



TTUHSC PURCHASING CARD ANNOUNCEMENT

October 1, 2008

Access to Pathway Net FY09

Users and final approvers may now access the Pathway Net FY09 system. Please use the link found on the Purchasing Card website to log on:
<http://www.fiscal.ttuhs.edu/busserv/pcard/>

Your previous logon ID is still valid; your logon ID will also be used as your password the first time you log in. Please be sure to use all lower case letters. You will be prompted to change your password and reset your security questions.

Reminder: These changes will not affect user, final approver or cardholder access to the old Pathway Net FY08 system. Statements may continue to be accessed on this system.

If you have any questions or concerns please contact jessica.mcgaha@ttuhsc.edu or 806-743-1889 ext 254. Thank you.

Steps to successfully log in to Pathway Net FY09:

1. Turn off all pop-up blockers.
2. Log in with your ID previously used for the FY08 database.
3. Your ID will also be your password the first time you log on (all lower case).
4. The system will give you the message "password has expired" and open up a second box to create a new password.

If the second box does not open, go to Internet Explorer then Tools then Pop-up blocker. If this says "Turn Off Pop-up Blocker" left click so it shows "Turn On Pop-up Blocker" then repeat the steps above.

If you are still receive the message "password has expired" and no other box appears it is probable there are other programs such as Google or Yahoo toolbars with active pop-up blockers that need to be disabled. If you are unsure how to turn these off contact IT or the help desk.