

University System of New Hampshire

Procurement Services

Requesting UShop Roles - Accounts Management System (AMS)

UShopNH account requests can now be requested via the [USNH Accounts Management System \(AMS\)](#). 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

University of New Hampshire
Information Technology

UNH Home UNH IT Home IT Accounts Home Approval Login Report an Issue Release Notes

Request Overview
Type: Add to My Access
Steps Remaining
1 Confirm Your Info
2 Select Services
3 Access Details
4 Confirm Request
Save Session
Cancel Request
For help call the UNH IT Service Desk at 862-4342
Hours: (M-F) 7:30 AM - 5:00 PM
Feedback

Step 2. Select Required Services
Please select at least one Service and Account.

UNH Home UNH IT Service Desk

Welcome, Kathleen Jones
Logout

Auxiliary Campus Services
NextBus

Communication and Collaboration
Salesforce CRM Student Recruitment, Salesforce CRM UNH Outreach, Salesforce Marketing Cloud, UNH Master Calendar, AD/VPN, Outlook Exchange E-mail, Destiny One, FlashShare Services, UNH Sharepoint, Tableau, Website Access, Little Forest, USNH Document Imaging (i2bender), General Counsel

Financial Administration
Banner Finance, Web: Finance Application Manager (AppMan), Finance User Content Repository (UCR), Finance File Transfer System (FTS), Finance Finance ID Lookup Tool, UShopNH

Banner Finance: Banner Finance is the financial management systems database for USNH, including invoices, purchase orders, encumbrances, journal entries, etc.
 Web: Finance: WebIntelligence (WebI) is the end-user tool used as a reporting solution for Banner Finance.
 Application Manager (AppMan): Finance: Application Manager is a GUI-based distributed job scheduler, which can be used to trigger jobs on various remote systems and then retrieve-to-display listings and log files to a centralized web server (GUI)
 User Content Repository (UCR): Finance: UCR is a common content repository for storage of files for administrative offices mission critical business processes. This central storage provides redundant service for high availability.
 File Transfer System (FTS): Finance: FTS is a Service for file transfers of feed data to and from USNH production systems.
 Finance ID Lookup Tool: Finance ID Lookup Tool access is limited to central offices for the purpose of vendor creation. Common ID Lookup tool for the University System of New Hampshire.

UShopNH: UShopNH is the E-Procurement tool for USNH to process purchase orders, change requests, invoices, reviewing contracts, and sourcing.

Human Resources
Banner HR, Web: HR, Document Imaging (i2bender), HR, Web Time Entry, Leave Reporting, Application Manager (AppMan), HR, User Content Repository (UCR), HR, File Transfer System (FTS), HR, HR ID Lookup Tool

ITSM
TeamDynamics, UNH GIT Software

Back 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.)

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UShopNH
Create UShopNH Account: User currently does not have a UShopNH account.

Account Information

Campus UNH

UNH Department Paul College of Business and Economics

Manager or Account Request Approver

Role Type Please Select

This form is only to request access for yourself or another user to the UShopNH application. Information regarding UShopNH can be found on the Procurement Knowledge Base - UShopNH. To request support or submit a general question, please visit the Procurement Service Catalog.

UShopNH Approvers are typically restricted to the Finance Operations Center staff. If you require an approval level and are not within the FOC, please provide the details below and Procurement will schedule a follow up meeting.

The requester role is responsible for submitting requisitions for themselves and their designated departmental shoppers.

All USNH staff are granted Shopper access by default.

Step 4: Verify and Submit Account Request Details