Footprints Login Instructions

To access Footprints:

Type https://footprints.eku.edu/ in your browser address bar. You will receive the following window:
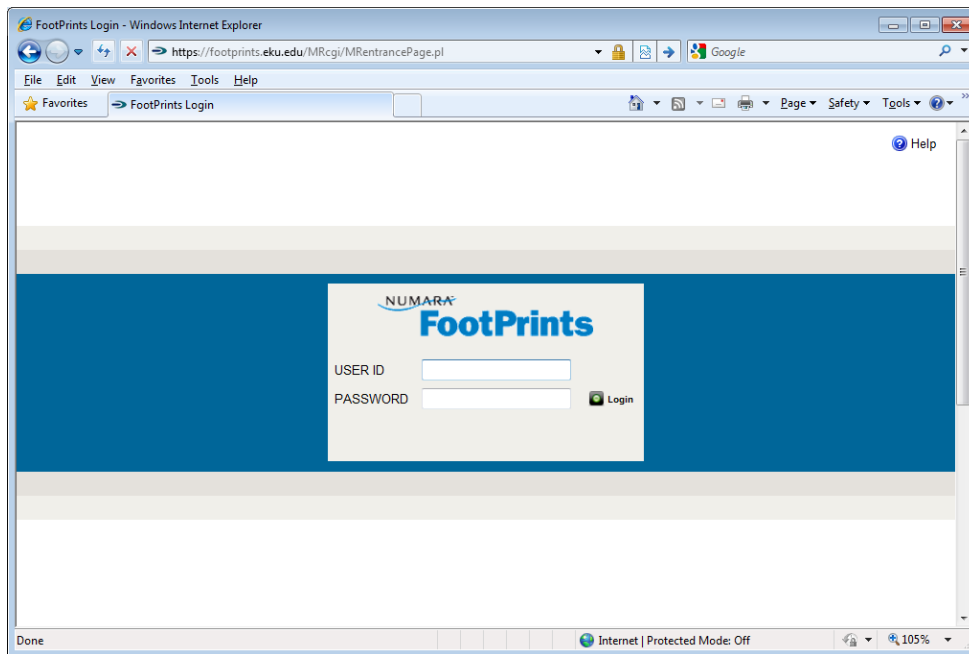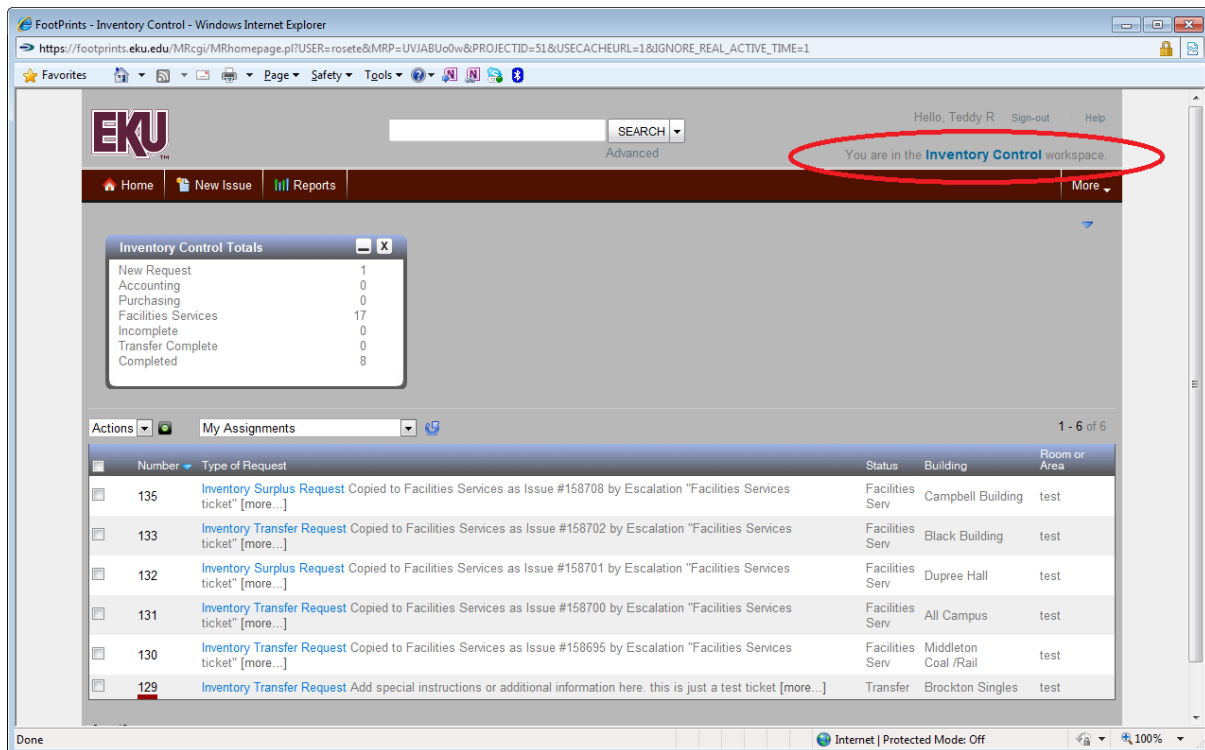

Use your email username and password to log into footprints. Do not allow your browser to save your password. (Note: When you change your password for email, your password for footprints will also change.)

Correct Workspace Verification Instructions

To verify you are in the correct workspace (Inventory Control):

After logging into Footprints, please verify you are in the correct workspace. The correct workspace to enter surplus or transfer requests is the Inventory Control workspace.

If you see "You are in the Inventory Control workspace" in the upper right hand corner, as shown in the picture above then you are in the correct workspace and you can skip the "To change workspaces" instructions.

Change Workspace Instructions

To change workspaces:

After you have determined you are in the wrong workspace, double click on the blue letters which designates which workspace you are currently in. The blue letters will turn into a dropdown box. Choose Inventory Control from the dropdown as shown in the picture below.
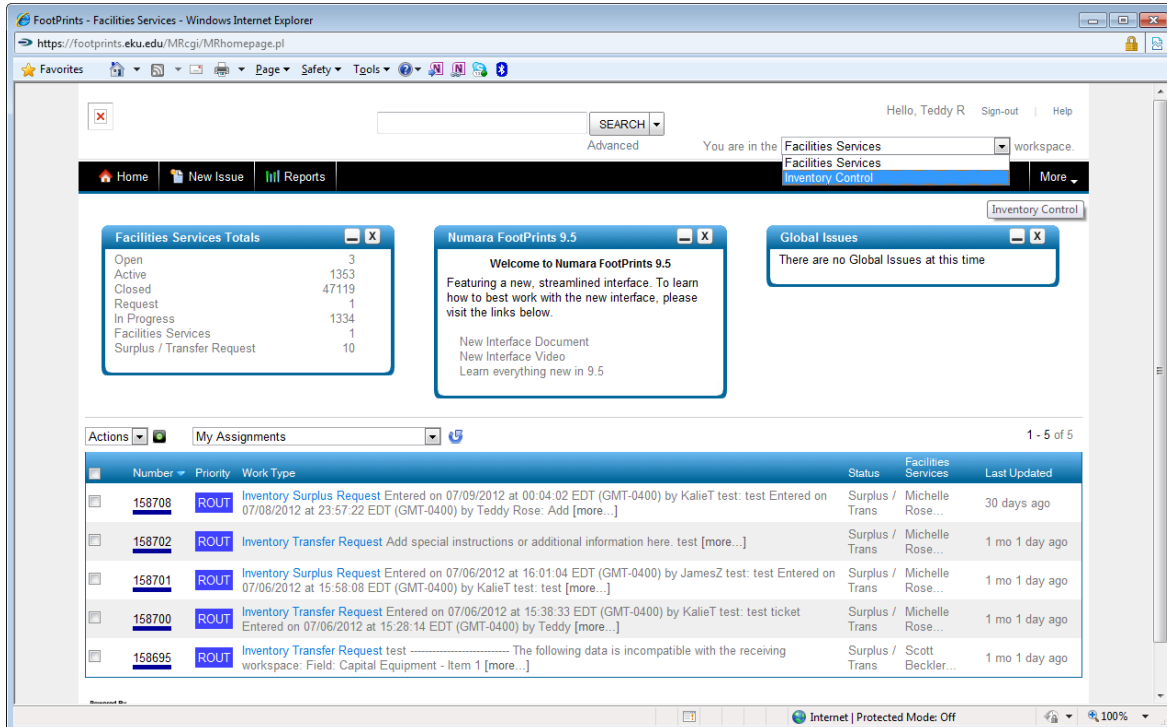
After selecting Inventory Control, your browser will reload and you should now see "You are in the Inventory Control workspace". This may take 30 seconds or so.

Create Surplus Request Instructions

To create a Surplus Request:

Click New Issue, a dropdown will appear. From the dropdown, choose Surplus Request under the Quick Templates. (DO NOT select New Issue.)
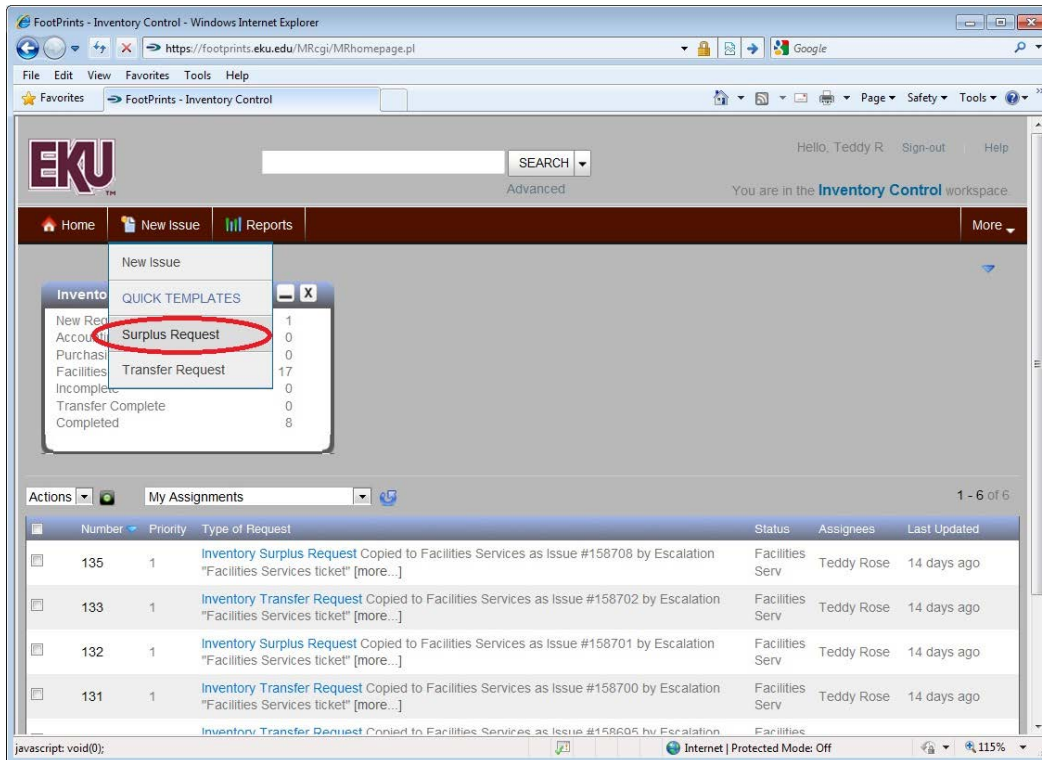
A new window entitled "New Issue for Inventory Control" will open. Type of Request will be auto-filled with Inventory Surplus Request – this field is highlighted in blue in the picture below.

Fill in the new surplus request with:

1. Contact information
2. Location of inventory for surplus (Building and Room)
3. Budget head who has given approval for surplus
4. Detailed information of each item - Inventory Number (Inv. No.), Description (Desc.), Model , Serial Number (SN), and Condition (Cond.)
5. Special Instructions

After all information is entered, click SAVE. A new surplus request will be created. An email confirming receipt of the surplus request by purchasing will be sent to the creator of the request and the customer. The customer is the person whose name is entered in the contact information section of the surplus request.

Create Transfer Request Instructions

To create a Transfer Request:

Click New Issue, a dropdown will appear. From dropdown, choose Transfer Request under the Quick Templates. (DO NOT select New Issue.)
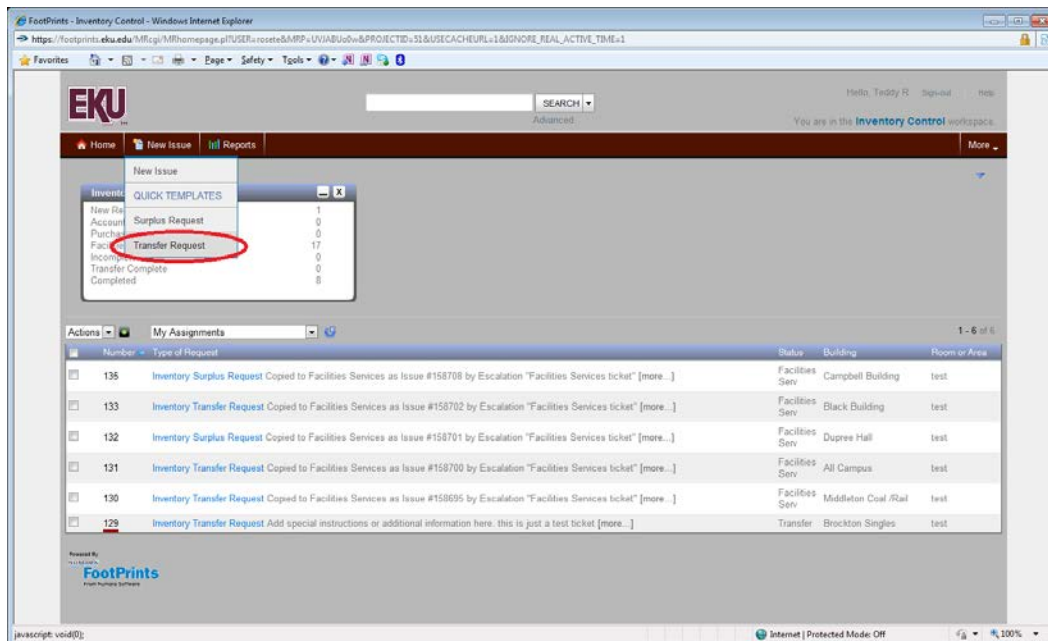
A new window entitled "New Issue for Inventory Control" will open. Type of Request will be auto-filled with Inventory Transfer Request – this field is highlighted in blue in the picture below.

Fill in the new transfer request with:

1. Contact information
2. Current location of inventory for transfer (Building and Room)
3. New location of where inventory should be transferred (Building, Room, and Organization No.)
4. Budget head who has given approval for transfer
5. Detailed information of each item - Inventory Number (Inv. No.), Description (Desc.), Model , and Serial Number (SN)
6. Special Instructions

After all information is entered, click SAVE. A new transfer request will be created. An email confirming receipt of the transfer request by purchasing will be sent to the creator of the request and the customer. The customer is the person whose name is entered in the contact information section of the transfer request.

Additional Information:

Once your surplus/transfer request is submitted, it will be reviewed by purchasing who will then determine whether it will be forwarded on to Facilities Services. If your request is forwarded to Facilities Services you will receive a second confirmation email.
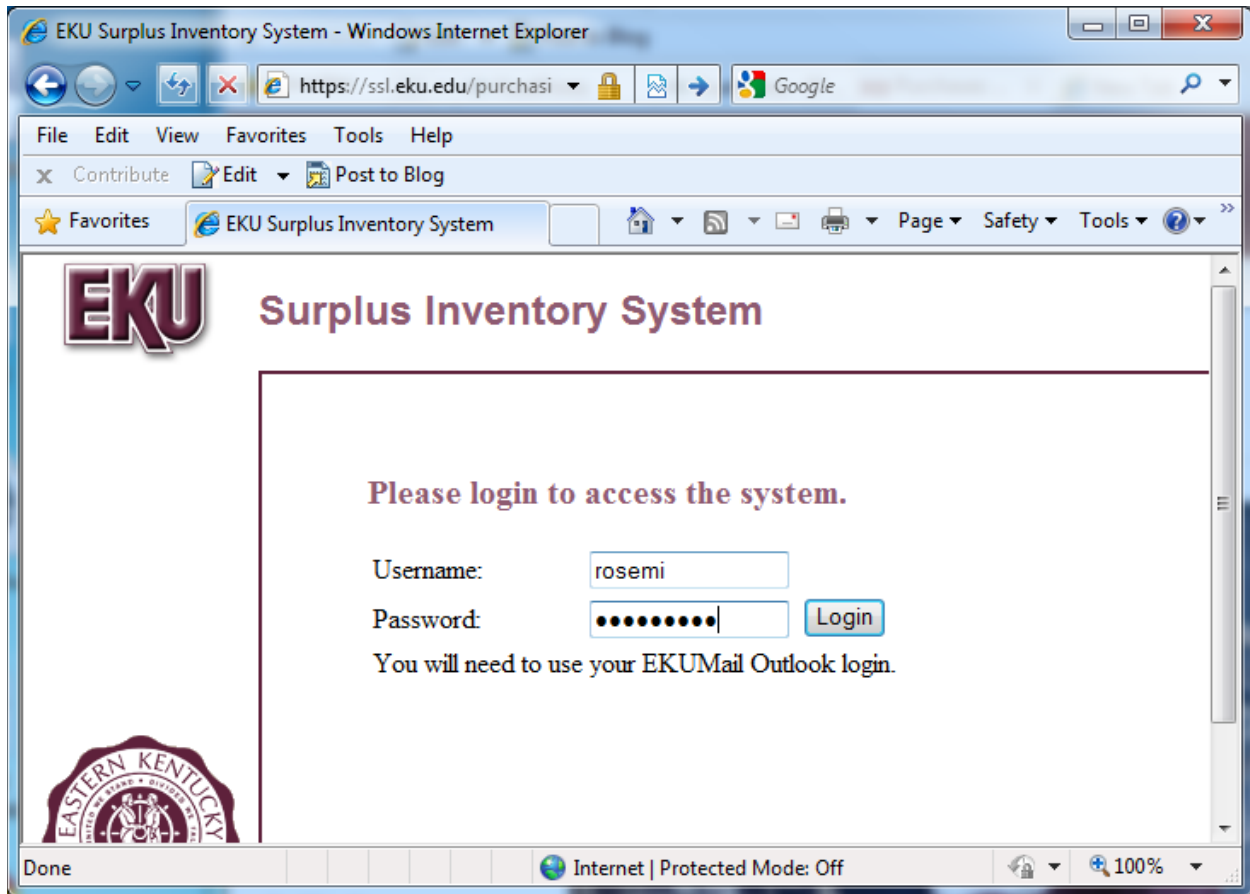
Bulletin Board Instructions

To access Bulletin Board: Type http://purchasing.eku.edu/ in your browser address bar. You will receive the following window:
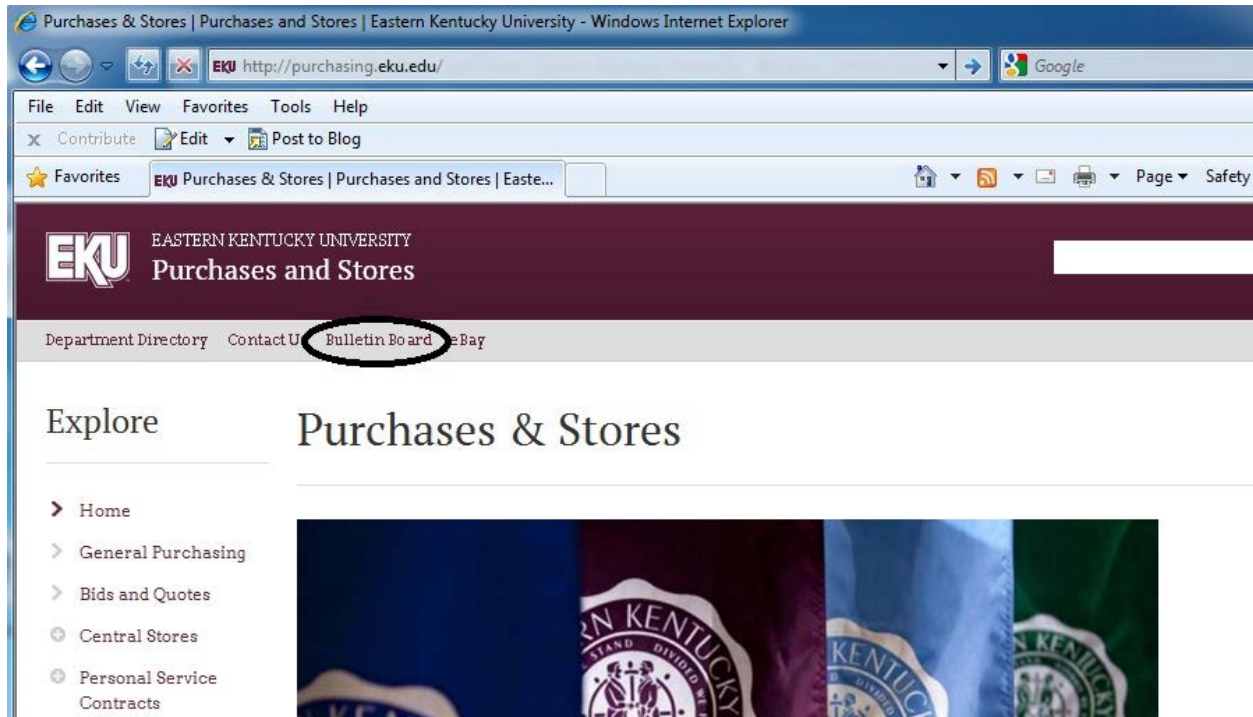

Click the Bulletin Board link (circled in above picture).

After clicking the Bulletin Board link, the following window will appear:

To log into the system, please enter your email username and password. DO NOT allow your browser to save your password. (Note: When you change your password for email, your password for the Bulletin Board will also change.)

After successfully logging into the system, you will see the following Welcome window:
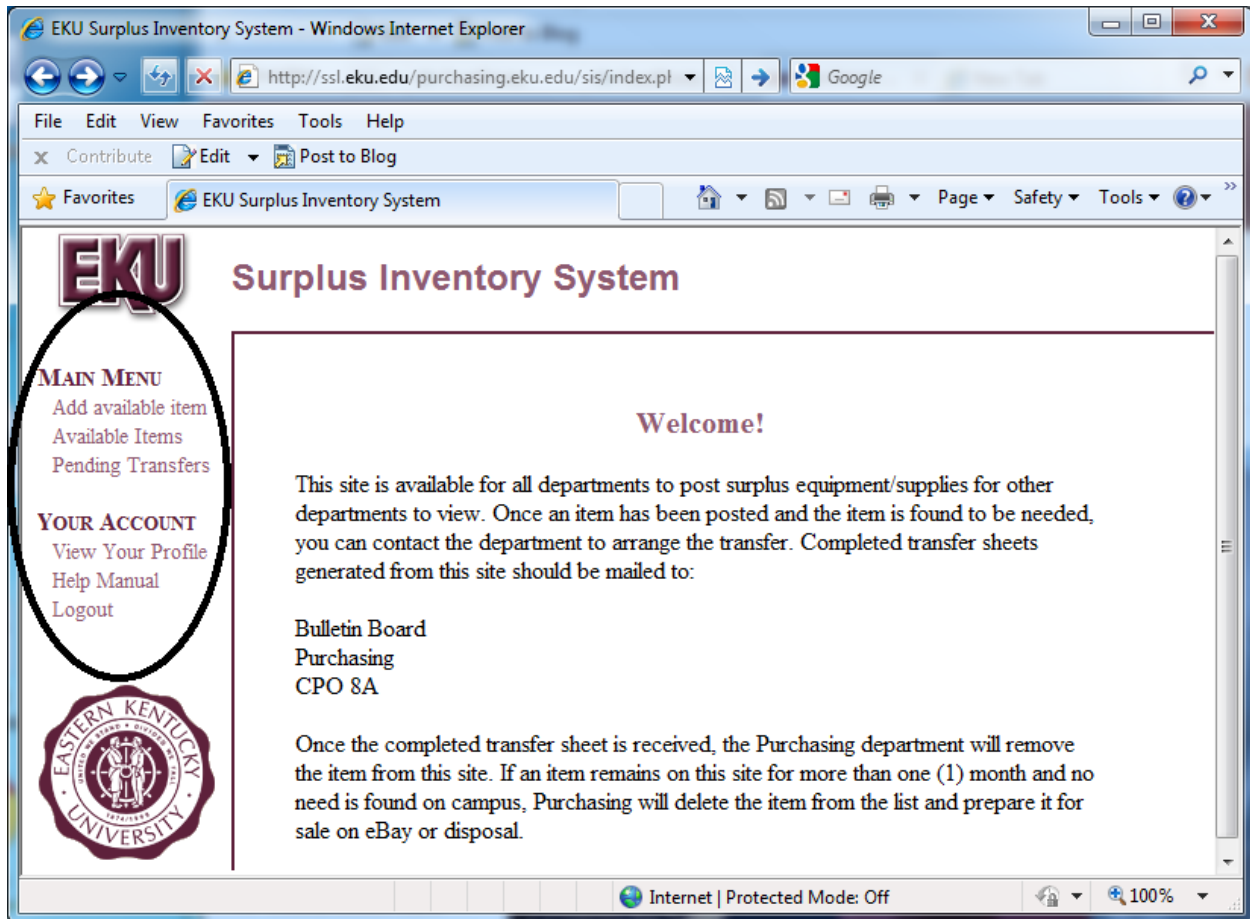
From the Welcome screen, Main Menu, you can perform the following tasks:

- **Add Available Items:** Use this option to add your items to the Bulletin Board.
- **Available Items:** Use this option to view the current list of available items.
- **Pending Transfers:** Use this option to view a "list of items that are waiting for transfer approval from the Purchasing Office".

From the Welcome screen, Your Account Menu, you can perform the following tasks:

- **View Your Profile:** Use this option to view your personal profile information.
- **Help Manual:** Use this option for additional help with the Bulletin Board.
- **Logout:** Use this option to logout of the Bulletin Board.

For any additional help with the Bulletin Board, please contact James.Zabawa@eku.edu in the Purchasing Office.