



Set up user profiles

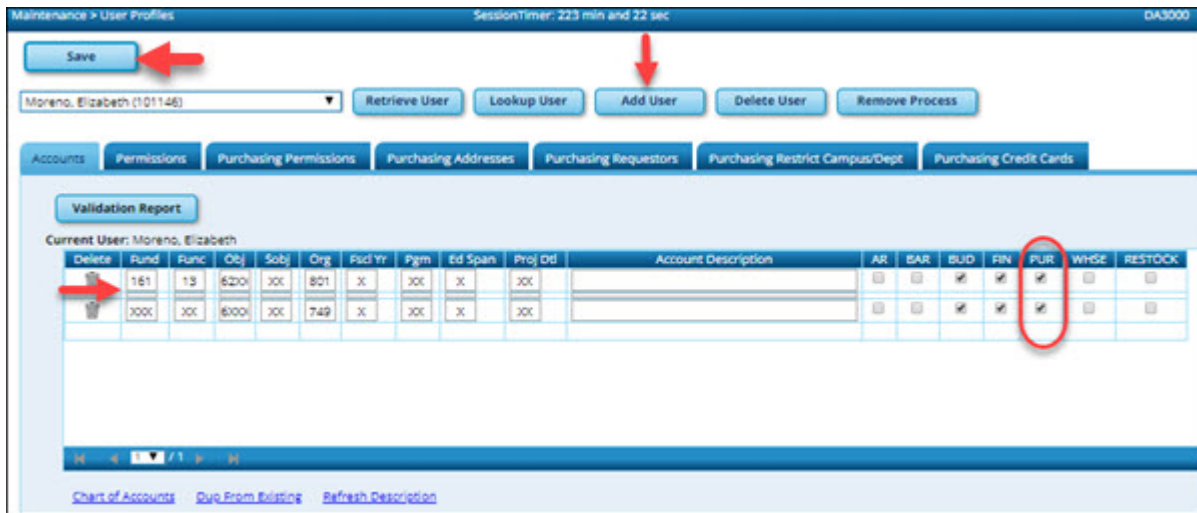
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[District Administration > Maintenance > User Profiles > Accounts](#)

Establish user profiles and assign the accounts to be used in Purchasing.

Image



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

Assign the accounts to which the user can access. After the account codes/masks are entered, click **Validation Report** to display a detailed listing of all accessible 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.