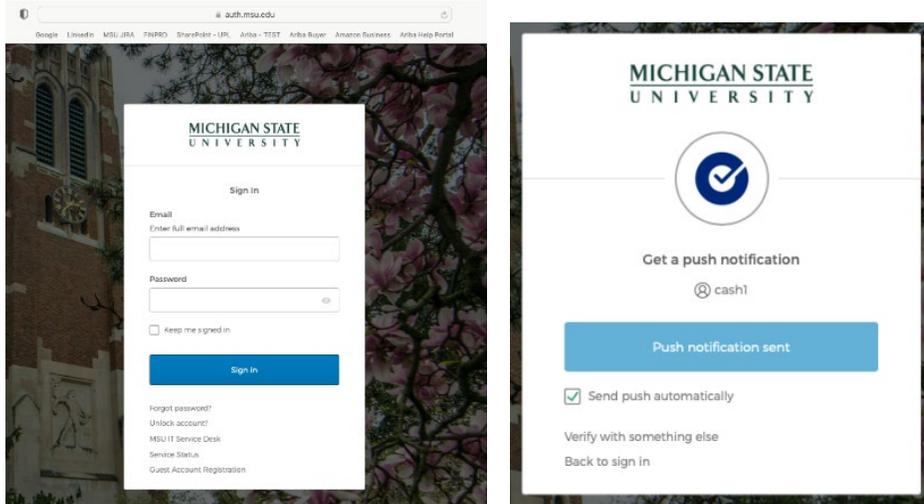




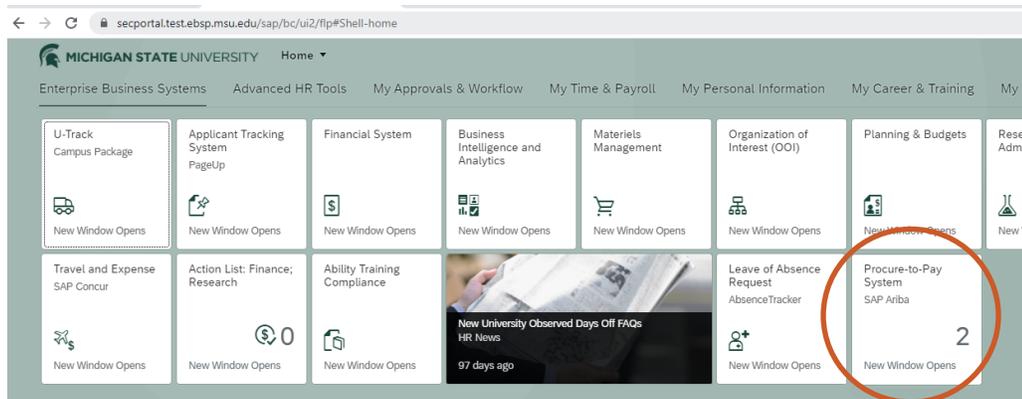
## Accessing SAP Ariba

**Overview:** This tutorial provides step-by-step instructions on how to access the SAP Ariba procure-to-pay system.

1. Go to [ebs.msu.edu](https://ebs.msu.edu), log in with your MSU NetID/password, and verify through OKTA.

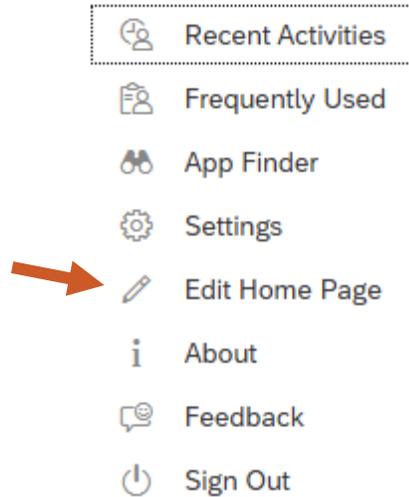


2. On the EBS home page, click on the **Procure-to-Pay System** icon.



- a. **Note:** If the Procure-to-Pay System icon is not showing in the EBS portal, follow the steps to reset the EBS home page:
  - i. Click on the user profile icon in the top right corner and select **Edit Home Page**.

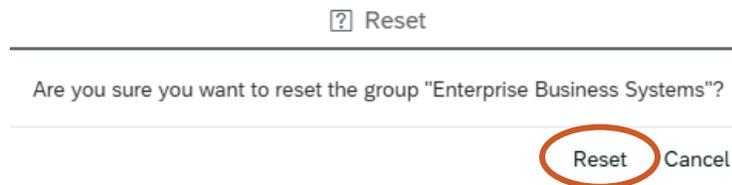




ii. In the home page editor, click **Reset** on the right side of the page.



iii. Click Reset in the reset pop-up window.



iv. Click **Close** on the bottom right corner of the page to leave the home page editor.

