login interface. At the top right, it says "UCHCTest". Below that is the "SIGN IN" heading. A message reads: "Please enter your user name and password below to access the application. These fields are case-sensitive." There are two columns. The left column is titled "Are you an existing user?" and contains fields for "User Name" and "Password", a "Forgot your Password?" link, and a "SIGN IN" button. A yellow circle highlights this entire section, and a yellow arrow points to the "SIGN IN" button. The right column is titled "Are you a new user?" and contains text: "This application is accessible only to registered users." followed by "With your account you will:" and a list of benefits: "Have access to all negotiated contracts", "Be able to shop from multiple suppliers at discounted price", and "Be able to search and find products". At the bottom of the right column is a "CREATE ACCOUNT" button.

Figure 2

**NOTE:** After multiple unsuccessful login attempts your user account will be locked. If you have forgotten your user name, contact the HuskyBuy Help Desk. If you have forgotten your password, proceed to *Step 3: Password Reset Request* to continue.



The screenshot shows the HuskyBuy login interface with an error message. At the top right, it says "UCHCTest". Below that is the "SIGN IN" heading. A message reads: "Please enter your user name and password below to access the application. These fields are case-sensitive." A yellow box highlights an "Errors" section with a red 'x' icon. The error message says: "Your user account has been locked. Please contact your administrator." and "Invalid login, please try again." Below the error message are the same two columns as in Figure 2. The left column is titled "Are you an existing user?" and contains fields for "User Name" and "Password", a "Forgot your Password?" link, and a "SIGN IN" button. The right column is titled "Are you a new user?" and contains text: "This application is accessible only to registered users." followed by "With your account you will:" and a list of benefits: "Have access to all negotiated contracts", "Be able to shop from multiple suppliers at discounted price", and "Be able to search and find products". At the bottom of the right column is a "CREATE ACCOUNT" button.

Figure 3

These materials are Proprietary and Confidential to the Purchasing Services Department at the University of CT Health Center. Any re-publication, transmission or distribution of these materials without the express written consent of the Purchasing Services Department is strictly prohibited.

## STEP 3: PASSWORD RESET REQUEST

- Click on **Forgot Your Password?** to reset your password.

**SIGN IN**

Please enter your user name and password below to access the application. These fields are case-sensitive.

**Are you an existing user?**

User Name

Password

[Forgot your Password?](#)

**Are you a new user?**

This application is accessible only to registered users.

With your account you will:

- Have access to all negotiated contracts
- Be able to shop from multiple suppliers at discounted price
- Be able to search and find products

Figure 4

- **User Name** – enter a valid user name. User names are case sensitive.
- **Email address** – enter your UConn Health Center email address.
- Click on **Go**.

**Reset Password**

Please enter your user name and the email stored in your user profile. These are case sensitive. An email with instructions on how to change your password will be sent once the values entered are validated.

User Name

Email Address

Figure 5

- You will receive the following message: "Your request has been submitted".

**Reset Password**

**Your request has been submitted.**

Please check the inbox of the email address provided for instructions on how to change your password.

Figure 6

These materials are Proprietary and Confidential to the Purchasing Services Department at the University of CT Health Center. Any re-publication, transmission or distribution of these materials without the express written consent of the Purchasing Services Department is strictly prohibited.

**NOTE:** If your user account is no longer active you will receive the following message: "Your password reset is restricted to active user accounts. Contact your administrator for further assistance." If you receive this message contact the HuskyBuy Help Desk.



Figure 7

#### STEP 4: RECEIVING AN EMAIL NOTIFICATION

You will receive an email stating your password reset request has been received. The next step is to establish and confirm your new password.

- Click on the link provided in your email and you will be redirected to reset your password.

**NOTE: DO NOT RESPOND TO ANY AUTOMATED EMAIL NOTIFICATIONS.**

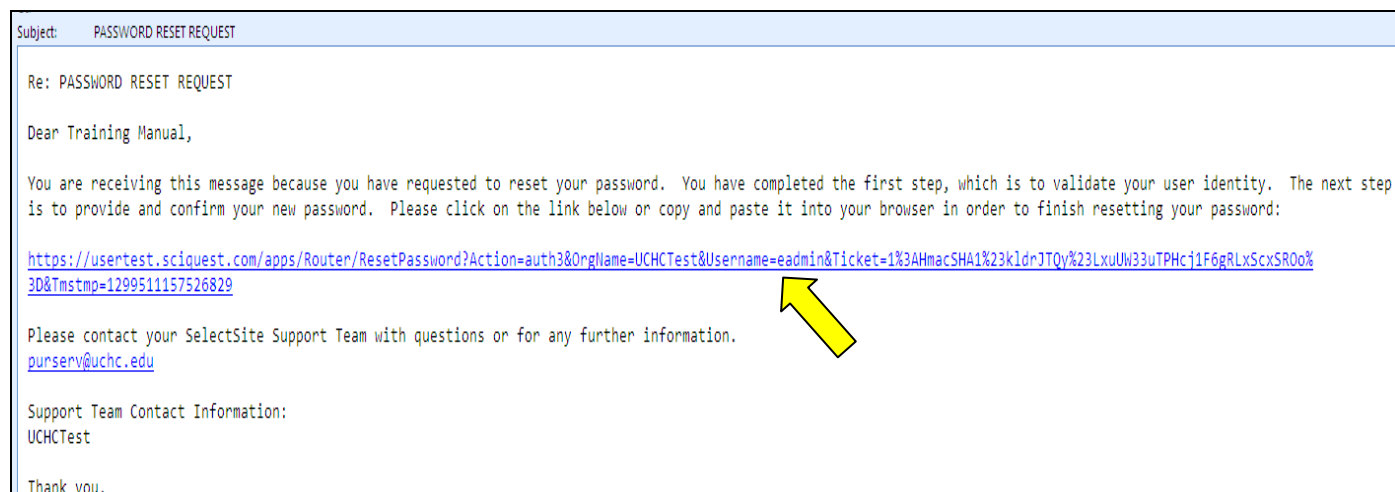


Figure 8

These materials are Proprietary and Confidential to the Purchasing Services Department at the University of CT Health Center. Any re-publication, transmission or distribution of these materials without the express written consent of the Purchasing Services Department is strictly prohibited.

## STEP 5: RESET YOUR PASSWORD

- **Answer** – enter the answer to the security question provided. This field is case sensitive.
- **New Password** – enter a new password with a minimum length of 6 characters. Passwords are case sensitive.
- **Retype New Password** – duplicate what you entered in the new password field. This field is case sensitive.
- Click on **Go**.

**NOTE:** If you have forgotten the answer to your security question, contact the HuskyBuy Help Desk.

**Reset Password** UCHCTest

Please enter the answer to the security question entered in your profile.

**✖** The security answer entered does not match the one entered in the user profile. Try again, or contact your Administrator to change your password. [CLICK HERE FOR MOR INFORMATION.](#)

Security Question: What is your middle name?

Answer:

New Password:

Retype New Password:

Figure 9

- You will be redirected to the **home/shop** navigation tab.

**HuskyBUY** Home/Shop! 0 Item(s), 0.00 USD

Search for:

home/shop | favorites | forms | carts | approvals | history | settlement | more >>

Shop:   advanced search

Go to: favorites | forms | non-catalog item | quick order | Browse: suppliers | categories | contracts | chemicals

**Action Items**

- My Orders

No current nor recently completed orders

+ View Administrative Items \*

**Showcased Suppliers**

GRAINGER

TBD  
For Bid Request Orders

USA Scientific

Figure 10

These materials are Proprietary and Confidential to the Purchasing Services Department at the University of CT Health Center. Any re-publication, transmission or distribution of these materials without the express written consent of the Purchasing Services Department is strictly prohibited.