



## Set up user profiles



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

Use the following District Administration Maintenance pages to set up user profiles for purchasing users.

## Image

Maintenance > User Profiles SessionTimer: 223 min and 22 sec DA3000

**Save** ↓

Moreno, Elizabeth (101146) 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

Validation Report

Current User: Moreno, Elizabeth

Delete	Pund	Punc	Obj	Org	Fisc Yr	Pgmn	Ed Span	Proj Dd	Account Description	AR	EAR	BJD	FIN	PUR	WAGE	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"/>

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[Chart of Accounts](#) [Dup from Existing](#) [Refresh Description](#)

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.