## iShopUTRGV Quick Reference Guide

## How to - Access iShop

1. In your web browser, type <a href="https://my.utrgv.edu/home">https://my.utrgv.edu/home</a> and login with your UTRGV credentials.



2. Under "Applications" click "PeopleSoft"



3. Page will refresh and display PeopleSoft Homepage. Click on "Jaggaer iShop Sign In" Tile



4. Page will refresh and display iShop (Jaggaer) Homepage.

Chep Chep						All 👻	Search (Alt+Q)	Q 1,006.73 USD 📜	♥ № 🚑 🕯
Shop + Shopping + Shopping Home + Shopping Dashboard									-D Logout
	Shopping Dashboard								
lo	🐂 Shop						0 1		
<u>o</u>	Advanced Search	Advanced Search Everything V							
<b></b>	Find Results	Find Results That Have:							
<u> </u>	All of These V	/ords		Supplier	Type to filter		a		
· 같;	Part Number	(SKU)		Manufacturer Name					
uh.	Commodity C	ode Code, Desc	Code, Description Q						
-	Other Options								
at .	Exact Phrase			Exclude Words					
	Any of These	Words							
	Shortcuts Favorites   Forms   Non-Catalog Item   Quick Order Suppliers   Categories   Contracts   Chemicals								
	Organization Message O 7 Showcases						0 1		
	Training Resources: BlackBoard Trainings Outlet: Reference Guides (OGRs)	Resources:  v UTRGV Showcased Suppliers					7		
	Forms: EAJ - Proprietary/Best Value Contract Administrator Certification (CAC) Small Purchase Order Checklist			Airgas	ć	BH	Fisher Fisher Scientific	5	
	Employee/independent Contractor Checklis IShop Forms Change Log Supplier Registration: PaymentWorks	GRAINGER	CDWG	Cdi Synalny	C Domplete Book	Connection	mooremedical Anoregreension	5	
q	Other Resources: E-Type to PS Account Code Crosswalk Asset Categories Procurement Guidelines Decision Matrix Software Assessment	shi	3	sodexo		STAPLES	Office depot		
÷	Enr secietarna amail:					C			Powered by JAGGAER   Privacy Policy 👻