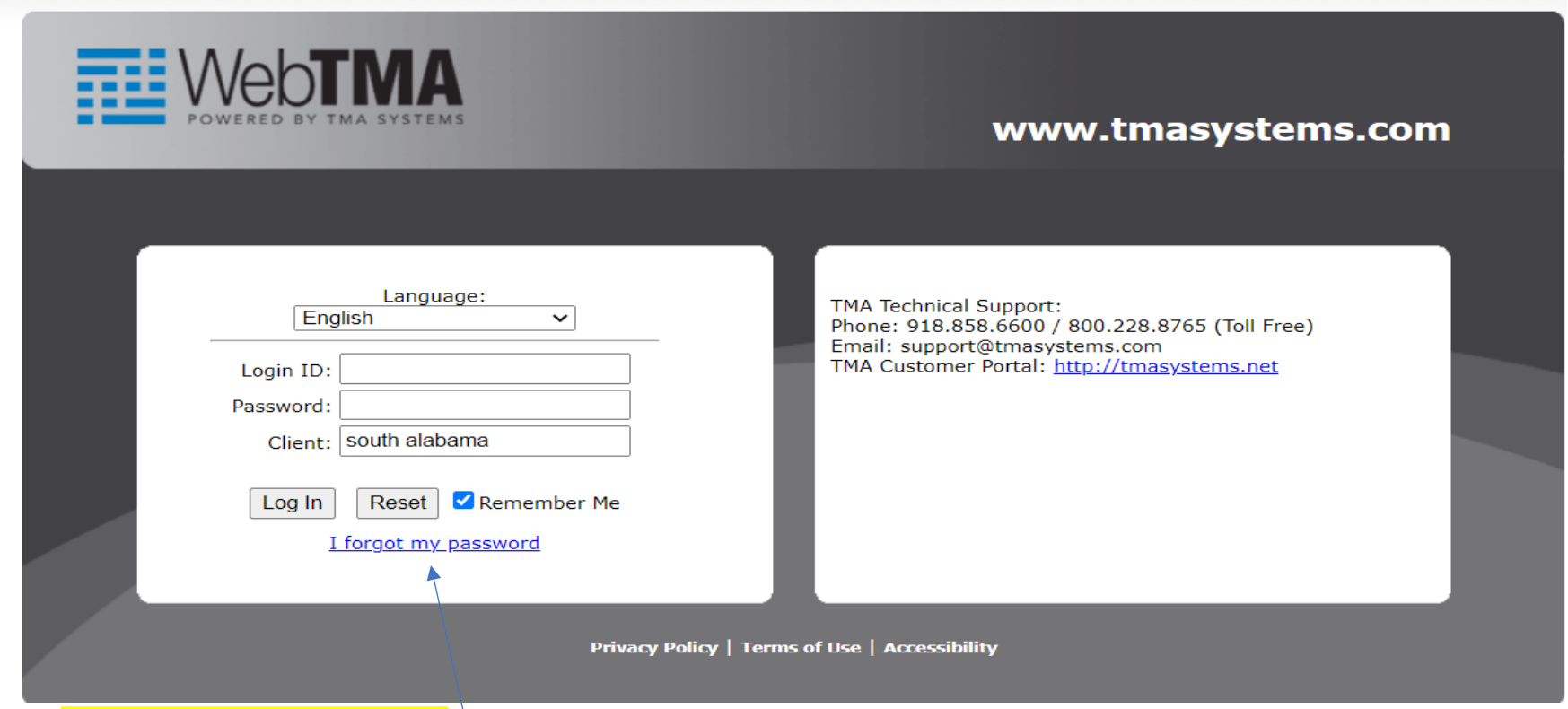
Key Request Approval

Open email "**WebTMA Transaction Pending Authorization**"

Click on the link or Go to https://www.webtma.net/



NOTE: Please remove all popup blockers.

Login ID: **J00#**
Password: *Enter Password
Client: **south alabama**

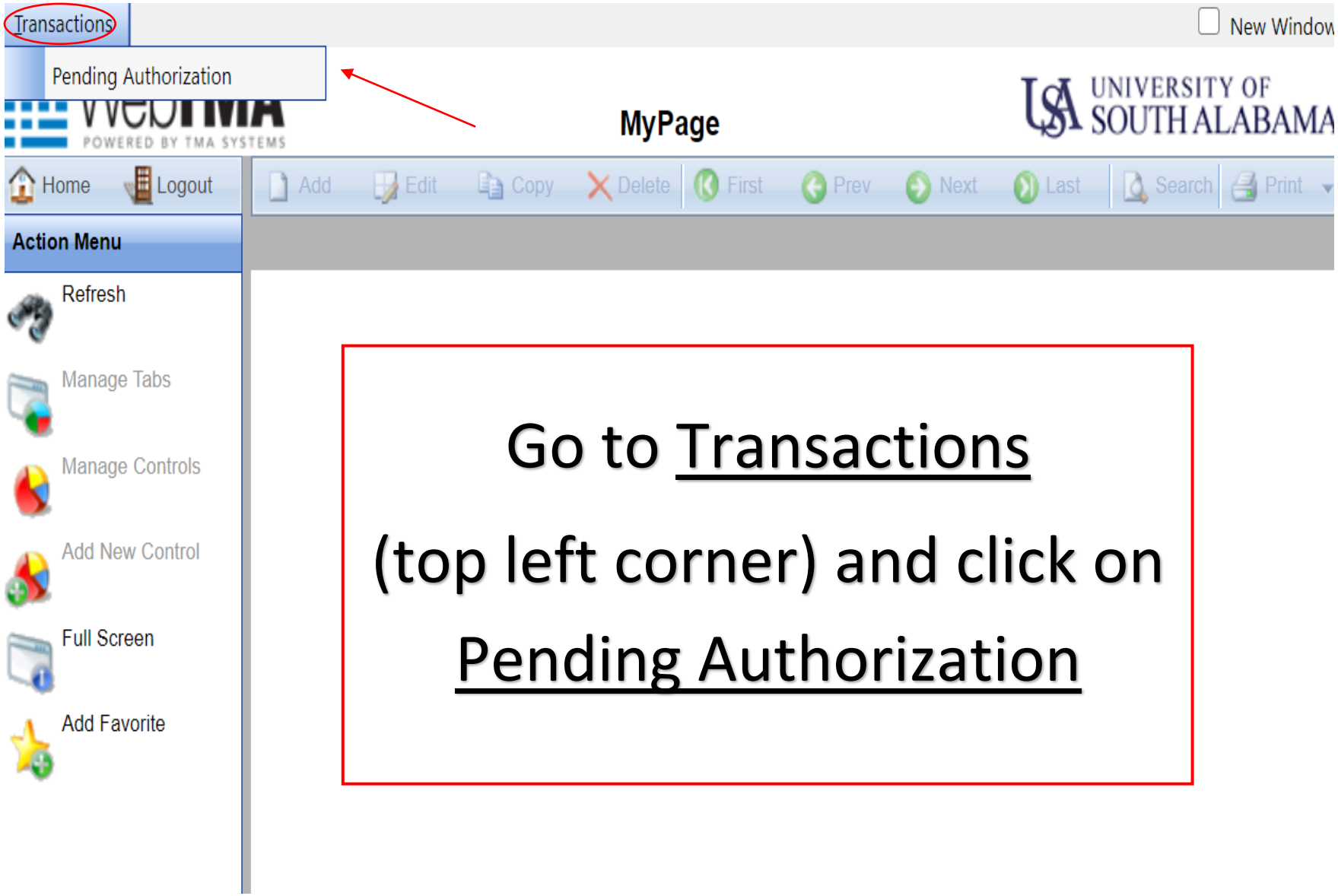
*FOR FIRST TIME USERS – CHOOSE " I forgot my password " You will receive an email with your password.

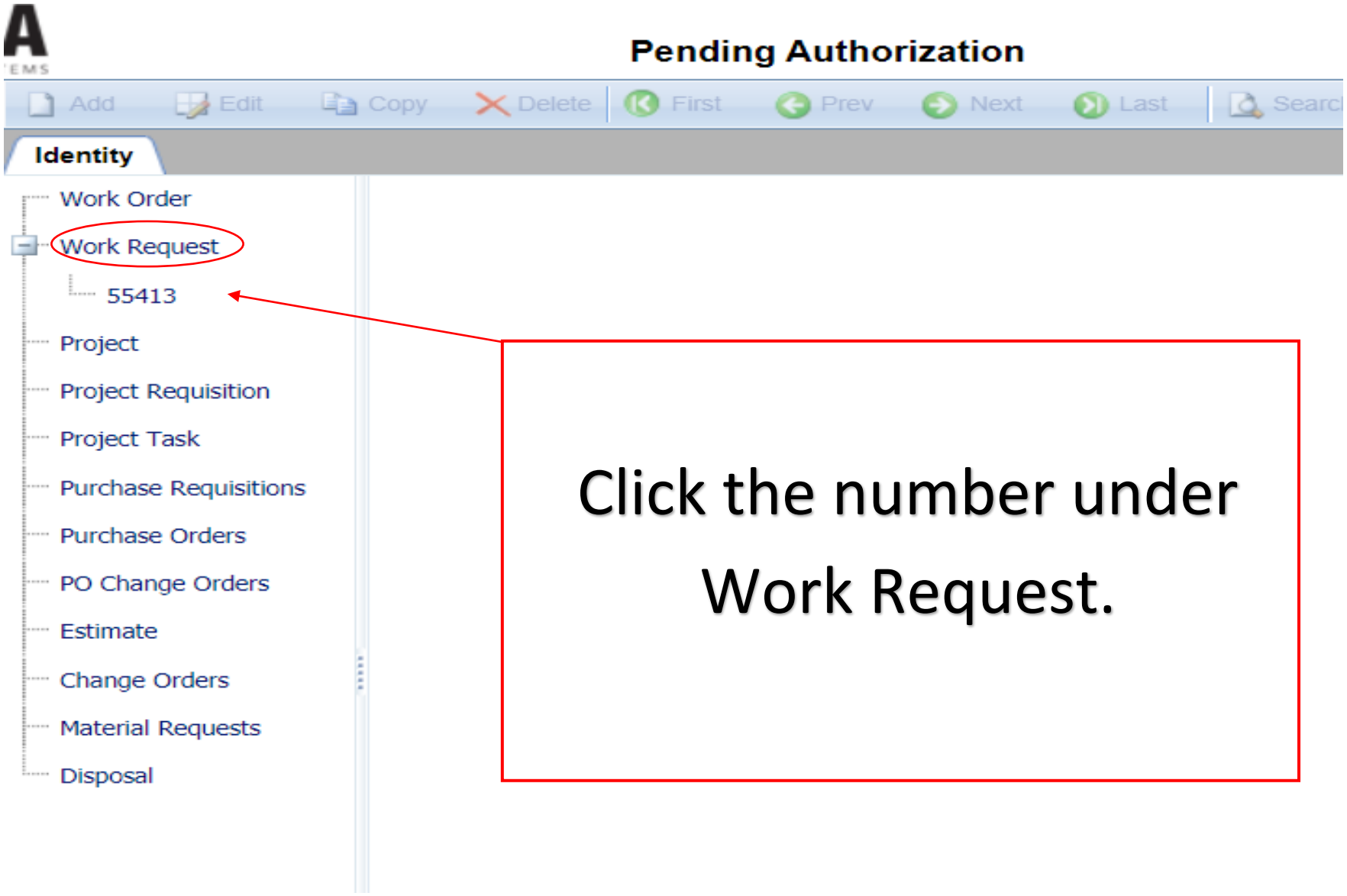
To change your password in **TMA**:

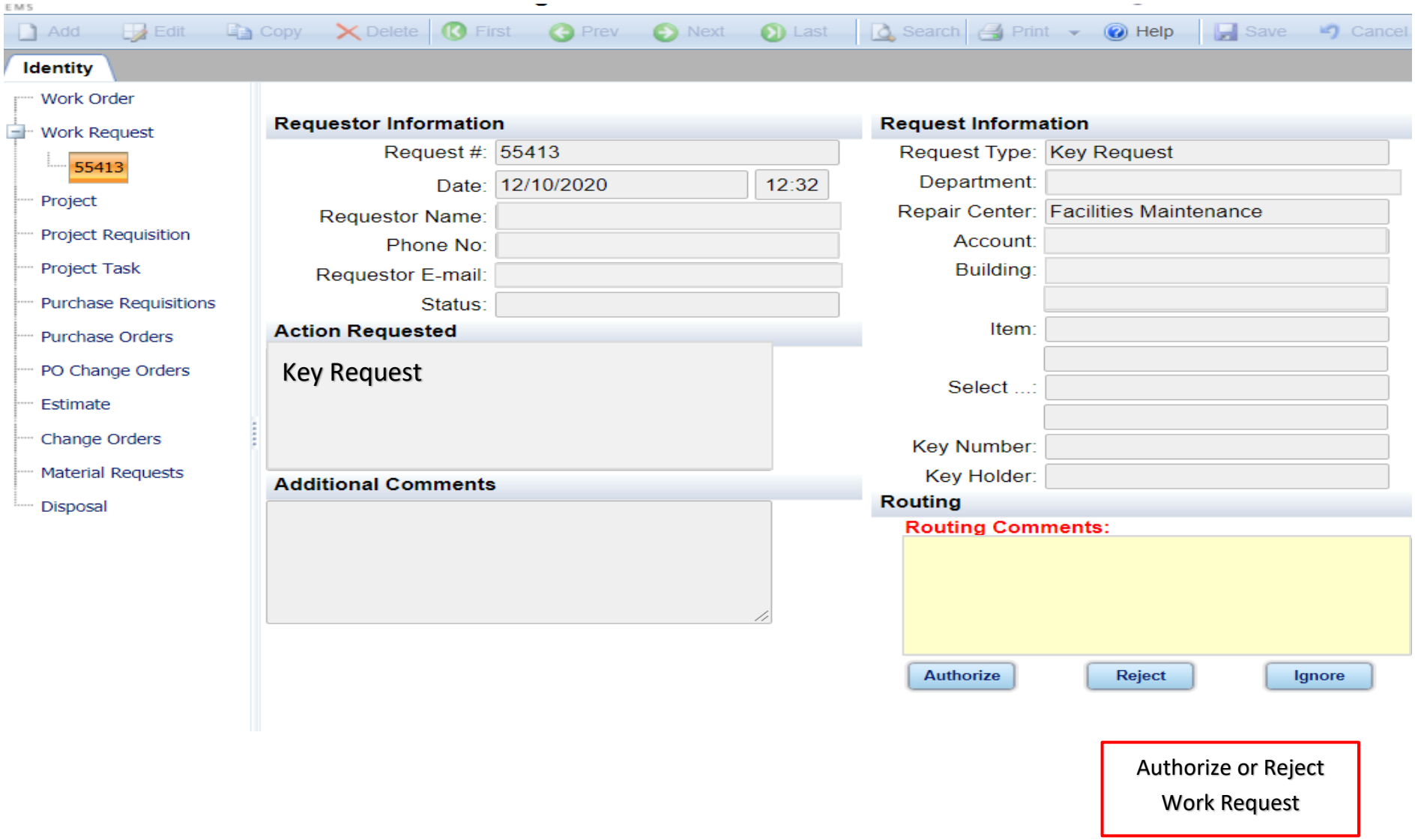
FILE - upper left corner
PERSONAL INFO
EDIT (toolbar – left side)

- Type new password
- Confirm new password

SAVE (toolbar – right side)


Transactions
New Window
Pending Authorization
WebTMA
POWERED BY TMA SYSTEMS
MyPage
UNIVERSITY OF SOUTH ALABAMA
Home
Logout
Add
Edit
Copy
Delete
First
Prev
Next
Last
Search
Print
Action Menu
Refresh
Manage Tabs
Manage Controls
Add New Control
Full Screen
Add Favorite
Go to Transactions
(top left corner) and click on
Pending Authorization


Pending Authorization
Add
Edit
Copy
Delete
First
Prev
Next
Last
Identity
Work Order
Work Request
55413
Project
Project Requisition
Project Task
Purchase Requisitions
Purchase Orders
PO Change Orders
Estimate
Change Orders
Material Requests
Disposal
Click the number under Work Request.



Authorize or Reject Work Request

Please contact us with any questions.

Key Management
keymanagement@southalabama.edu
P: (251) **460-7111**
.....
Maintenance Garage
6120 USA North DR.
Mobile, Alabama 36688

UNIVERSITY OF SOUTH ALABAMA