



Set up user profiles

Table of Contents

Set up user profiles i

Setup User Profiles

In District Administration, use the following Maintenance pages to set up the user profiles for purchasing users.

[District Administration > Maintenance > User Profiles > Accounts](#)

Retrieve or add a user.

Assign accounts.

Select **PUR** (Purchasing) to indicate that the user has permission to use the account in Purchasing.

Click **Save**.

Note: You can use the **Dup from Existing** feature to duplicate another user's profile. This feature copies the accounts, applications, and various settings for the selected user.