



Set up user profiles

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

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

Image

Validation Report

Current User: Moreno, Elizabeth

Delete	Fund	Func	Obj	Subj	Org	Fisc Yr	Pgm	Ed Span	Proj Dt	Account Description	AR	BAR	BUD	FIN	PUR	WHSE	RESTOCK
<input type="checkbox"/>	161	13	6200	300	801	X	300	X	300		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3000	300	6000	300	749	X	300	X	300		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retrieve a user or click **Add** user to add a user.

Assign the accounts to which the user can access.

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.