Step 1: Log in to JUMP with your UMNet ID at www.UManitoba.ca/jump.

Step 2: Scroll to the Quick Links section of your page and click on EPIC to auto login (A new window will open).

Step 3: The Ariba Privacy Statement will be displayed upon your first log in. You must accept this agreement to use EPIC.

Step 4: After reading the statement, click the check box beside “I have read and accept the terms of the Ariba Privacy Statement that relate to my Contact Data” and then click OK.

Step 6: Enter a message, especially if denying.

Step 7: Click OK.
Set up Ship To Address

Step 1: Click on the Preferences tab.
Step 2: Select Change your profile option.
Step 3: Select 2. Account/Ship option from the menu on the left.
Step 4: Fill in your FOAP and Ship to information for your department.
Step 5: Click Next twice and then click Submit.
Step 6: Click Home to return to the home screen.

Enable/Disable email notifications

Step 1: Click on the Preferences tab.
Step 2: Select Change Email Notification Preferences option.
Step 3: Click arrow beside Edit Preferences for:
Step 4: Select Requisition from the drop down menu.
Step 5: Click the arrow besides When I am an approver:
Step 6 (a): Select your choice (Send email immediately or Send email summary).
Step 6 (b): To disable email notifications, click the arrow beside When I need to approve a document: and select Never send.
Step 7: Click Save

Delegating Authority

You can delegate your user rights to another individual while you are temporarily away (less than six months & a defined return date) on a conference, vacation etc. This allows the delegated individual to perform EPIC duties on your behalf. Learn how by watching the Delegating Authority eLearnt at http://umanitoba.ca/computing/renewal/aurora/finance/elearning/epic.html

Changing Email Notification Preference

EPIC uses email notifications to advise users when approvals are required. Users can chose one of three ways to manage their approval notifications.

1. Email immediately – each request will be sent to your email and you can approve/deny the request from within the email. This is the default setting.

2. Summary email – a summary of all requests will be sent to your email once a day. You will need to log in to EPIC to approve or deny requests with this option.

3. No notification – No notification email will be sent with this option. If you are expected to approve any requests and you have chosen this option, you will need to log in to EPIC and review the pending approvals in your To Do List.

Managing EPIC eMails

If you have chosen to receive emails for purchase request, and contract requests, you may receive the following emails from EPIC/Ariba.

If the subject of the email begins with “ACTION REQUIRED”, you have received a request to approve a purchase. Follow the steps in OPTION B.

If the subject of the email begins with “CW” and the sender is Ariba Administrator, you may have received a request to approve a Contract. Follow the steps in Approving a Contract section.

Setting up EPIC eMails

Step 1: Locate the email where the subject of the email begins with ACTION REQUIRED.
Step 2: Upon opening the email, you will see three options: Approve, Deny or Open.
Clicking on Approve or Deny will compose a new email with all the pertinent information to approve or deny the request.
You can add a comment with your response by typing it within the comments section.

OPTION B: Approve/Deny a request via eMail

Step 1: If the subject of the email begins with “CW” and the sender is Ariba Administrator, you may have received a request to approve a Contract.

If the subject of the email begins with “CW” and the sender is Ariba Administrator, you may have received a request to approve a Contract.

From: Ariba Administrator [mailto:no-reply@anemt.ariba.com]
To: Barry Tobin
Subject: Project state update: CW2180483 - Oracle Weblogic Server 11g Training
Project state update: CW2180483 - Oracle Weblogic Server 11g Training

Please DO NOT delete or change the pre-existing text within the email.

Open: Allows you to open the request in EPIC to review more details of the request. Clicking on Open will take you to the Jump login page. Please follow the steps in OPTION A to continue.

OPTION C: Summary eMail Approval

If you have chosen to receive approval requests in a summary email, you will need to Log in to EPIC to approve or deny a request. Please follow the steps in OPTION A.