Lawson Navigation Guide

Use your Loyola User ID and password to login

Application URL:  https://lawson.luc.edu
Preferred browsers: I.E., Chrome, Edge, or Safari
Add-ins URL:  https://lawsonV10.luc.edu

Once logged in, click on the Menu Icon in the upper left side
Frequently used forms will appear on the left hand side of the home page.

The most recently used form will appear on the right hand side of the home page.

Clicking on the menu button and clicking on Favorites button will expand the menu.
Multiple Tabs

To view multiple forms at the same time

1. Click ‘+ Icon’ located in the upper right hand corner.
2. A new tab will open to the Portal Home Page; type in the form ID in the search box and press ‘Enter’ or click Go.
If you see scroll bars on the side of your screen, users will need change some settings within Lawson.

To correct the issue, navigate to **Menu** > **General** > **User Options** >

Make sure **Shrink Form to fit on screen** is checked.

*Note: this feature is not available in Internet Explorer.*
Employee Self-Service

From the Menu Icon select:

**Bookmarks > Employee Self-Service**

Select from the following options:

- Benefits
- Change of Address
- Dependents
- Leave Balances
- Pay

Requisition Center

From the Menu Icon select:

**Bookmarks > Requisition Center**

Select from the following options:

- Status
- Shopping
- Approvals
- Receiving