



Set up user profiles

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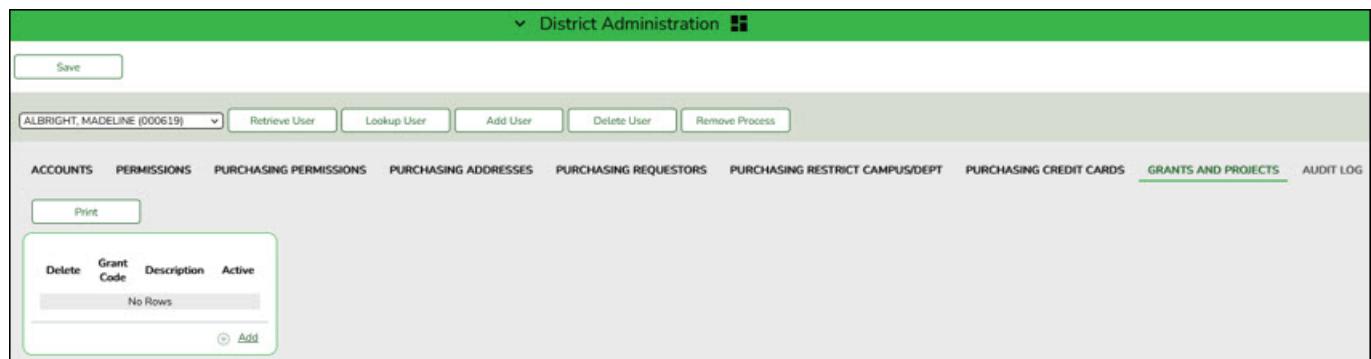
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Set up user profiles

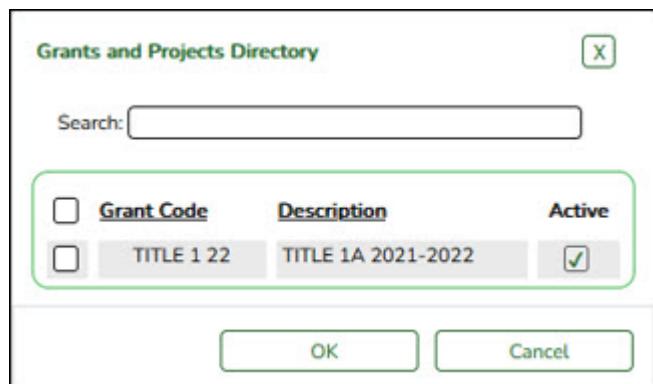
District Administration > Maintenance > User Profiles > Grants and Projects

This tab is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has access to view the details associated with the grant code in the Grants and Projects application.

□ Click **▼** to select an employee and click **Retrieve User**.



□ Click **+Add** to add a grant code to user. The Grants and Projects Directory is displayed.



- Select one or more grant codes to assign to the selected user. Only active grant codes that exist on the Tables > Grant/Project Profile page in the Grants and Projects application are displayed.
- Type data in the **Search** field to narrow the list of grant codes displayed in the list.
- Click **OK** to continue and return to the Grants and Projects tab.
- Click **Cancel** to return to the Grants and Projects tab without making a selection.

Maintenance > User Profiles

District Administration

Save

(888893) Retrieve User Lookup User Add User Delete User Remove Process

ACCOUNTS PERMISSIONS PURCHASING PERMISSIONS PURCHASING ADDRESSES PURCHASING REQUESTORS PURCHASING RESTRICT CAMPUS/DEPT PURCHASING CREDIT CARDS GRANTS AND PROJECTS AUDIT LOG

Print

Delete	Grant Code	Description	Active
<input type="button" value="Delete"/>	TITLE 1A20	TITLE 1 PART A 2021-2022	<input checked="" type="checkbox"/>
<input type="button" value="Add"/>			

Field	Description
Grant Code	The user-defined grant code is displayed.
Description	The user-defined grant code description is displayed.
Active	Indicates the grant code status.

Click **Save**.