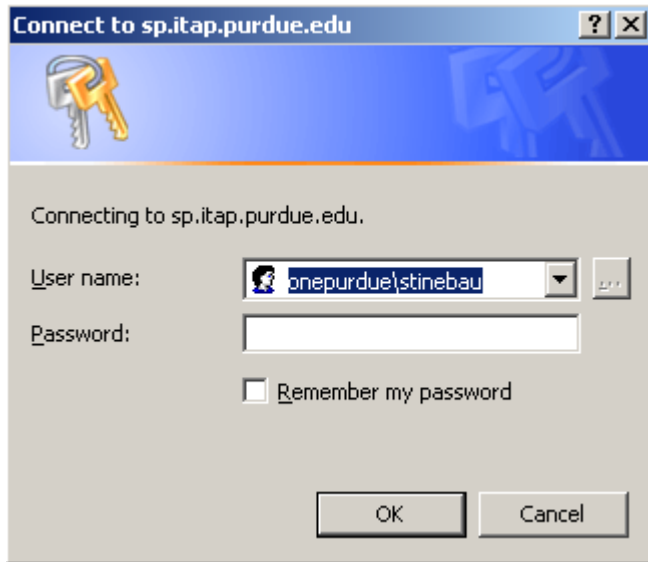


# Instructions to Setup an Intranet for Procure-to-Pay Reports SharePoint Site

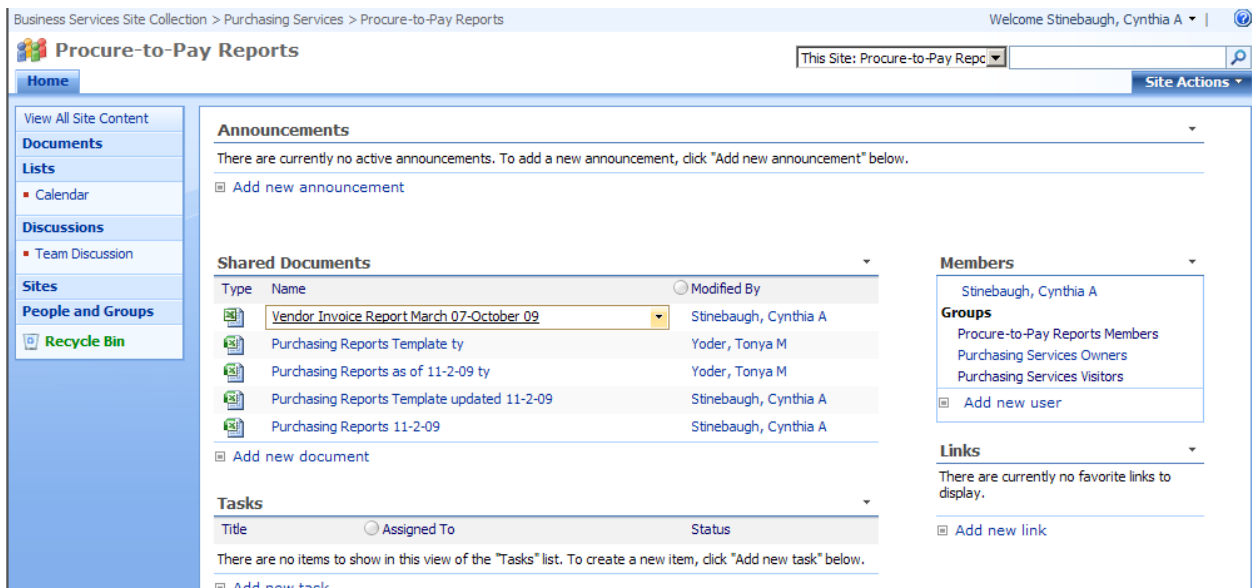
<https://sp.itap.purdue.edu/businessservices/purchasing/procuretopay/default.aspx>

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).

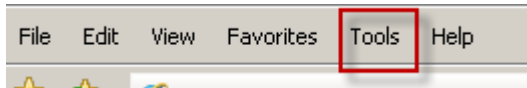
Click ok.



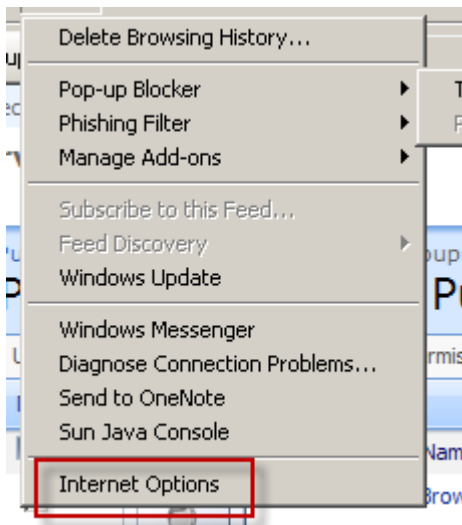
# Instructions to Setup an Intranet for Procure-to-Pay Reports SharePoint Site

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

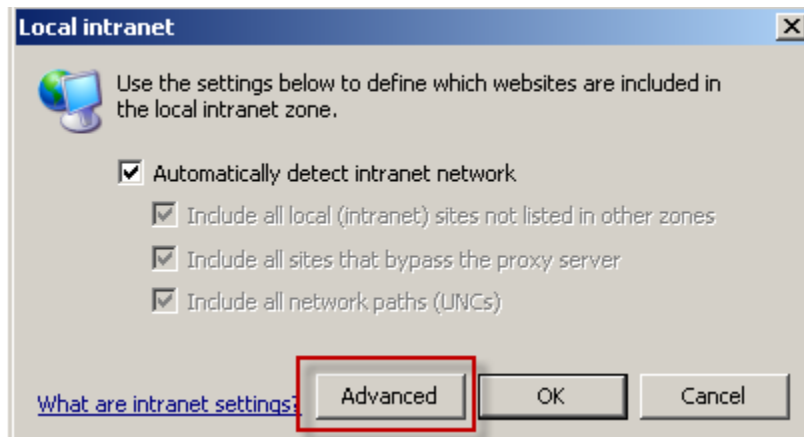


# Instructions to Setup an Intranet for Procure-to-Pay Reports SharePoint Site

Sites Button

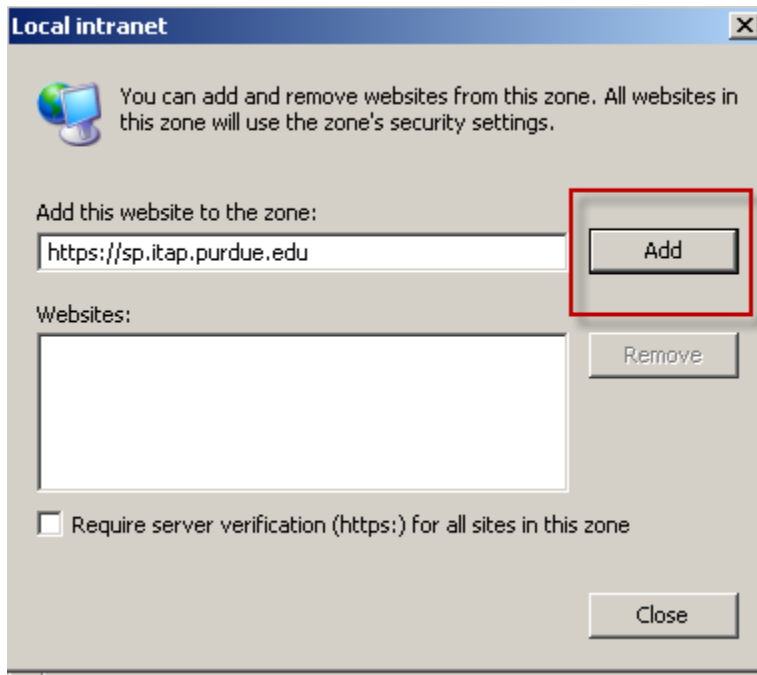


Advanced Button



The web address should auto-populate in the box, click ADD

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



Then close all the boxes

You will only need to follow these steps one time.