

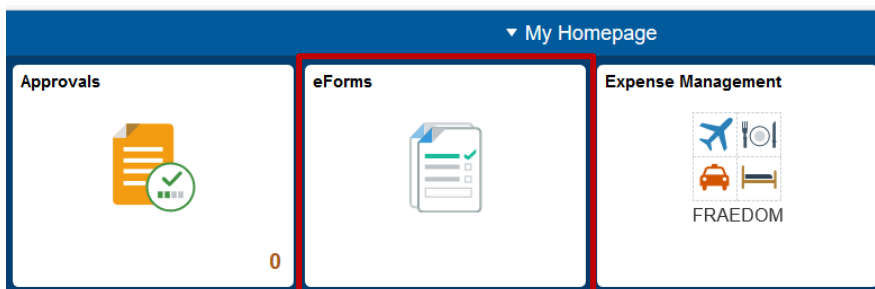
# eProcurement – Changing Defaults

## Introduction

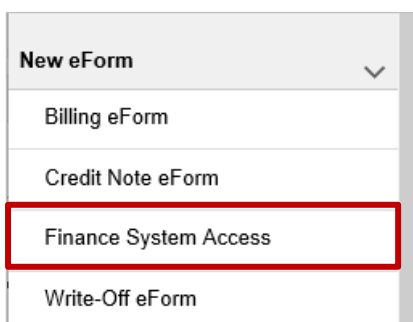
This guide will provide you with the steps to modify your default information. Your default details could change to align with a new project or job role you are working in. When you applied for access to the finance system, you provided information such as your Primary Department ID, your Project Code, Role and Shipping Location. These default details can be adjusted by creating a new access eForm.

## Procedure

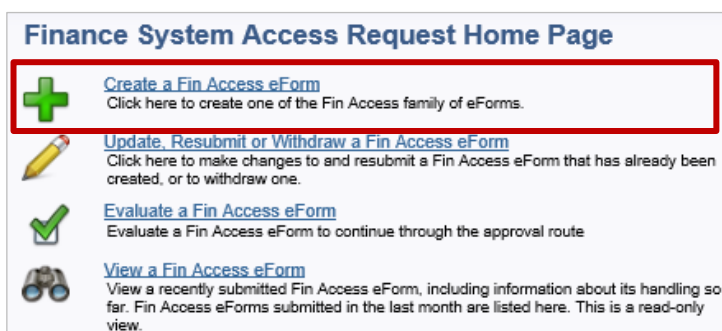
1. From **My Homepage** click the **eForms** tile



2. Under the heading New eForm, click **Finance System Access**




3. Click the link **Create a Fin Access eForm**



4. Click **Access Request eForm**

**Start a Fin Access eForm**

 Access Request eForm  
Finance System Access Request eForm  
**Access Request eForm**  
[Return to Finance System Access Request Home Page](#)

5. In the User Lookup Search page type in your University ID number including the 'a' in the **User ID** field. Click **Search**

**User Lookup Search**

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#)

▼ **Search Criteria**

User ID begins with

User Name (Last Name,First Name) begins with

Case Sensitive

**Search** Clear Basic Search  Save Search Criteria

6. Edit the relevant details. This could include:


- Your email address
- Your Primary Department

**Create a User Acct eForm**

Step 1 of 2: Submit User Acct Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

▼ **Employee Information**

Name	<input type="text"/>	Position Number	<input type="text"/>
User ID	<input type="text"/>	Position Title	<input type="text"/>
eForm ID	19346		
*Email ID	<input type="text"/>		
*Primary Department	806 	Procurement Services	

7. Edit the relevant detail. This includes the **Justification** (eg new, secondment, other) and the **Request Type**


▼ **Form Action**

Justification

Are you replacing/backfilling an existing user in your department?  Yes  No

Replace/Backfill User

Request Type  Addition (new user)  Amendment  Remove All Access

Is this request temporary?  Yes  No Effective Date From 18/05/2017  Date To

[Click here to view the definitions of all roles](#)

8. Tick the roles you require in addition to UoA ePro Requester

Roles				
	Select	Role	Existing Roles	Backfill Roles
15	<input type="checkbox"/>	Reporting Officer	<input type="checkbox"/>	<input type="checkbox"/>
16	<input type="checkbox"/>	Research Funding View	<input type="checkbox"/>	<input type="checkbox"/>
17	<input type="checkbox"/>	Storeman	<input type="checkbox"/>	<input type="checkbox"/>
18	<input type="checkbox"/>	UoA ePro Buyer	<input type="checkbox"/>	<input type="checkbox"/>
19	<input checked="" type="checkbox"/>	UoA ePro Requester	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Edit your **Location**, **Ship To Location**, **Telephone** or **Project** code as required

**Requestor Information**

Please check / update your details

Location	Ship To Location	Telephone	Project
1 254NTFREE1 <input type="text"/>	254NTFREE1 <input type="text"/>	83130575 <input type="text"/>	15064160 <input type="text"/>

10. Read the Access & Use Declaration and if you agree tick **I Agree**. If you do not agree with this declaration you need to discuss this with your manager

**Access & Usage Declaration – PeopleSoft Finance**

The University's Financial Management System/s contain personal information of individuals and financial information that is confidential to the University. You should only access and use information as necessary for you to undertake your role at the University in accordance to policy and procedures. You must not share your password or allow another person to process, approve or submit requests under your personal log in. Inappropriate access to or use of personal or confidential information would be a breach of your obligations to the University and maybe subject to disciplinary action.

**I Agree**

11. Add any comments in relation to your new request and click **Submit**

**Comments**

Your Comment:

12. Click Yes in the pop up window

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

**Note:** Your eForm will be reviewed by a Finance Officer for further processing. You can follow the status of your request by Viewing your eForm

## Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.  
 Telephone: +61 8 8313 3414 Email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)