Setting TEAM Fund & Organization Approvals

Instructions for Fund Manager to grant approval Authorization in the Budget Revision System through Team App:

1. Access Team App at http://team.texastech.edu.
2. Choose **Access Request** from the list provided on the left side of the page.
3. Choose the **Financial Alternates Assignment** link.
4. Enter the eRaider User ID for the **user you are requesting** permission for. Note: if you do not know the eRaider ID, you may click the <u>Search for eRaider ID</u> radio button.
5. Click Next.
6. From the **F/O Selection** screen, use the arrow buttons to move the Fund(s) you choose from **Select F/O Code** field to the **F/O Selected** field. You may also use this application to remove authorizations.

7. Click Submit.