To Access Buy@Duke

1. Open a system-supported web browser and enter the URL https://work.duke.edu to go to the Duke@Work web site.

2. In the resulting NetID Services screen, enter your NetID and Net ID Password.

3. Use Multi-Factor Authentication as directed.

   **Note:** Be sure to allow pop-up windows from this website (work.duke.edu) in your web browser. Check with your network administrator to allow pop-up windows.

4. On the Duke@WORK screen, select the Buy@Duke tab.

   **Note:** If you do not have the Buy@Duke tab, you do not have an assigned role in Buy@Duke. If you should be creating purchase orders, contact your supervisor or the Security Initiator for your business unit.