

- Select Requisitions on home page of school website
- Use the SCHOOL login on the Web Access Login page

Username: sheridanschl_rq_web

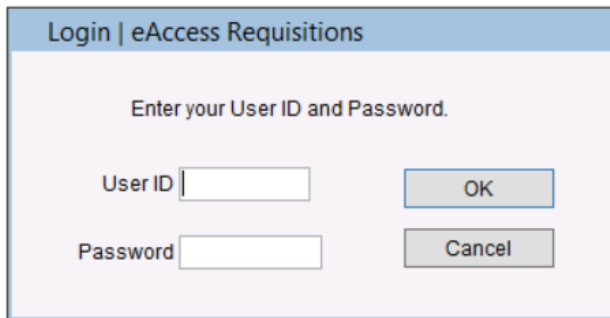
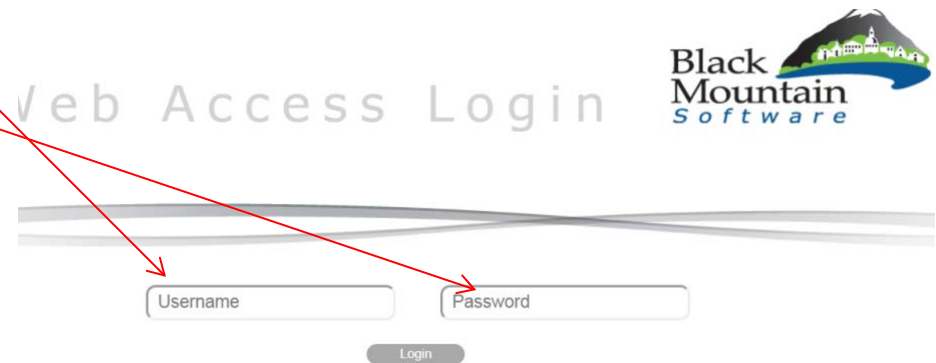
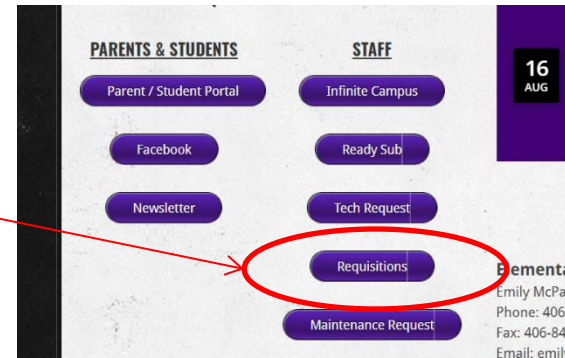
Password: SS^%nerf

- eAccess: You will need to log in again with your PERSONAL log in.

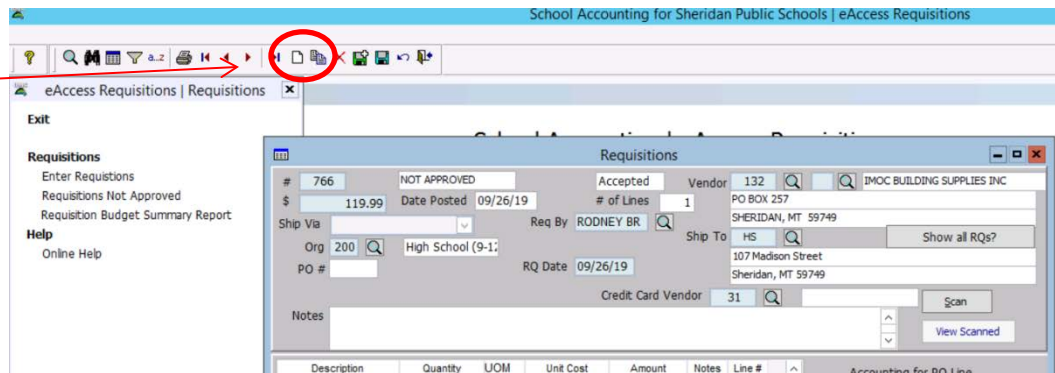
User ID: First name, capitalized.

Password: temp

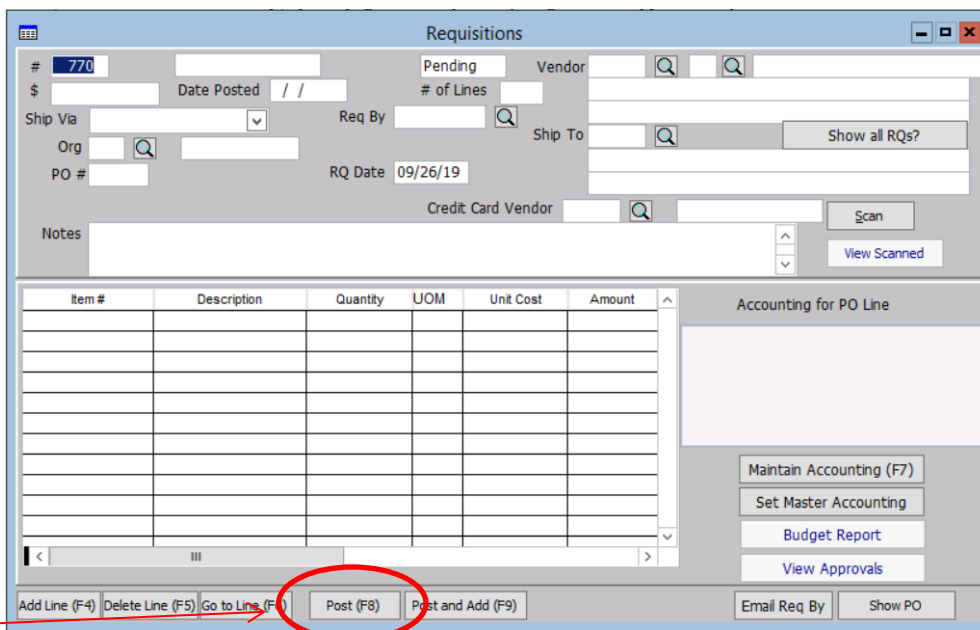
(If you've never logged in, you will be prompted to set up a new password.)



- Click on the “New” icon to create a blank form.



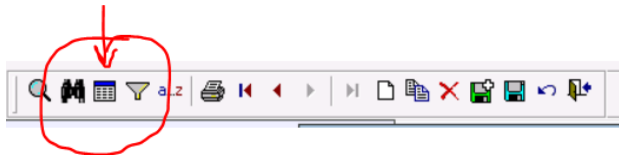
- Fill in the fields of the requisition. Use “tab” to move between fields. Use magnifying glass or F2 key for drop down menus. If your vendor isn’t in the vendor list, you can create a requisition without a vendor. Add the vendor name and payment address to the notes.



- If you cannot tab to the grid to add your items, use F4.
- When you are done, click POST.

If you need to go back to a previous requisition:

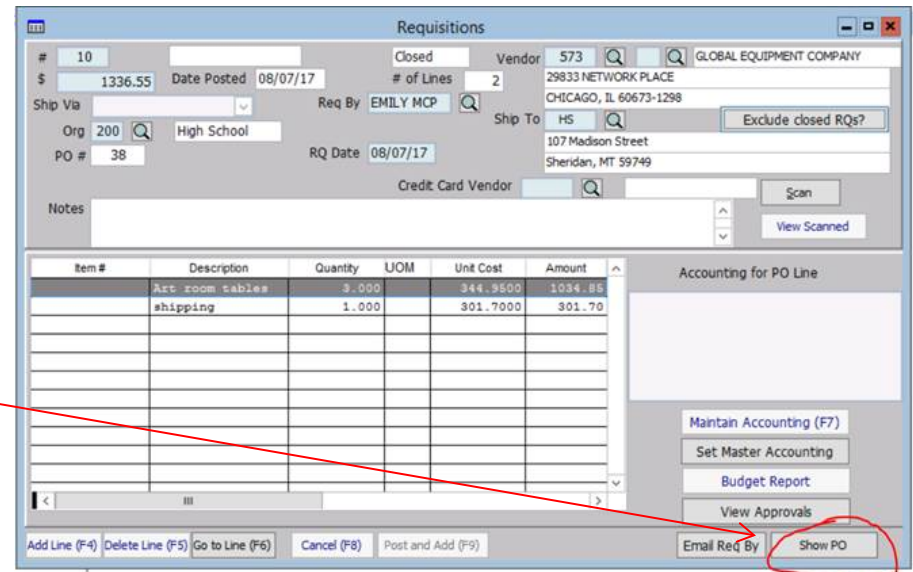
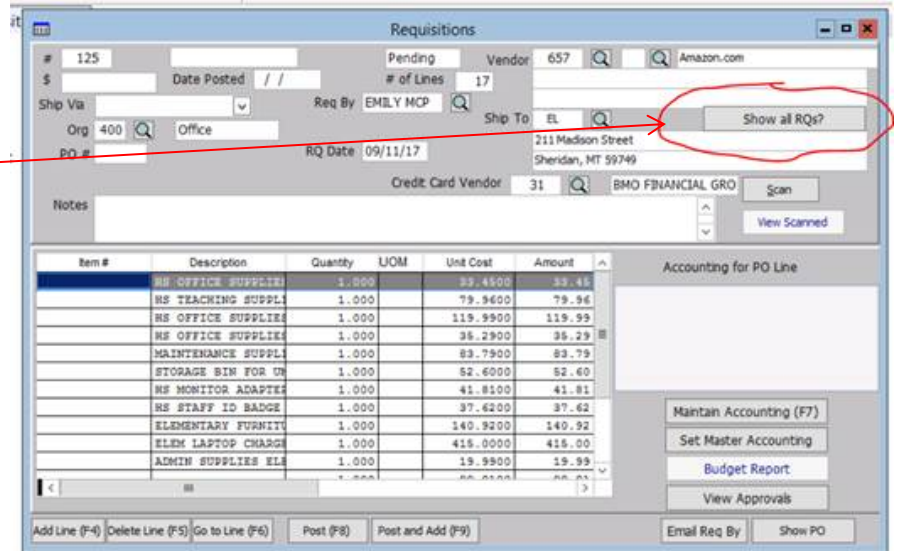
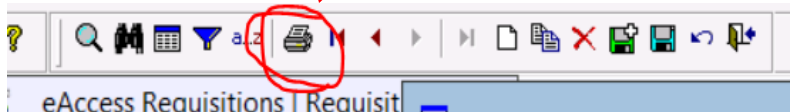
- In the requisition form, click "Show all RQs?"
- Click the list icon on the toolbar at the top of the window.



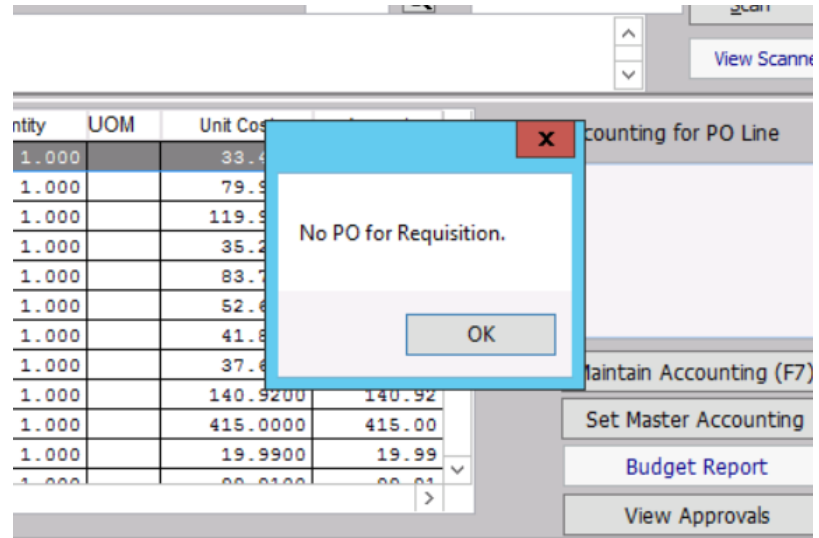
- You can sort the grid by any of the fields at the top of the list to find your requisition.
- Select the requisition you want by double clicking or selecting OK.
- TO PRINT A PURCHASE ORDER:

CLICK SHOW PO

CLICK PRINTER ICON



When you click the “Show PO “ Button and get this message, no PO has been created yet for your requisition. You can print the requisition instead.



If you have questions, please ask.

