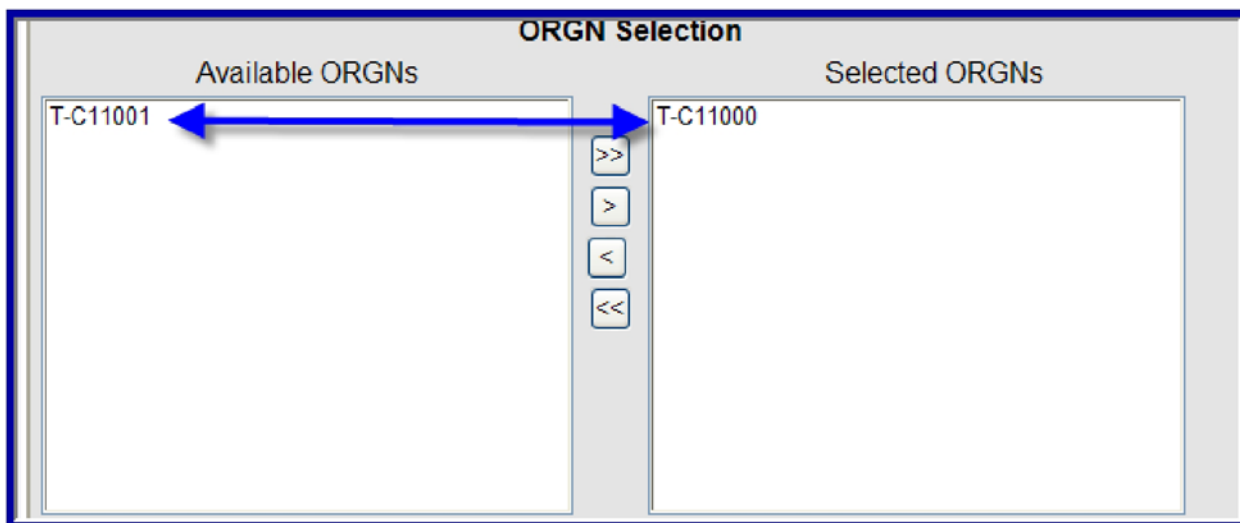


Setting TEAM Fund & Organization Approvals

Instructions for Financial (Organization) Manager to grant Approver Authority

1. Access Team App at <http://team.texasstate.edu>.
2. Choose **Access Request** from the list provided on the left side of the page.
3. Choose the **Financial Security Request** 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 **Financial Role** screen, select a role based on the level of approval you are granting the user:
 - **Approver** - Up to three Approvers per Organization may be assigned.
 - **None** – allows the Financial Manager to delete all authorities from a user.
7. From the **ORGN Selection** screen, using the arrow buttons to move Organization(s) you choose from the **Available ORGNs** field to the **Selected ORGNs** field. You may also use this application to remove authorizations.

NOTE: Organization selected allows authorization to all FOPs related to the selected Organization.



8. Click Submit.

Full instructions to grant and remove Financial Manager access can be found on AFISM's website at:

<http://www.depts.ttu.edu/afism/training/documents/TeamApp%20Instructions.pdf>