

# Your Jaggaer Profile

User should sign in with their credentials, provided by the campus (Procurement team) via this [link](#).

Once you put this [link](#) in your browser, this should bring you directly to **SUNY MarketPlace Sign In** page. You will be prompted to put in your User Name and Password for your campus access to verify that it is you signing in with your credentials at your campus.

This should bring you directly on to the landing page of your campus' showcase.

## **User Maintenance:**

Upon logging in, the user must update their profile. Once an individual is set up in Jaggaer, the user profile has to be completed with the following information.

Phone number:

Department:

The name, email and User Name should automatically populate based on the Sign On.

## **Updating or Change Your Notification Preferences:**

As a user, you will be able to receive notifications via emails or system notifications or both based on your preferences set up in your profile.

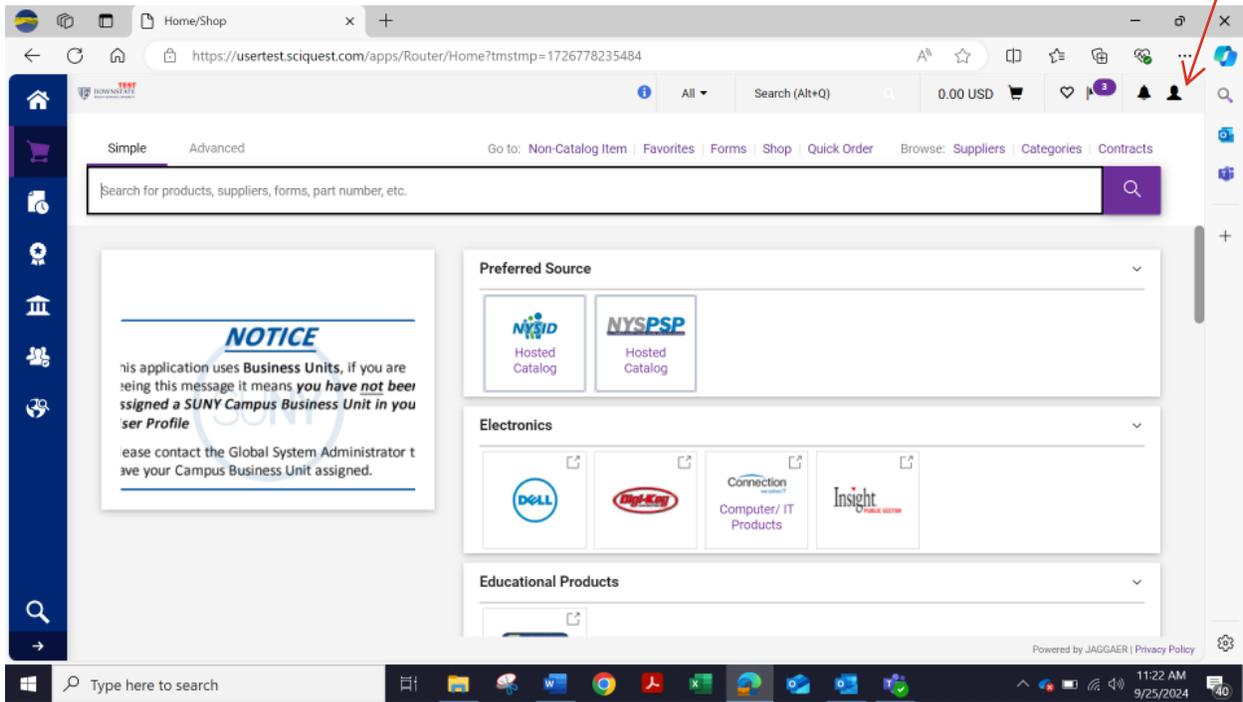
A notification is a comment or alert in the system alerting you.

An email notification is an email sent from SciQuest using [DoNotReply@sciquest.com](mailto:DoNotReply@sciquest.com) email address alerting you to the status of your transaction.

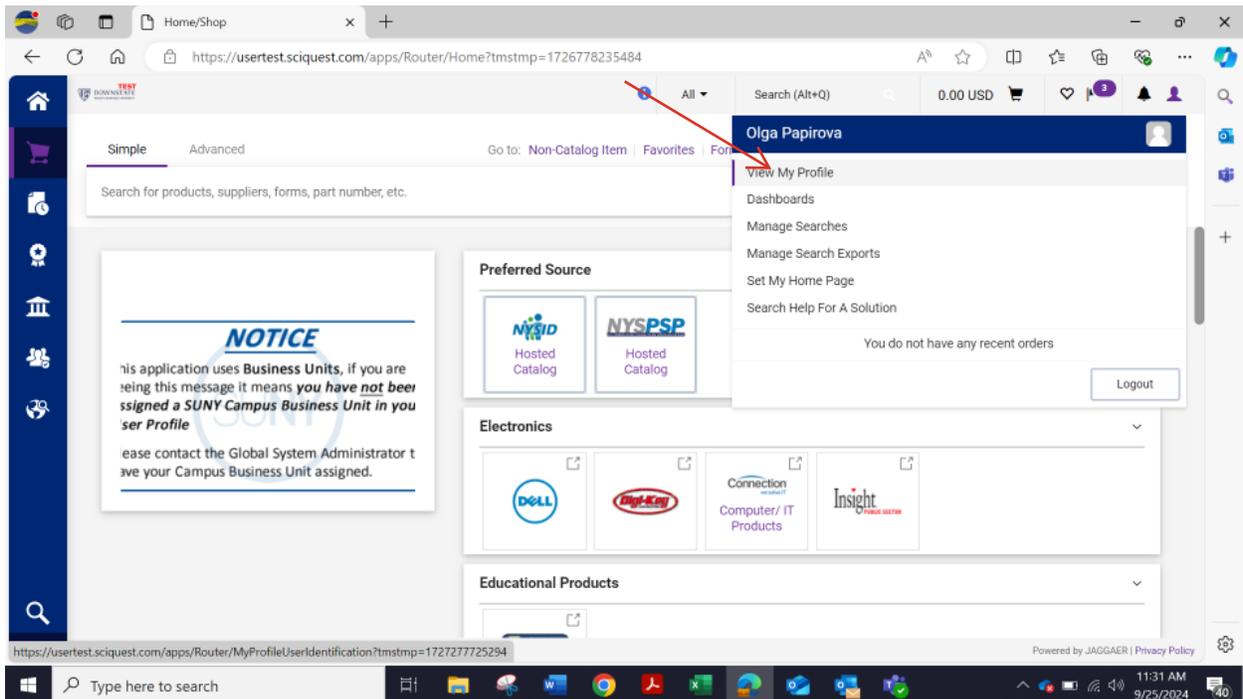
It is here that you set your preferences to alert you when:

- A transaction has gone through
- A transaction has been approved
- A PO has been created
- Etc – just to name a few

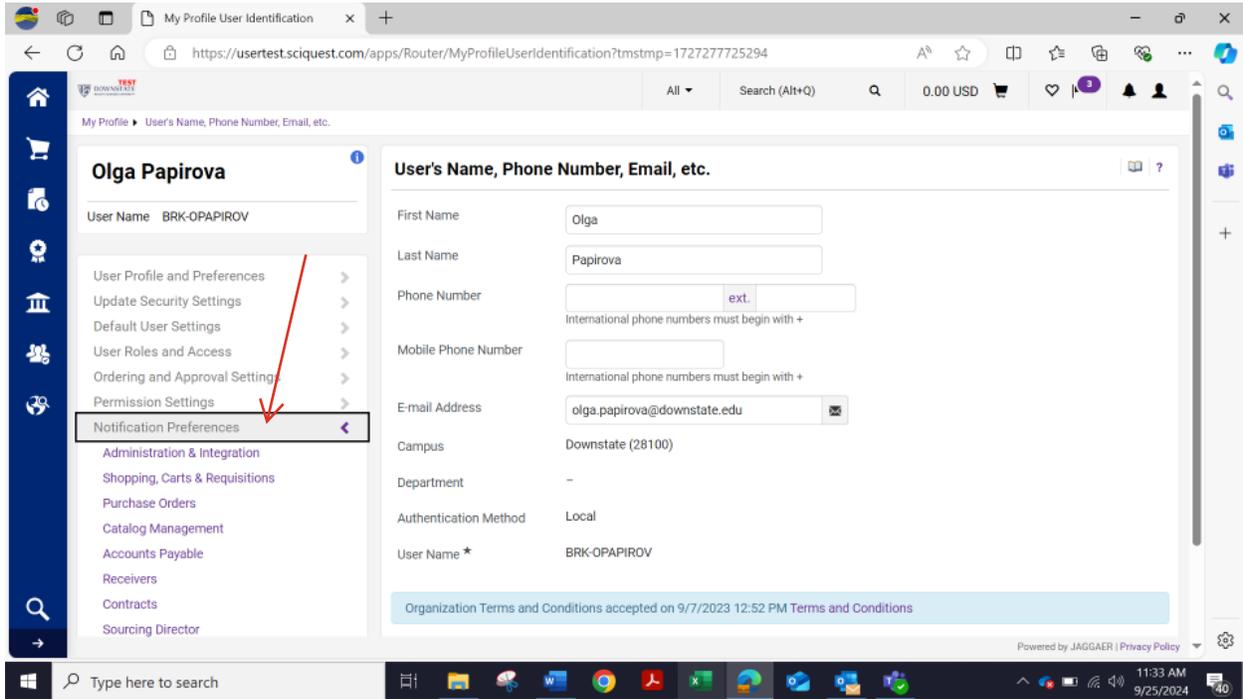
Users can go to their user's profile and update their preferences by clicking on the person silhouette in the upper right corner of the home page. This is your user profile.



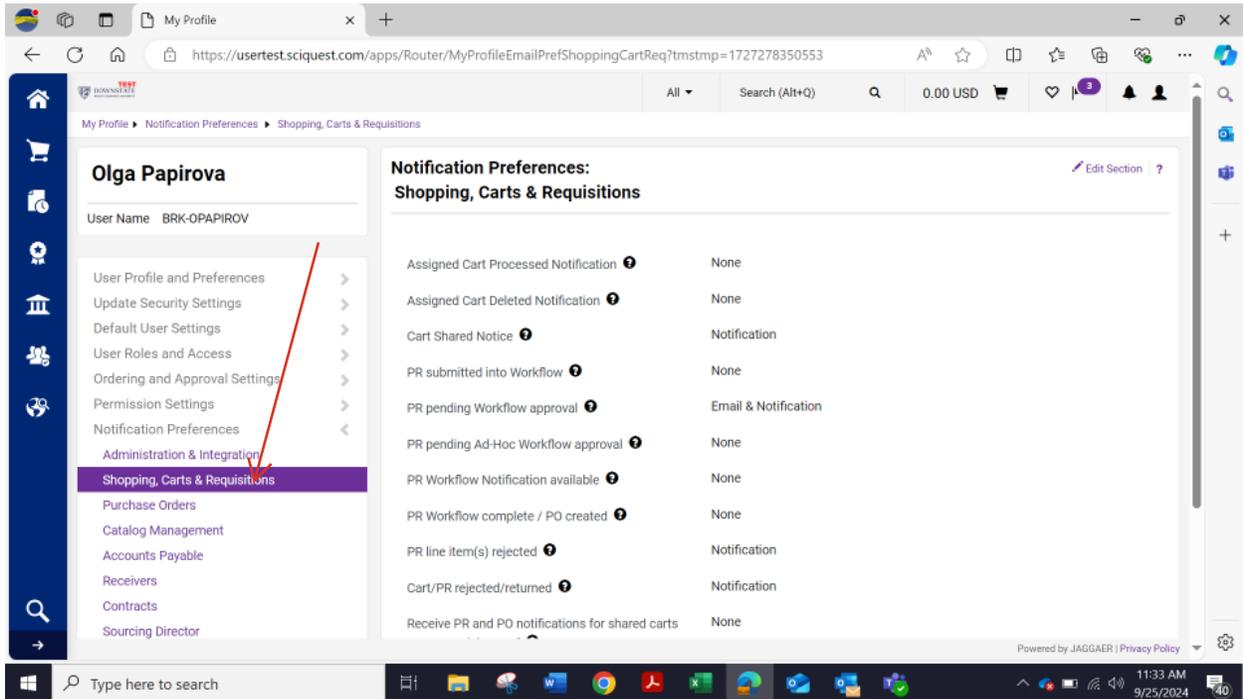
Click View My Profile.



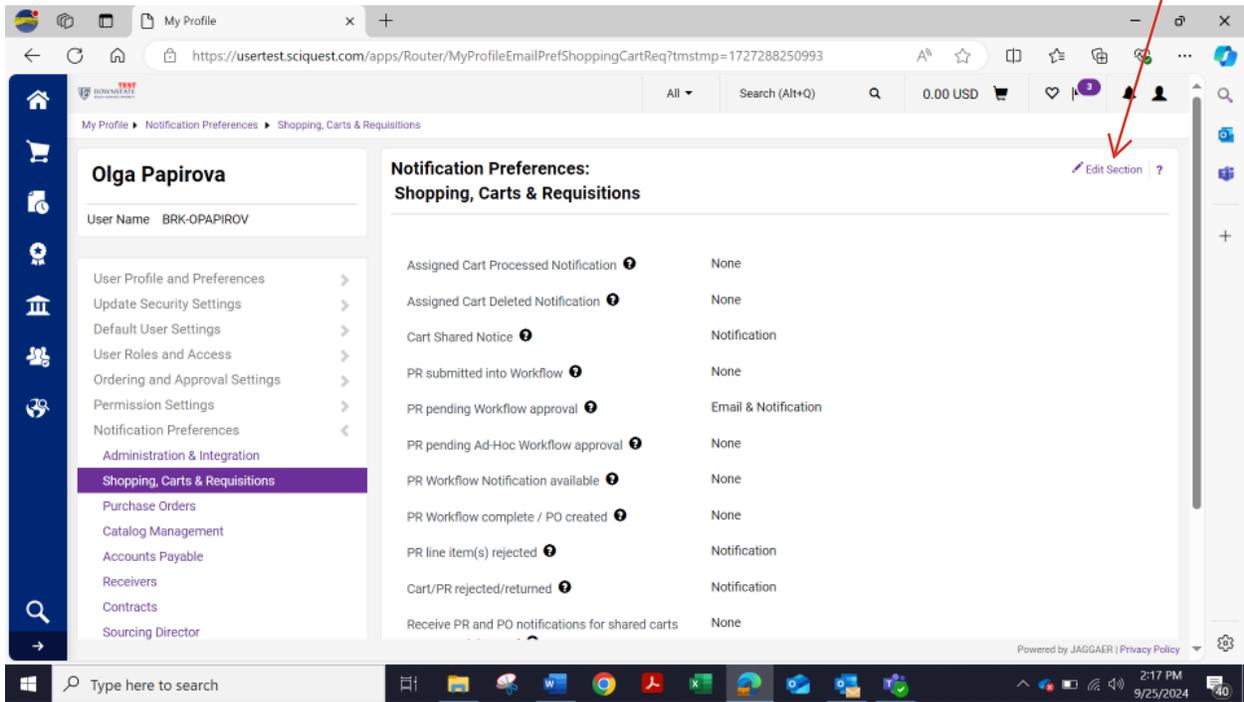
Then click Notifications Preferences on the left side of the screen.



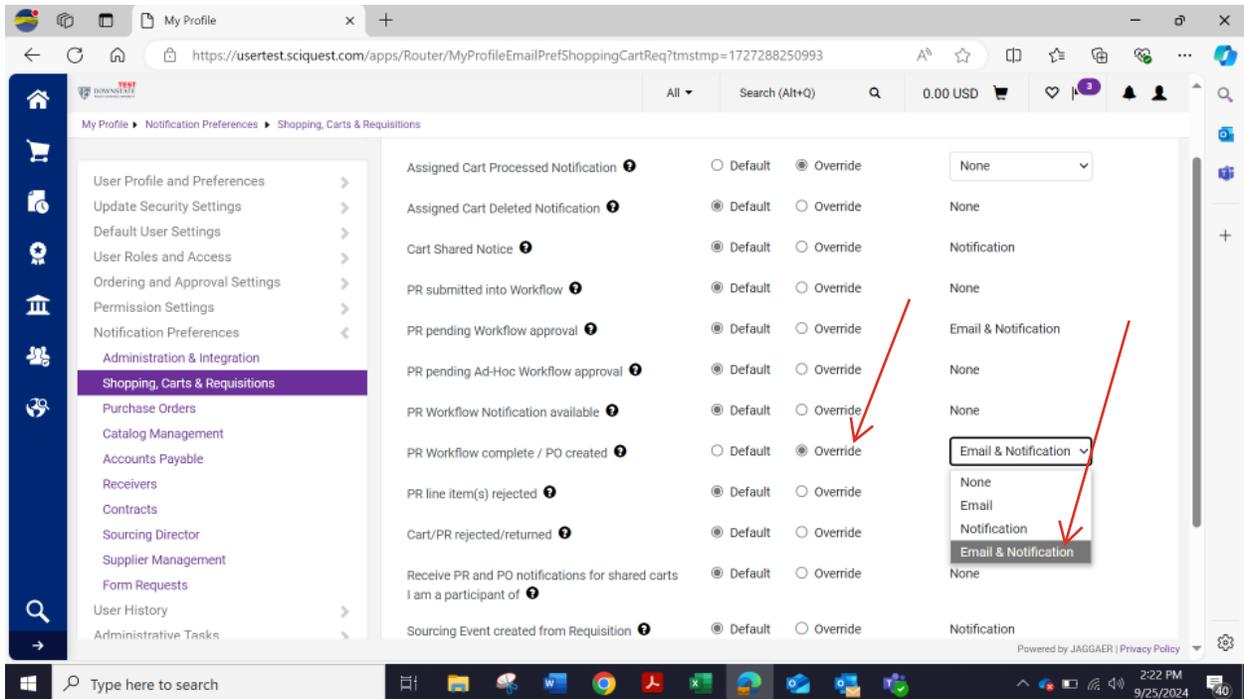
Click on the group of the preferences you would like to update. For example, choose Shopping Cart and Requisitions.



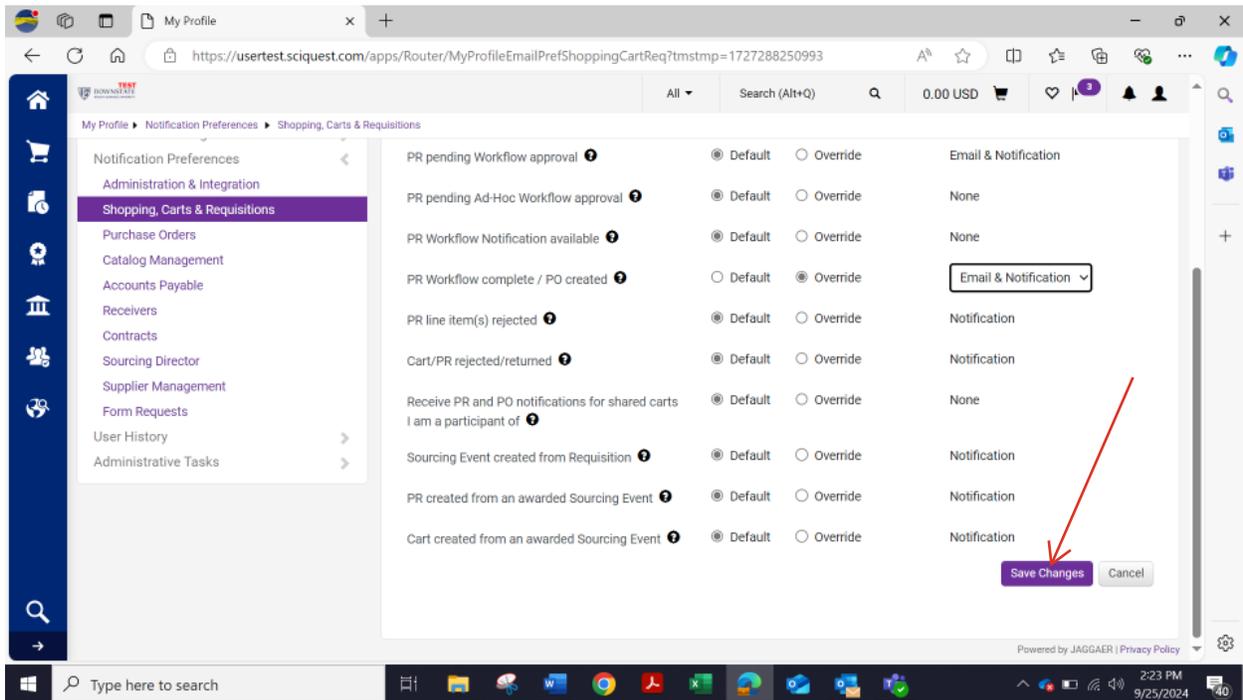
You will see a list of notifications that could be emails or alert notifications. Click Edit Section to change any of these preferences.



Click Override and then select how you would prefer your notification.



Before leaving the page be sure to click Save Changes on the bottom of the screen so that your preference updates are saved to your profile.



Please not it is important to keep the notifications active that pertain to your function and duties.

Any questions or problems, please contact the RF Procurement Team. The email is [RF\\_Purchases@downstate.edu](mailto:RF_Purchases@downstate.edu).