How To Reorder A Denied Requisition

Purpose: This Quick Reference Guide is intended to provide information on how to reorder an item after you have received a Denied Requisition Notice.

1. On the MyScholarShop home page, click on “Your requests” in the left margin.

2. Locate and click on the requisition with the denied status in the top right of the order summary.

Note: If you have the requisition number, which starts with a PR###, you may search for the item on the Your Request menu.

3. Click on the “Buy Again” option at the top of the window.

4. In the comment box, type the reason the item should not have been denied. Then click “Send Request” to check out and submit your order for approval.

Call 877-735-7837, then select Option 1

Step Up For Students Service Center
Phone: (877) 735-7837

MyScholarShop Web Address:
https://www.stepupforstudents.org