



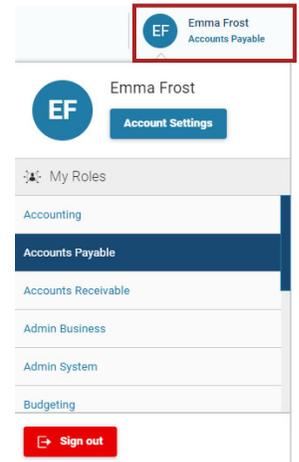
My profile settings FINET quick reference guide

My profile

The My Profile icon in the upper right of the primary navigation bar in FINET allows you to:

- Manage your account settings
- View and select your assigned Roles
- Sign out of the application

Click the **My Profile** icon to access the your profile panel. From the profile panel, click the **Account Settings** button  to view your information. Select a role from **My Roles** to change the home page view. Click **Sign out**  to sign out of the application.

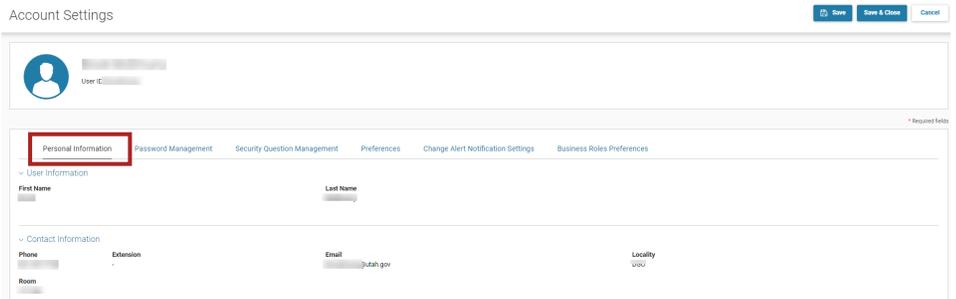


Account settings

The Account Settings page allows you to view and maintain information related to your user ID.

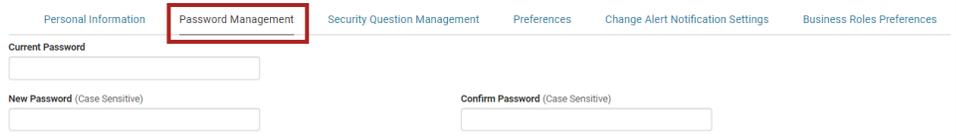
Personal Information

Use this tab to view User Information and Contact Information. This information cannot be modified.



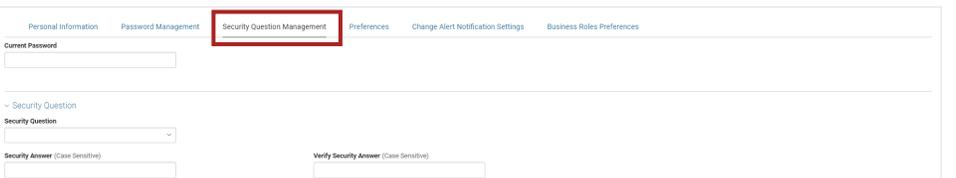
Password Management

Use this tab to create a new password by entering the new password in the New Password and Confirm Password. Click save to apply changes.



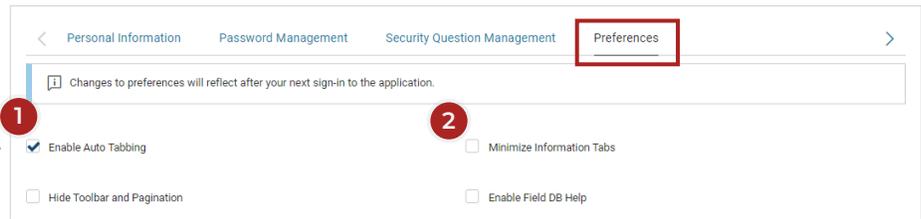
Security Question Management

Use this tab to select a Security Question. Provide the answer in the Security Answer and Verify Security Answer fields. Click save to apply changes.



Preferences

Use this tab to select Enable Auto Tabbing and Minimize Information Tabs preference. You must log out and log back in to apply changes.

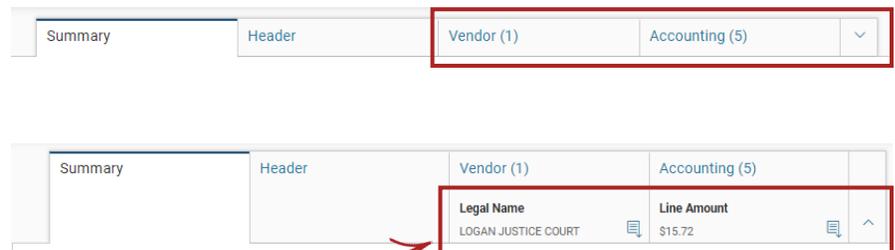


1. When the **Enable Auto Tabbing** is selected, and you're tabbing through fields, enabling will skip past the Picklist icon.  If you aren't enabled and you are tabbing through fields, you will have to manually tab to skip a picklist.

Transaction Code



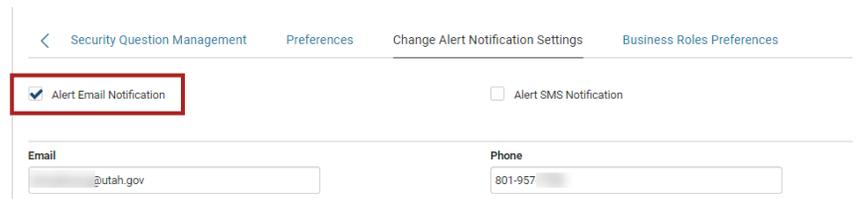
2. When the **Minimize Information Tabs** is selected in the Preferences tab, the page tabs do not display additional information or further details.



When the Minimize Information Tabs isn't selected on the Preferences tab, additional information and the More Information  icon displays on the tabs allowing you to access key information and details on the tab.

Change Email Alerts Settings

Use this tab to indicate if an email should be sent when you are a recipient of an Alert that is created. The sender of the Alert must also indicate that an email should be generated.



Business Roles Preferences

Business Roles are assigned to your user ID based on the work you do in FINET. They allow you to quickly access the transactions and pages relevant to the selected business role. Use this tab to view the Roles assigned to your user ID, determine your Primary Role, and determine the order the Roles display in the list on the My Profile panel.

[i] This tab allows user to set the preferences for their Primary Business Role and configuring the Display Order of the assigned Business Roles. After login, the user lands to the Business Role with Primary field set as "Yes". The Display Order values can be numeric starting with Zero (0). This field decides the order in which the Business Roles appear in the user profile menu, with low values at the top.

1 - 12 of 12 Records View per Page: 20 50 100 Page 1 of 1

Business Role Name	Business Role Description	Primary	Display Order
Accounts Payable	Accounts Payable	No	0
Admin Business	Admin Business	No	0
Admin System	Admin System	Yes	0
Budgeting	Budgeting	No	0
Cost Accounting	Cost Accounting	No	0
Fixed Assets	Fixed Assets	No	0
Disbursements	Disbursements	No	0
Inventory	Inventory	No	0
Purchasing	Purchasing	No	0
Procurement	Procurement	No	0
Accounting	Accounting	No	1
Accounts Receivable	Accounts Receivable	No	2

My Roles

Roles are assigned to your User ID based on the work you do in FINET. The assigned roles display in a list in the My Profile panel. The default role and order can be changed using the Business Roles Preferences tab. If you have more than one role assigned to your user ID, click the name of a different role to change the home page view to the desired role. The home page will immediately change to show the quick links assigned to the newly selected role. You can use the Search here field to search for any pages in FINET no matter what role is selected.

Your security assignments determine what pages you can access from the home page and Search here field.

My Roles

- Admin Business
- Admin System
- Budgeting
- Cost Accounting
- Fixed Assets
- Disbursements