

General IRIS Tips

IRIS Password

If you are locked out of your IRIS account due to an incorrect password contact **Sharon McClain** at **(865) 974-7456**. You will be given a temporary password to unlock your account and then be required to create a new IRIS password.

Remember that IRIS passwords expire every 60 days and you will be prompted to change your password.

Effort Certification Password

If forget your password for Effort Certification contact **UTIA Information Technology** at **(865) 974-7308**. You will need to supply your name, netid and your birth month, birth year and last four digits of your SSN. The IT Department will contact Main Campus to have your password reset to the default. This should take a few hours before your password is reset.

- Your default password will have to be changed before you can complete your Effort Certification. To change this password, go to the Student, Faculty and Staff Directory at <http://www.utk.edu/ph/>.
- Click on **Login**.
- Enter your netid and your newly reset default password.
- Click **Continue**. If you receive a Security Information screen, click **Yes**.
- You will return to the Student, Faculty and Staff Directory page logged in as yourself.
- Click **Change your Password**.
- Enter your new password and re-enter the password to verify it.
- Click **Change** when finished.
- Click **Continue** to complete the process. If you receive a Security Information screen, click **Yes**.
- Close the web browser and then complete your Effort Certification with your new password.

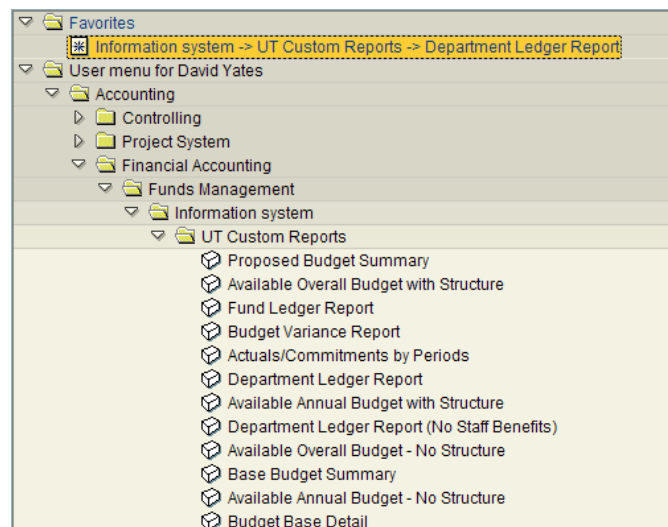
Creating a personal file of Favorites

Note that the first folder of the SAP Standard menu is a folder called **Favorites**. Currently it is empty, but it can be used to create a personalized folder of transactions that are used frequently.

- Click on the transaction in the menu tree that you would like to save in your Favorites folder. On the *Menu Bar* at the top of the screen, click on **Favorites**. On the drop-down menu that appears, click on **Add**. The transaction that you selected is now in the **Favorites** folder.

Note that there is a solid arrow in front of the **Favorites** folder to indicate that it can be expanded or collapsed to display or hide the **Favorites** folder details.

- To delete an item from the **Favorites** folder click the item in the folder to delete. On the *Menu Bar* at the top of the screen, click on **Favorites**. On the drop-down menu that appears, click **Delete**. The transaction you selected is now removed from your **Favorites** folder.



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