Accessing the UT System Employee Purchase Program Catalog at SHI

- 1. Go to <u>www.publicsector.shidirect.com</u>
- 2. Click "New Account" in the right margin



3. Make sure to click "Yes" that you have a Customer Access Key/Token.

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	New User Registration					
Sel a	* Fixequites Were your provided with a Customer Access Key / Token? * <sup>®</sup> Yes <sup>®</sup> No					
	Please enter the customer access key and token you've been provided.	What is the Customer	Token? *		]	
	Log On Information					
	Please enter your customer information.	User Name *	User Name must contain at least 4 d	haracters. (Letters and/or numbers)		
		Password *	Pasword must be at least 8 charact alphabetic character, and must not	ers, containing at least one digit and one		
		Confirm Password				
Jan F	Customer Information					
all the second	Please enter your customer					

4. Enter Token and Access Key as shown below along with all required fields, then click save.

Token:6397Access Key:UTSEPP

You will be brought back to the home page and the UT Employee Purchase Program catalog.

For assistance, please contact SHI at <u>UTSupplyChain@gs.shi.com</u> or at (800) 870-6079 during standard business hours.