



## Set up user profiles




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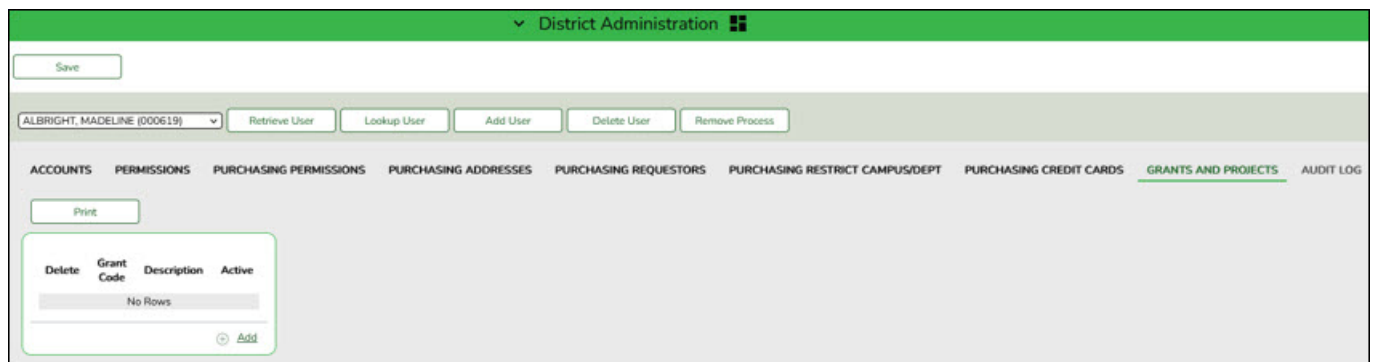


# Set up user profiles

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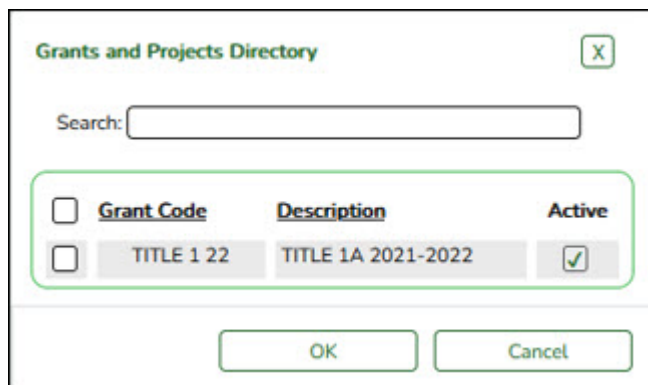
This tab is used to assign specific grant codes to individual users. After a grant code is assigned to a user, the user has access to view the details associated with the grant code in the Grants and Projects application.

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



The screenshot shows the 'District Administration' interface with the 'Grants and Projects' tab selected. The interface includes a 'Save' button, a dropdown menu for selecting an employee (currently showing 'ALBRIGHT, MADELINE (000619)'), and buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below these are tabs for 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', 'PURCHASING RESTRICT CAMPUS/DEPT', 'PURCHASING CREDIT CARDS', 'GRANTS AND PROJECTS' (selected), and 'AUDIT LOG'. A 'Print' button is also visible. A table with columns 'Delete', 'Grant Code', 'Description', and 'Active' is shown, with a message 'No Rows' and an 'Add' button.

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



The screenshot shows the 'Grants and Projects Directory' dialog box. It has a search field labeled 'Search:'. Below the search field is a table with columns 'Grant Code', 'Description', and 'Active'. The table contains one row with the following data:

Grant Code	Description	Active
TITLE 1 22	TITLE 1A 2021-2022	<input checked="" type="checkbox"/>

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

- 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

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

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

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

☐ Click **Save**.



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