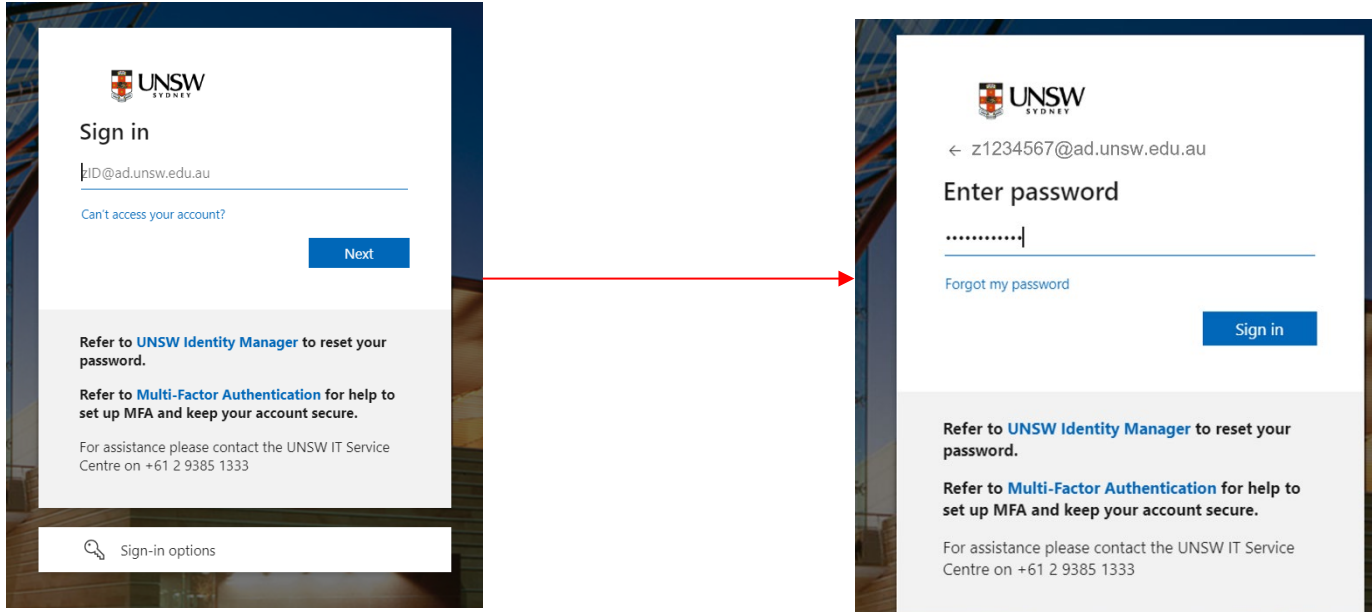
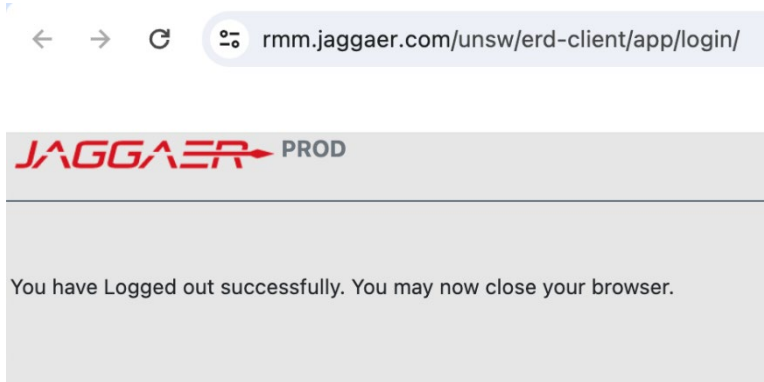


Contents

1.	Login to Jaggaer	2
2.	Request a Jaggaer Account	3
3.	Frequently Asked Questions	3

1. Login to Jaggaer

Step	Screenshot
<p>Login to Jaggaer:</p> <p>https://rmm.jaggaer.com/unsw/erd-client/app/secure/home/</p> <ol style="list-style-type: none"> 1. If you are signed into your UNSW account with your zID and password, you will be automatically logged in to Jaggaer. 2. If you are not signed in, enter your zID when prompted. Click Next. 3. Enter your password then click Sign in. If prompted, approve your sign in using your UNSW multifactor authentication. 	
<p>Error accessing Jaggaer</p> <ol style="list-style-type: none"> 4. If the website pops up a message as below, it means you do not have an existing Jaggaer profile, or your profile has been deactivated. <p>Please refer to the below instruction to request for Jaggaer access.</p>	

2. Request a Jaggaer Account

Note: A Jaggaer account is not automatically created for every UNSW staff member and student. Instead, we only grant access to staff and students who are required to purchase chemical materials or lab supplies in Jaggaer, receive orders, or approve orders.

To create a Jaggaer account, please submit a request to your local Jaggaer admin using this [email template](#). Add your [local Jaggaer admin](#) as the recipient and CC your supervisor for approval.

3. Frequently Asked Questions

- **Which roles in Jaggaer do I need to be assigned?**

Please refer to [Jaggaer Roles and Permissions](#) guide for more detailed information on available roles and permissions.

- **What is a cost centre and which cost centre should be added to my Jaggaer profile?**

A cost centre is the project ID from which your orders will be charged. The cost centre must be in the format of **Department ID-Fund ID-Project ID**. Please contact your supervisor to get this information.