

Student access to SciQuest:

Any student may be granted access to SciQuest by their business office **if** they deem it is appropriate.

The student must have an active primary assignment in Oracle. (An assignment is basically a job within an organization).

Also, the student's Oracle HR record must have an **office** phone number and email address, but if this information is missing, simply follow these steps:

- Email hrtrans@yale.edu
- Provide the name, netid and email or phone number.
- Request that the email or **office** phone number (whatever is missing - usually the phone number) be stored in the Oracle HR record. The key is that it is stored as an **office** phone number.

hrtrans@yale.edu will email the requester when the above request is complete, then the business office can set up the student via the START system.