

Assigning Budget Prep Security Access

The Organization / Financial Manager provides authorization for delegates to view and update the Budget Prep modules through the TEAM application.

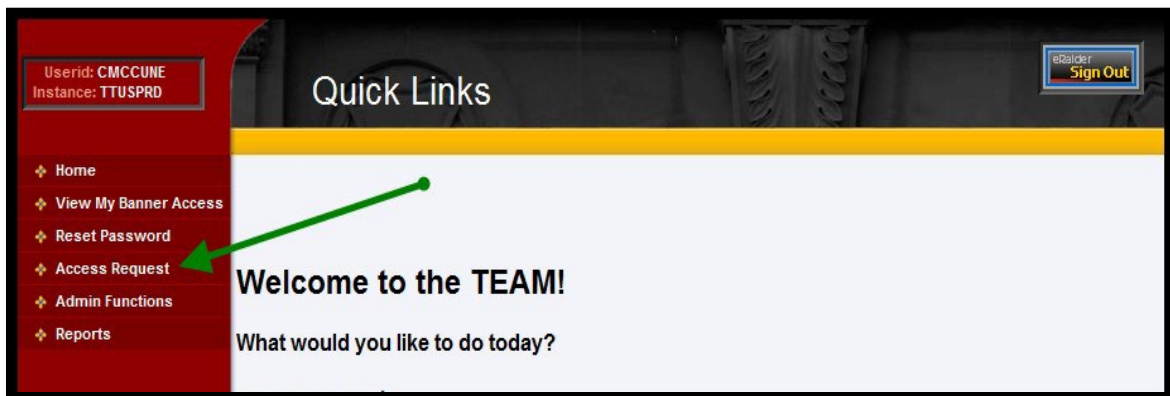
A Financial Manager is assigned to each level of the organization hierarchy. Access may be assigned at the lowest FOP organization level or at a higher level which grants access to the lower FOP levels as well. The Financial Manager for each organization must register delegates (including themselves) via the TEAM Application to access the Budget Prep modules.

- The organization hierarchy and the assigned financial managers may be viewed in Cognos:
 - *Public Folders>TTU Finance>Fund/Org Manager Reports>FI028 Organization Hierarchy Report*
- Up to 3 delegates may be assigned to each organization code.
- Assignment to a higher level of the organization hierarchy gives access to the lower level organization codes.

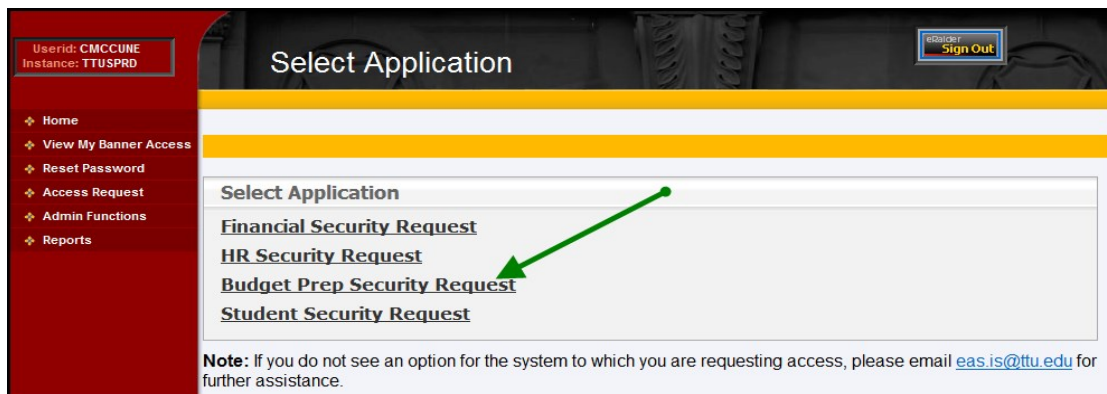
7 Steps to Assign Budget Prep Security Access

Step 1: Access TeamApp

Step 2: Choose “Access Request” from the menu provided.



Step 3: Select the “Budget Prep Security Request” link.



Step 4: Enter the **eRaider ID** for the user for whom you are requesting access.

- If you do not know the eRaider ID, use the “**Search for eRaider ID**” button.
- Click the “**Next**” button to continue.

Userid: CMCCUNE
Instance: TTUSPRD

Select User

Sign Out

Select Application → Select User → Select Orgs → Confirmation
✓ Complete → ✓ Complete → InProcess → Incomplete

eRaiderID: Search for eRaiderID

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

Previous Next

Step 5: Move the organization code from the “**Select Orgn Code**” section to the “**Orgns Selected**” section by highlighting the organization code (use the CTRL key on your keyboard to select more than one) and clicking the single arrow, --OR--

Userid: CMCCUNE
Instance: TTUSPRD

Select Organization Code

Sign Out

Select Application → Select User → Select Orgs → Confirmation
✓ Complete → ✓ Complete → InProcess → Incomplete

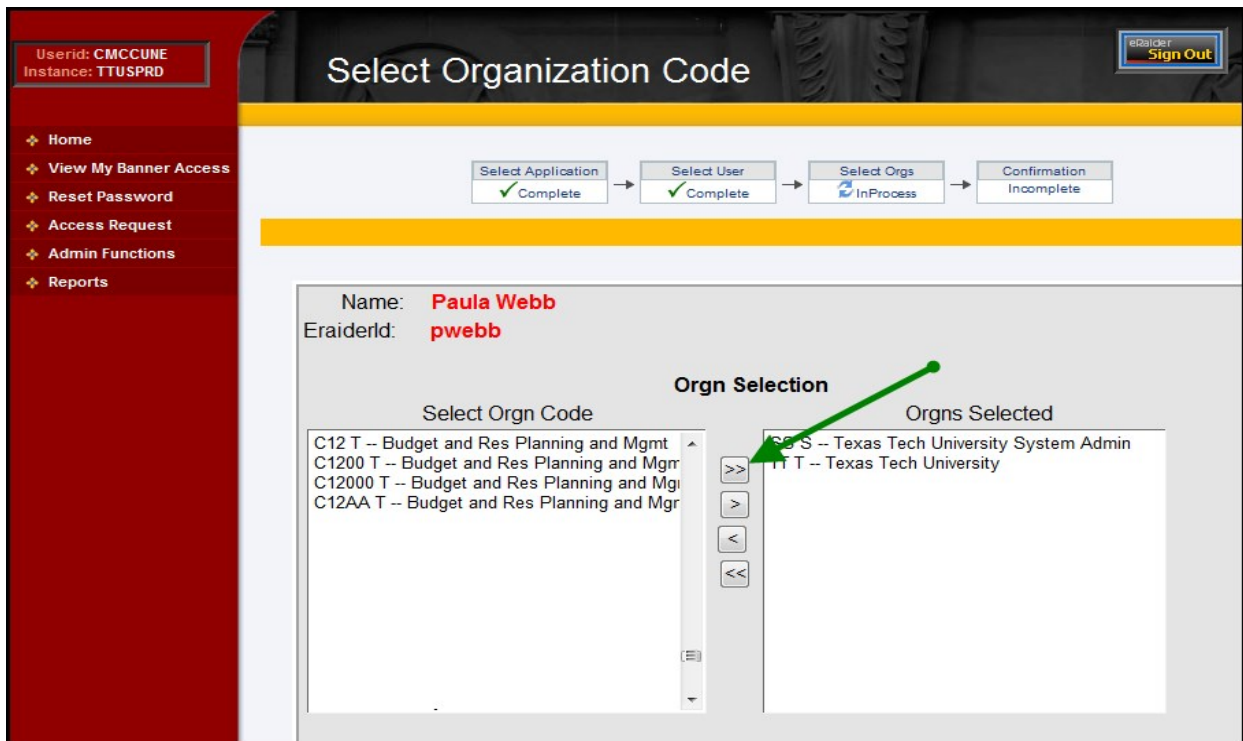
Name: **Paula Webb**
Eraiderid: **pwebb**

Orgn Selection

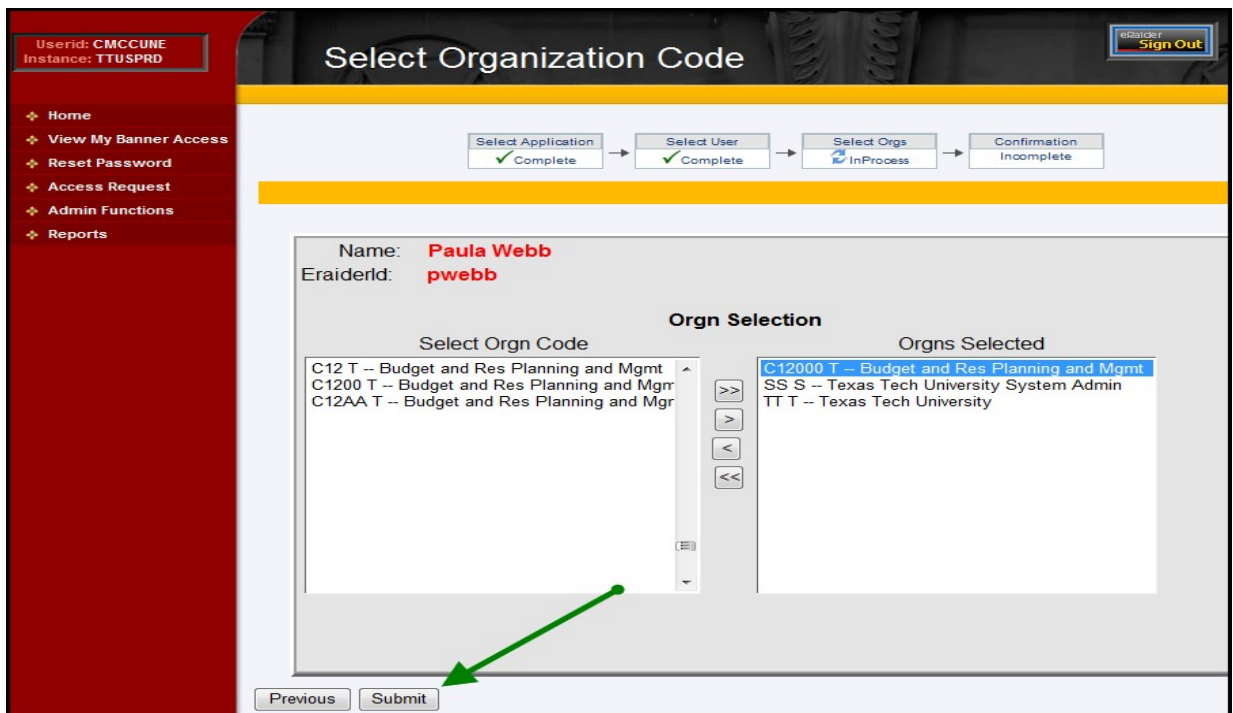
Select Orgn Code	Orgns Selected
C12 T -- Budget and Res Planning and Mgmt	SS S -- Texas Tech University System Admin
C1200 T -- Budget and Res Planning and Mgr	TT T -- Texas Tech University
C12000 T -- Budget and Res Planning and Mgr	
C12AA T -- Budget and Res Planning and Mgr	

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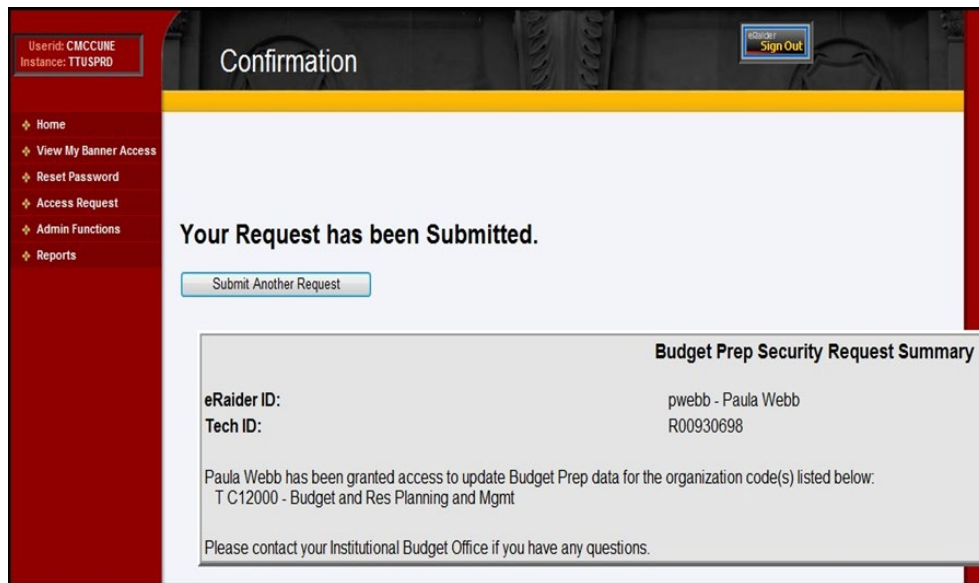
To grant access to all the listed organization codes, click on the double arrow.



Step 6: Choose the “Submit” button to add the security.



Step 7: A confirmation showing a summary of the request is displayed.



Removing Budget Prep Security Access

To remove security, refer to **Step 5** and choose the deselect arrows to remove organization codes from the "Orgns Selected" section.

