

GETit Quick Start Guide

Process

- Access the GETit (pronounced GET I. T.) site, at <http://www.uc.edu/ucit/getit/default.asp>.
- Each order must be approved, either by the originator or a designated approver. The approver form can be found at www.uc.edu/ucit under the GETit section.
- Enter your Central Login name and password.
- Select and place the desired items in the shopping cart. Note: You may order as many products or services (or both) as you need in one order.
- If the individual placing the order does not have approver status, he or she may choose an approver from the drop down list. (An approver may manipulate budget numbers at this point.)
- GETit sends email to the individual who placed the order, confirming that the order has been sent to the approver. GETit will send another email message when the order has been approved.
- The approver receives an email message stating there is an order in GETit awaiting approval. Clicking on the GETit link, the approver is directed to the GETit site.
- Having logged in, the approver simply clicks "Approve Requests." The approver selects the order, verifies (and if necessary, changes) the budget numbers. When he or she clicks on "Approve," GETit validates the budget numbers and routes the order, via email, to the UCit Business Office. Business Office personnel enter the appropriate information into the UCit billing system, and GETit sends the order to the appropriate UCit individual or supervisor for fulfillment.
- GETit sends an email message to the individual who placed the order, confirming that UCit has received and is acting on it.

Helpful Tips

- **Remember to click the "Checkout" button after you have completed the fields on each order.** If your GETit session times out, information you have not saved will be lost. If you have saved a partial order and your session times out, you can log back in, click on "Review Requests," then "Pending Orders" to proceed.
- To review any orders you have placed, select "Review Requests" at the bottom of products/services list on the GETit home page.
- If there is something you need but cannot readily locate in our list of products/services, use the "search" box at top right of page.
- **Avoid using the "Back" button on your browser.** You should be able to navigate GETit using View Shopping Cart, click on another category, etc.

You may contact Rhonda Orzali, at (513) 556-1910 or Rhonda.Orzali@UC.Edu, to schedule training.

Please contact the UCit [Help Desk](#) at (513) 556-4357 or (513) 556-HELP for assistance if you experience any difficulties with GETit.