Instructions to Setup an Intranet for Procure-to-Pay Reports SharePoint Site


If you are prompted for a user name and password follow these instructions. If you go directly to the site it is not necessary for you to follow these instructions.

Enter onepurdue\"career account" and your password (NOTE: make sure you use the backslash and not the forward slash).

Click ok.
If you log-in to your computer with your career account and password you can setup an “intranet” so you will not need to log-in at each visit.

Click Tools

Internet Options

Security Tab

Local Intranet

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Sites Button

Advanced Button

The web address should auto-populate in the box, click ADD
Then close all the boxes

You will only need to follow these steps one time.