

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 [Search for eRaider ID](#) 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.

The screenshot shows a web interface titled "F/O Selection". It is divided into two main sections: "Select F/O Code" on the left and "F/O Selected" on the right. In the "Select F/O Code" section, there is a list containing the entry "T-16A (Fund)". A red arrow points from this entry to the "F/O Selected" section. In the center, between the two sections, there are five arrow buttons: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<). The single right arrow (>) is highlighted in yellow.

7. Click Submit.