Enterprise Accounting System (EAS)
EAS Website and Login

EAS Help Desk (202) 994-4948
Agenda

- Overview
- EAS Training Materials (SAIG Website)
- How to Login to EAS website
- How to login to EAS system
Overview

This document provides ‘How To’ instructions for logging in to and navigation through the Enterprise Accounting System (EAS) and resources available for assistance.
Navigation to the EAS Website

- You must be logged in to the myGW Portal to access the EAS website.
- http://my.gwu.edu
- Use the netid and password for your ‘@gwu.edu’ email.
- Click any of the ‘more’ links
- Contact the GW Helpdesk at (202) 994-4948 if assistance is needed.
Navigation to the EAS Website

- You **must** be logged in to the myGW Portal to access the EAS website.
- [http://my.gwu.edu](http://my.gwu.edu)
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Overview

Navigation to the EAS Website

Scroll to locate ‘Enterprise Systems’

Click the link for ‘EAS’

Contact the GW Helpdesk at (202) 994-4948 if assistance is needed.
EAS Website

A virtual browser is used to access EAS, current instructions for obtaining the ‘EAS Virtual Browser’ are available via the link.

Contact the GW Helpdesk at (202) 994-4948 if Virtual Browser assistance is needed.
EAS Website

1. Login with your **netid and password**.

2. **Important message** concerning new features, documentation changes, system outages, etc.

3. EAS website has five folders:
   - System Access*
   - Training and Support*
   - EAS Forms
   - Communication
   - Feedback
   - Project Information

* Reviewed in this document
Training and Support

- **Training**
  - View current training information.

- **Documentation***
  - Download EAS training courseware and read EAS system documentation.

- **EAS Reports***
  - Learn more about the reports available to you in the Enterprise Accounting System.

- **Policy and Procedures**
  - View information on University policies & procedures.
Training & Support - Documentation

☑ ‘Documentation’ is linked to the SAIG webpage located at: SAIG.gwu.edu

☑ Training
  ☑ Self-Study guides and Training Documentation
  ☑ Additional General Ledger Training Documentation
  ☑ Additional Supply Chain Training Documentation
  ☑ Additional Grants Module Training Documentation

☑ Forms
  ☑ Chart of Accounts Listing
  ☑ Supplier Maintenance Forms
  ☑ Security Access Forms

☑ Frequently Asked Questions
1. Select one of your responsibilities to view all of the reports available to that responsibility (to view all EAS reports select 'ALL EAS Responsibilities'), or
2. Select the report classification (departmental, core, or both) to view the list of your reports that fall under those headings, or
3. Enter a keyword that may match the report title or business purpose of a report.
4. Once you have made the report selection
   - Business Purpose of report
   - Sample parameter page (click link)
   - Sample report (click link)
SYSTEM ACCESS

Log Into EAS

1. Click Connect
2. Enter the userid and password received from the EAS Security team.

Note: the EAS (Oracle) userid and password may be different than your netid userid and password.
Main Menu

1. EAS Main Menu lists the Responsibilities you are assigned

2. Make the responsibility selection
   - GW GLXXXXX – GL functions and reports
   - GW SCXXXX – Requisitions functions and AP/PO reports
   - GW GrantXXXXX – Grants functions and reports

3. Worklist provides easy access to approving journal entry requests.