

Identifying My Jaggaer Email Address

1. Log in to Jaggaer via 'Connect to Supplier Website' in Workday

Georgia Tech

Connect to Supplier website

Connect to Supplier Website

Company * CO503 Georgia Institute of Technology

Requester * [Redacted] This should automatically show our name

Currency * USD

Requisition Type * Procurement Requisition

Deliver-To Search

Ship-To * Search

225 North Avenue, NW Atlanta, GA 30332 United States of America

Project

Grant

Gift

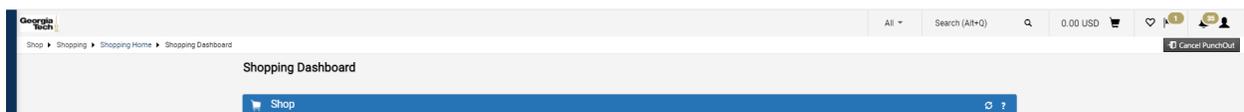
Designated

GTBI Class Code

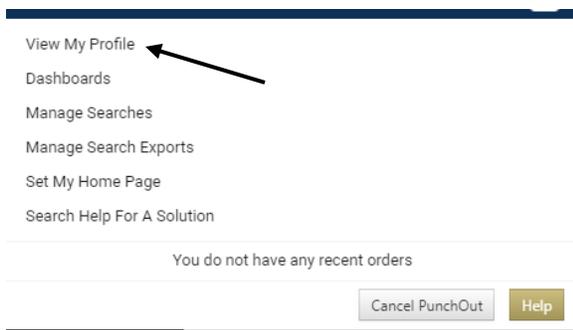
2. Select 'OK' and the next screen you select 'Connect'

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
Catalogs	Jaggaer	Yes		Punch-out to Jaggaer Catalogs.	Connect

3. In the taskbar, click the dropdown arrow next to your name.



4. Click 'View My Profile'



5. View assigned email address

My Profile ▶ User's Name, Phone Number, Email, etc.

Your name → [Redacted]

User Name [Redacted]

User Profile and Preferences <

- User's Name, Phone Number, Email, etc.**
- Language, Time Zone and Display Settings
- Early Access Participation
- Guided Tour Instructions
- Default User Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

User's Name, Phone Number, Email, etc.

First Name	[Redacted]
Last Name	[Redacted]
Phone Number	-
Mobile Phone Number	<input type="text"/>
	International phone numbers must begin with +
E-mail Address *	[Redacted] → Your email address
Business Unit	GT (GT)
HR Department	<input type="text"/>
Position	<input type="text"/>
Authentication Method	cXML
User Name *	[Redacted] → User ID #

★ Required