GEORGIA*FIRST*

SC.080.105 - Adding User Profiles for Multicampus Approvers

Purpose	• To add User Profiles for Multicampus Approvers
Description	This topic demonstrates how to add a new User Profile for a new user at a campus who is already an approver at a different institution and who will have Expense transaction approval responsibilities at the new campus. When employee information is sent to the consolidated Financials application, the system determines whether or not that user is already listed as an employee at another institution. If that user is employed at more than one campus and he or she is an approver at each of those institutions, a second user ID must be created so that he or she can perform approval functions within the application at the second institution.
Security Role	**BOR_LOCAL_SEC_ADMIN**
Dependencies/ Constraints	None
Additional Information	**Note**: It is possible to have a User Profile with no Roles. This might be a user that isn't allowed access the PeopleSoft application; however, you want them to have workflow generated email sent to them. If you intend for a user to approve Expense transactions, he or she must be assigned to the appropriate security role(s) to allow access to the page(s) required to perform the approval.

Procedure

Below are step by step instructions on how to copy a User Profile.

Step	Action
1.	Click the **PeopleTools** link.
2.	Click the **Security** link.
3.	Click the **User Profiles** link.
4.	Click the **Save Approver Profile** link.
5.	Enter "**MCOLE**" in the **begins with** field.
6.	Click the **Search** button.
7.	Click an entry in the **User ID** column. Notice that this User exists in two Business Units. Select the User ID that is associated with the new Business Unit to which he is being added as an approver in order to create the Approver ID.
8.	The application assigns a **New Approver ID** and **New Employee ID** to the existing User ID based on the Employee ID. The New Approver ID is what the user will use to log in to Business Unit 71000 to approver Expense transactions for this Business Unit.
9.	Enter "**Cole,Mike 71000 Approver**" in the **Description** field.
10.	Click in the **New Password** field. Enter a password for this new User ID.
11.	Click in the **Confirm Password** field. Re-enter the password for this new User ID.
12.	Point to **Save**.