

## How to Login to OKTA

- STATE NETWORK
- OUTSIDE STATE NETWORK

Use the link below in this document or you can also access it on the State Procurement website under eMACS Resources > Agencies > Accessing eMACS.

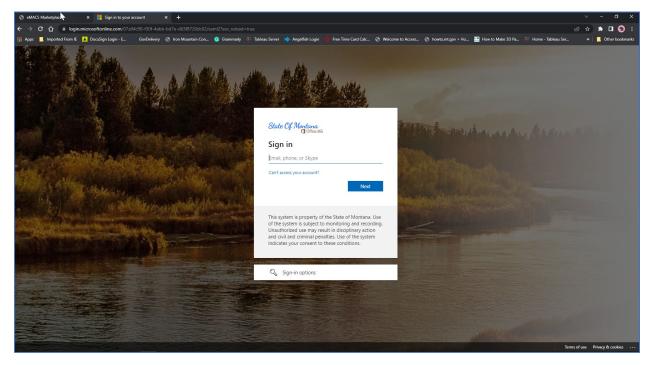


## **INSIDE STATE NETWORK**

\_

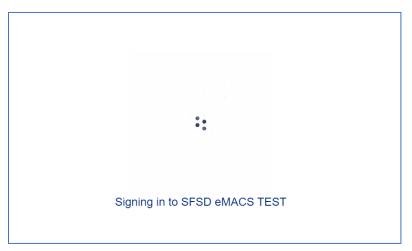
When logging within the State Network the following process will occur:

- After clicking on the link, the Sign in page will appear (see image below)
  - Enter in your work email address and click Next. It will then verify and take you to eMACS.





- The screen below will pop up letting you know it is signing you in.



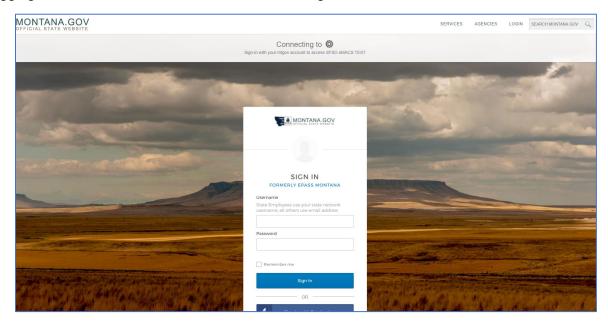
- Once authenticated it will direct you to the eMACS homepage. Proceed as you normally would.

_	B usertest.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1651199561566						🛛 💿 🗄
🔛 Apps 📃 Importe	ad From IE 👱 DocuSign Login - E 🚿 GovDelivery 🔗 Iron Mountain Con 🧔 Grammarly 🔅 Tableau Server 🚸 Angellich Login 🚸 Free Time Card Calc 🛞 Welcome to Access 🛞 howto.mt.gov >	Ho 🔡 H	How to Make 3D Pa	🔅 Home	- Tableau Ser	» 📃 Ot	her bookmarks
A Home	MONTANA.GOV TEST	All 🕶	Search (Alt+Q)	٩	8.83 USD 🖢	♥  ∾	<b>4 1</b>
eMACS Marketplace	Shop • eMACS Marketplace						0 +
Orders	DDA Shopping ENACS Marketplace Shopping Distributions		_				
Contracts	eMACS Message Board						
Accounts Payable	Procurement-related and eMACS training is provided by the State Procurement Bureau and eMACS Support Unit. More information regarding training opportunities can be found at the State Procurement Training website.						
🔠 Vendors	eMACS PRODUCT RELEASE - 2021 information is available at the eMACS Resources website, http://spb.mt.gov/eMACS-Resources,						
🚱 Sourcing	Shop						
III. Reporting	Simple Advanced Oo to: Ferrorites   Porms   Quick Order Browse: Vendors   Categories   Contracts   C	Chemicals	₽ ₽				
Administer	Search for products, vendors, forms, part number, etc.	٩	45				
	eMACS Marketplace Showcase						
	Shopping Catalogs	~					
	STREES Office are a control of happles						
Q Menu Search ←		_			,	owered by JACCA	ER   Privacy Policy

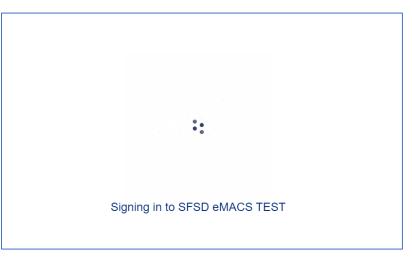
Note: You will need to login via your email every day to authenticate.

## **OUTSIDE STATE NETWORK**

When logging in outside of the State Network the following will occur:



- Use the username and password information you used to login prior.
  - o If you are still experiencing issues contact eMACS Help Desk.
- The screen below will pop up letting you know it is signing you in.



- Once authenticated it will direct you to the eMACS homepage. Proceed as you normally would.

< → C ∆	🔒 usertest.sciquest.com/spps/Router/ShoppingDashboardUserDetails?tmstmp=1651192561566	ie 🖈 🖈 🗖 😒 E
🔢 Apps 📃 Imported	rel From E 🛃 DocuSign Login - E. 📨 GoxDekkery 🥝 Iran Mountain Con 🔹 Grammarky 🔅 Tableau Server 🚸 Argetlich Login 🤞 Free Time Card Calc 🧷 Welcome to Accesa. 🔇 howto-mt.gov > Hou. 🔡 How to Make 3D Pa 🕀 Home - Tal	bleau Ser » 📔 Other bookmarks
🏠 Home	MONTANA.GOV TEST AI * Search (Ahr0) Q E	8.83 USD 🗑 🎔 🏴 🔺 👤
eMACS Marketplace	Shop • eMACS Marketplace	<u>a</u> +
Orders	DOA Shopping EMACS Marketplace Shopping Daniboard	
Contracts	eMACS Message Board	
Accounts Payable	Procurement-related and eMACS training is provided by the State Procurement Bureau and eMACS Support Unit. More information regarding training opportunities can be found at the State Procurement Training website.	
兆 Vendors	eMACS PRODUCT RELEASE - 2021 Information is available at the eMACS Resources website, http://spb.mt.gov/eMACS-Resources,	
🚱 Sourcing	Shop	
<u>]  </u> Reporting	Smole Advanced Do to: Fevorites   Forms   Duick Online - Rourse Vendors   Oxtendes   Oxtendes   Oxtendes   Demicals - N	
Administer	Simple Advanced 00 to: Fevorites   Forms   Quick Older Browse: Vendors   Categories   Contracts   Chemicals Search for products, vendors, forms, part number, etc.	
	And a second research resear	
	eMACS Marketplace Showcase	
	Shopping Catalogs	
	STORES Office and sectional Region	
Q Menu Search		
÷		Powered by JAGGAER   Privacy Policy

<u>Contact</u> State Financial Services Division State Procurement Bureau

> Phone: 406-444-2575 Email: emacs@mt.gov