





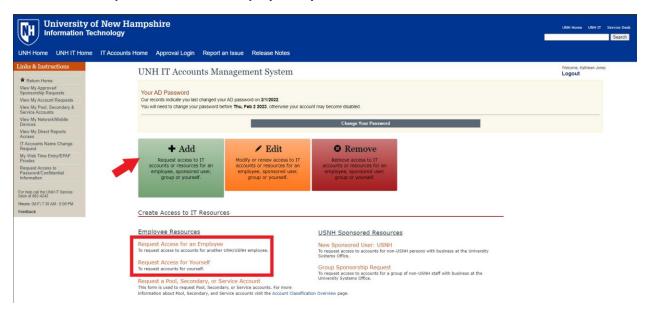


Procurement Services

Requesting UShop Roles - Accounts Management System (AMS)

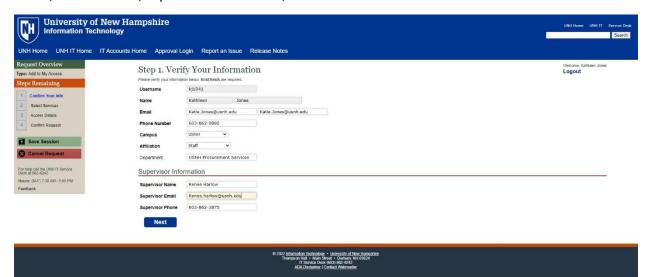
UShopNH account requests can now be requested via the <u>USNH Accounts Management System (AMS).</u> You will need to log in using your campus credentials.

Click + add to request access for an employee or yourself.



Step 1: Verify Your Information

Name, email address, supervisor information, etc. Click Next



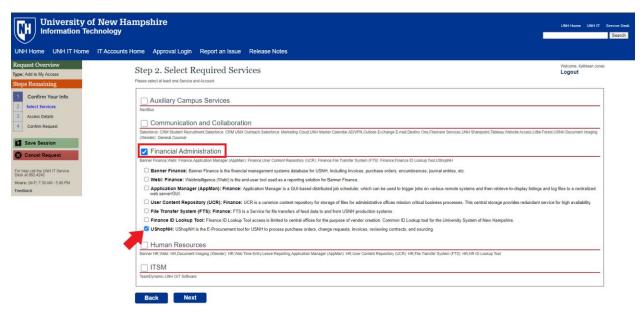






Step 2: Select Required Services

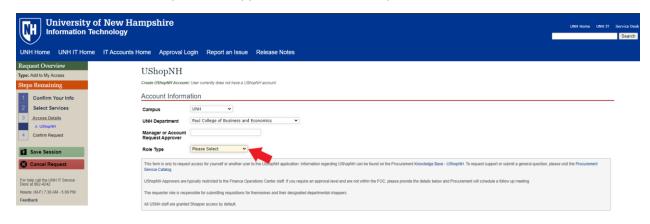
Select UShopNH under Financial Administration. Click Next



Step 3: UShopNH Account Information

Select campus, department, manager/account request approver, and choose one of the three role options in the drop down: Requester, Approver, or other. Click Next

(Most users will select Requester or Approver based on their specific need.)



Step 4: Verify and Submit Account Request Details