How To Request Self-Checkout Access for Chemistry Stores
(Updated 11/4/2024)

Step 1:

Open the E-Pro system in your browser:
https://preqs.its.uiowa.edu/preqs/home.page?requisition.home=true

Login with your Hawk ID and password. Your screen should look like the one below.

Click "Forms" on the left hand side of the screen.

Step 2:

After you click "Forms" the dropdown menu will appear.

Click "Preqs Access Form".

Step 3:

The screen should then look like the one below. Your information should appear under "applicant information".

Fill in the MFK you need access to in the boxes provided.

For self-checkout purposes you will need to have the iact box filled with the numbers 6115, despite what you may normally use for the iact in your MFK.

The box which says slid/slac above it needs to have "NA" in the box.

Step 4:

Once your MFK has been filled in, and you have made sure the slid/slac box contains NA and the iact box contains 6115 you can move on to this next step.

Press the spy glass to the right of the catalog box.

Step 5:

Type "UI_CHEM_STORES" into the box that comes up, and press search.

Click the "UI_CHEM_STORES" hyperlink that comes up.

Step 6:

The hyperlink will populate the catalog box and take you back to the form.

You will need to put a dollar amount within the "Threshold limit for catalog orders" box. Within this box put in "0.01".

Step 7:

The last step will be filling in the "comments" box.

Please type in "self-checkout access request for chemistry stores". This will help them add you into the system properly.

Step 8:

Press Validate, and then Send to Workflow.

If any errors occurred, red error messages will tell you what needs to be corrected.

If there are no errors, your request has been submitted and sent to workflow.

Once workflow members have approved your request, your access will be granted.

Reminder: this form will set up your account to have the MFK you provided on the form. If you have additional MFKs you will need to add them after your access is granted.

The "Self-Checkout Training" tab on our Chemistry Stores website has information on how to add your other MFKs, if needed.