## Mac User Sign On

1. Open internet browser and proceed to the UTHSCSA home page (www.uthscsa.edu).
   - Click the **inside.uthscsa (portal)** link at the bottom of the page.

2. Click in the **User ID:** field.

3. Type in your domain userid into the **User ID:** field.

4. Click the **Password:** field.

5. Type in your domain password into the **Password:** field.

6. Click the **Sign In** button.

7. A Security Alert will pop up, click the **OK** button.

8. A second Security box will pop up, click the **Yes** button.

9. Click the **HSC Business Applications** link.

10. Click the **Financials** link.

11. If you need to prepare a requisition click the **Requisition Items** link.

12. If you want to view/inquire project id's or requisitions, click the **Inquiries** link.

13. If you need to go back to the beginning click the **Financials** link.

14. This completes the training session.

   **End of Procedure.**