

Jaggaer Access Request

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1. Login to Jaggaer

Screenshot Step Login to Jaggaer: http://hmdg.unsw.edu.au/ERD **UNSW** 1. If you are signed into your UNSW **UNSW** account with your zID and Sign in ← z1234567@ad.unsw.edu.au password, you will be automatically zID@ad.unsw.edu.au Enter password logged in to Jaggaer. Can't access your account? Next 2. If you are not signed in, enter your Forgot my password zID when prompted. Click Next. Sian in Refer to UNSW Identity Manager to reset your 3. Enter your password then click Sign in. If prompted, approve your sign in Refer to Multi-Factor Authentication for help to set up MFA and keep your account secure. using your UNSW multifactor Refer to UNSW Identity Manager to reset your For assistance please contact the UNSW IT Service password. authentication. Centre on +61 2 9385 1333 Refer to Multi-Factor Authentication for help to set up MFA and keep your account secure. For assistance please contact the UNSW IT Service Sign-in options Centre on +61 2 9385 1333 **Error accessing Jaggaer** rmm.jaggaer.com/unsw/erd-client/app/login/ 4. If the website pops up a message as below, it means you do not have an existing Jaggaer profile, or your JAGGA PROD profile has been deactivated. You have Logged out successfully. You may now close your browser.



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2. Request a Jaggaer Account

Note: A Jaggaer account is not automatically created for every UNSW staff member and student. Instead, we only grant access to staff and students who are required to purchase chemical materials or lab supplies in Jaggaer, receive orders, or approve orders.

To create a Jaggaer account, please submit a request to your local Jaggaer admin using this <u>email template</u>. Add your <u>local Jaggaer admin</u> as the recipient and CC your supervisor for approval.

3. Frequently Asked Questions

• Which roles in Jaggaer do I need to be assigned?

Please refer to <u>Jaggaer Roles and Permissions</u> guide for more detailed information on available roles and permissions.

• What is a cost centre and which cost centre should be added to my Jaggaer profile?

A cost centre is the project ID that your orders will be charged from. The cost centre must be in the format of **Department ID-Fund ID-Project ID**. Please contact your supervisor to get this information.