



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. This permission should be added to the role that grants access through District Administration.



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 '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', and 'AUDIT LOG'. The 'GRANTS AND PROJECTS' tab is active, showing a 'Print' button and a table with columns 'Delete', 'Grant Code', 'Description', and 'Active'. The table currently displays 'No Rows' and an 'Add' button at the bottom.

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:' and a table with columns 'Grant Code', 'Description', and 'Active'. The table contains one row: 'TITLE 1 22', 'TITLE 1A 2021-2022', and a checked checkbox. At the bottom 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.

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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
Grant Code	The user-defined grant code is displayed.
Description	The user-defined grant code description is displayed.
Active	Indicates the grant code status.

☐ Click **Save**.



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