TRAINING PRESENTATION
USER REGISTRATION AND LOGIN
A new user to the TBR Central eSHOP, must contact Angela Flynn, 615-366-4436, angela.flynn@tbr.edu or Mark Hodges, 615-366-3934, mark.hodges@tbr.edu to become a registered user in the system. The new user will be issued a User Name and Password.
Before you will be able to work in SciQuest, you will need to fill out an ERP Access form. You probably already filled out a form like this in order to have access to the Ellucian time & Pay site. However, the access you were granted with the earlier request was for different pages in Banner than you will now require.

Cut and paste the URL below into your browser:

http://itinfo.tbr.edu/itinfo/tiki-list_file_gallery.php?galleryId=44
Fill these two forms out & get your supervisor's signature and return to Jeff Hinds in IT.
ONCE YOU HAVE RECEIVED YOUR USER NAME AND PASSWORD ALONG WITH YOUR BANNER AUTHORIZATION, USE THE FOLLOWING LINK TO THE TBR CENTRAL ESHOP SITE:
HTTPS://SOLUTIONS.SCIQUEST.COM/APPS/ROUTERLOGIN?ORGNAME=TBRCENTRALOFFICE&URL=
1. First select your Profile

Users can access their user profile by clicking on the pull down menu to the right of your name.
2. Create your security question so that you can reset your password yourself if you forget it. You may select one of the questions listed or create your own question. Be sure to SAVE this information.
3. Change your password. You must use a password which follows the complexity rules shown below. You will be required to change your password every 60 days and will receive a reminder 14 days before the password expiration date.

The entered password must contain characters from at least three of the following categories:
1) Uppercase characters (A through Z)
2) Lowercase characters (a through z)
3) Base 10 digits (0 through 9)
4) Special characters (for example, &, $, #, %)

Passwords are case sensitive. The minimum password length is 8 alphanumeric characters. Passwords must meet complexity requirements.
Password change complete.
With your security question and password set, you may now set your Ship To and Bill To addresses. If your role will be a Requestor, this process will save steps when you are processing orders.
To set the Ship To address click on the “Default Address” from your profile and click on Select Addresses for Profile.
Then select the suite that corresponds to the suite your department is located in.
Once you have selected your suite, click on the “Default” box and hit “Save”. This will set your “Ship To” address so that you don’t have to enter it on every SciQuest entry.
To set the Bill To address go to “My Profile” select “Default Addresses” click “Bill To” and click on Accounts Payable.
When you click on Accounts Payable, click on the “Default” box, then click on “Save”. This will set Accounts Payable as your default bill to address, so you don’t have to select it every time.
Check on the default box and hit save
Now that you are a registered user to the TBR Central eSHOP and have logged on and changed your password and security questions, you are almost ready to begin.

Prior to participating in the shopping experience or creating a shopping cart, please review the TBR Central eSHOP training presentation for creating shopping carts.

Thank You!