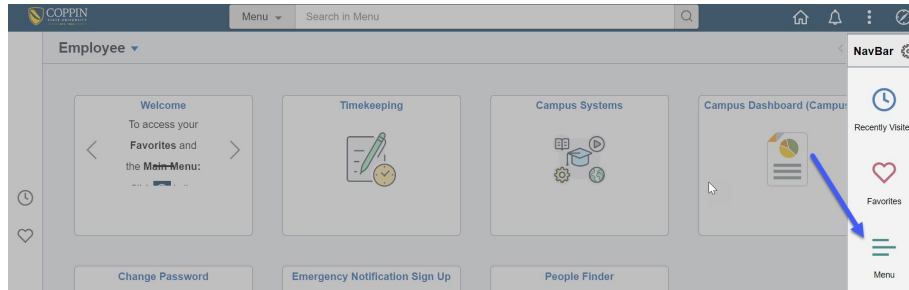# How Do I Enter a Requisition
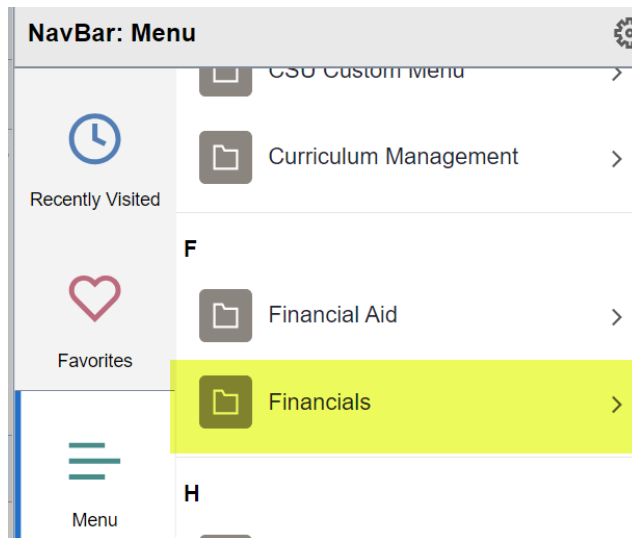
1. Login to EagleLINKS

2. Click the **NavBar** Icon in the upper right-hand corner

3. Click on **Menu**

4. Click **Financials**

5. Select **Purchasing > Add/Update Requisitions**

6. Adding this to your favorites will provide easy access in the future. To Add to Your Favorites, follow the additional steps below.

7. Click **Actions**

8. Click **Add to Favorites**

9. Enter the following text – <mark>**FIN Add/Update Requisitions**</mark> and then click **Add**
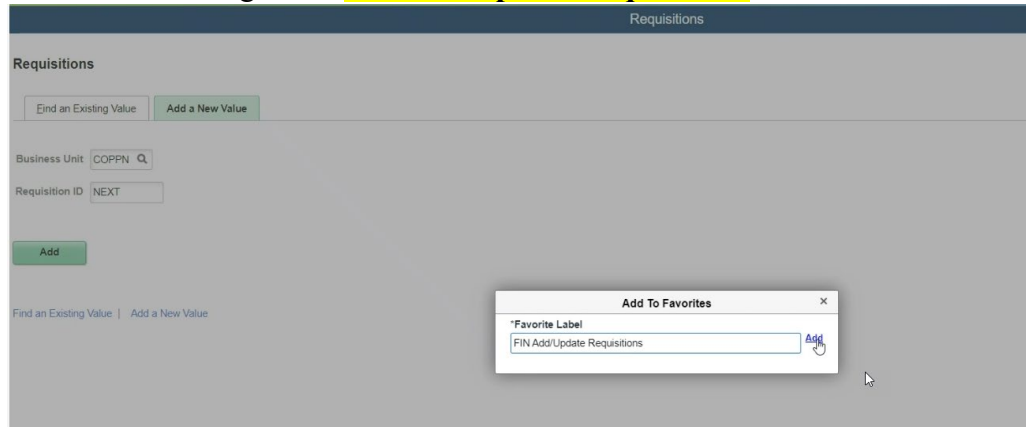
10. To verify the page has been added to your Favorites, click **NavBar** > **Favorites**