



Set up user profiles

Table of Contents

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

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

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.



Back Cover