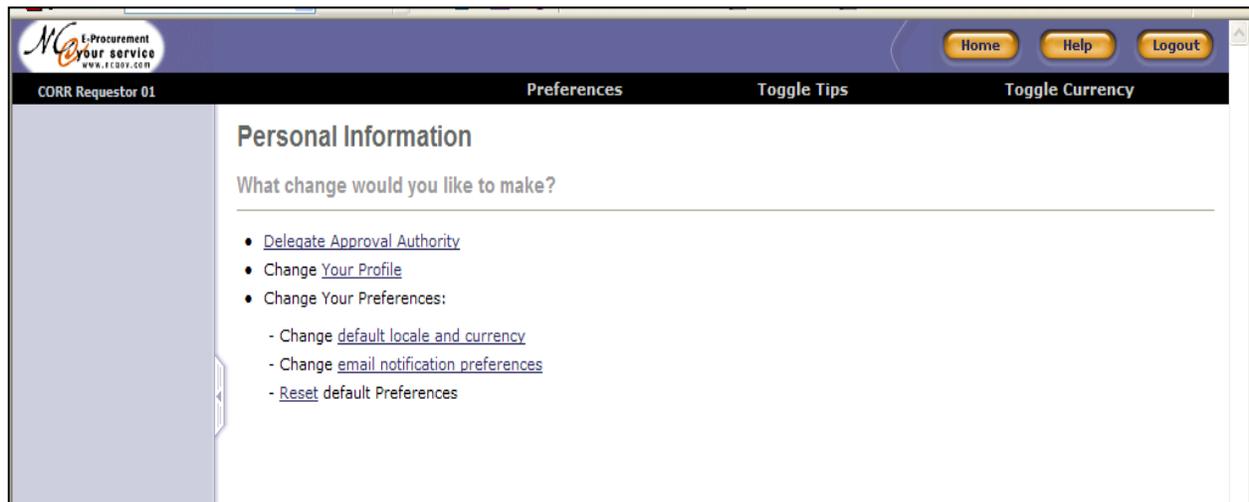


Personal Profile

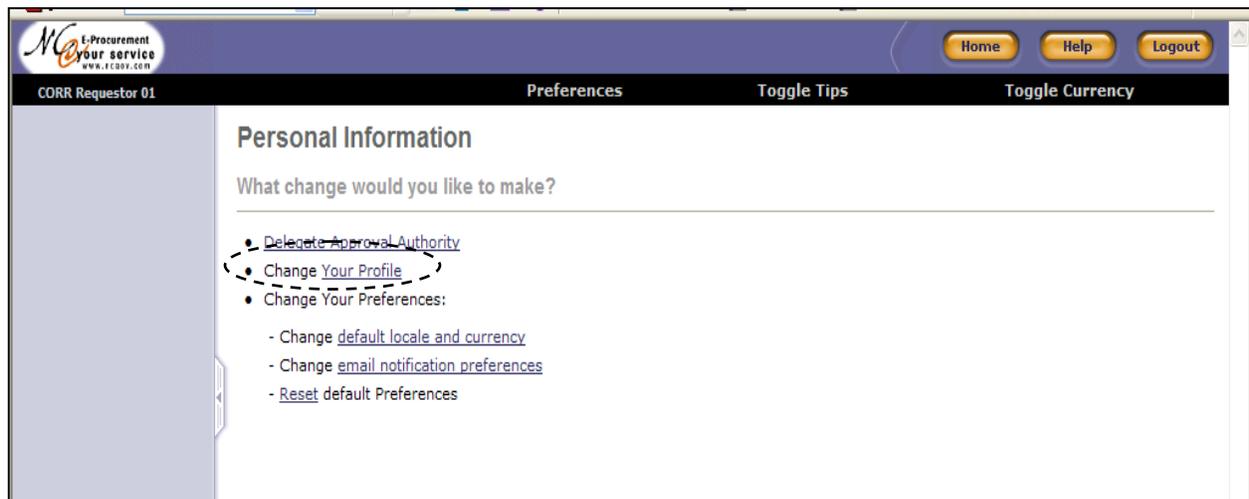
A personal profile or user profile is a set of information that contains a specific user's preferences and settings. When a user logs in, the system recognizes the user and displays information, according to the preferences as set in the user profile.



1. Click the **'Preferences'** link on the black menu bar.



1. **Delegate Approval Authority** – Users can delegate the authority to approve eRequisitions to another E-Procurement user within their agency. This may be helpful if a user will be out of the office for a period of time. This functionality is covered in more detail in another process guide.
2. **Change Your Profile** – Users can change personal information in their profile including: name, email address, supervisor’s name, and default ‘ship to’ and ‘bill to’ values.
3. **Change Your Preferences** –
 - Change default locale and currency** – This option sets the default location and currency. This should not be changed as it will always be United States and US Dollars.
 - Change email notification preferences** – This option allows users to set the frequency of which email notifications are received from the NC E-Procurement Service. Individuals may also turn off notifications they do not wish to receive.
 - Reset default Preferences** – This option will reset all fields in preferences back to system default values.



4. Click the **‘Change Your Profile’** link.

UP82A16: CORR Requestor 01

1 Change Personal Profile User Profile

Personal Profile Information - User Profile

1. Change your personal information:

Name:

E-mail Address:

Supervisor:

2. Change your groups, roles or permissions:

Groups:

Roles:

Permissions: (no value)

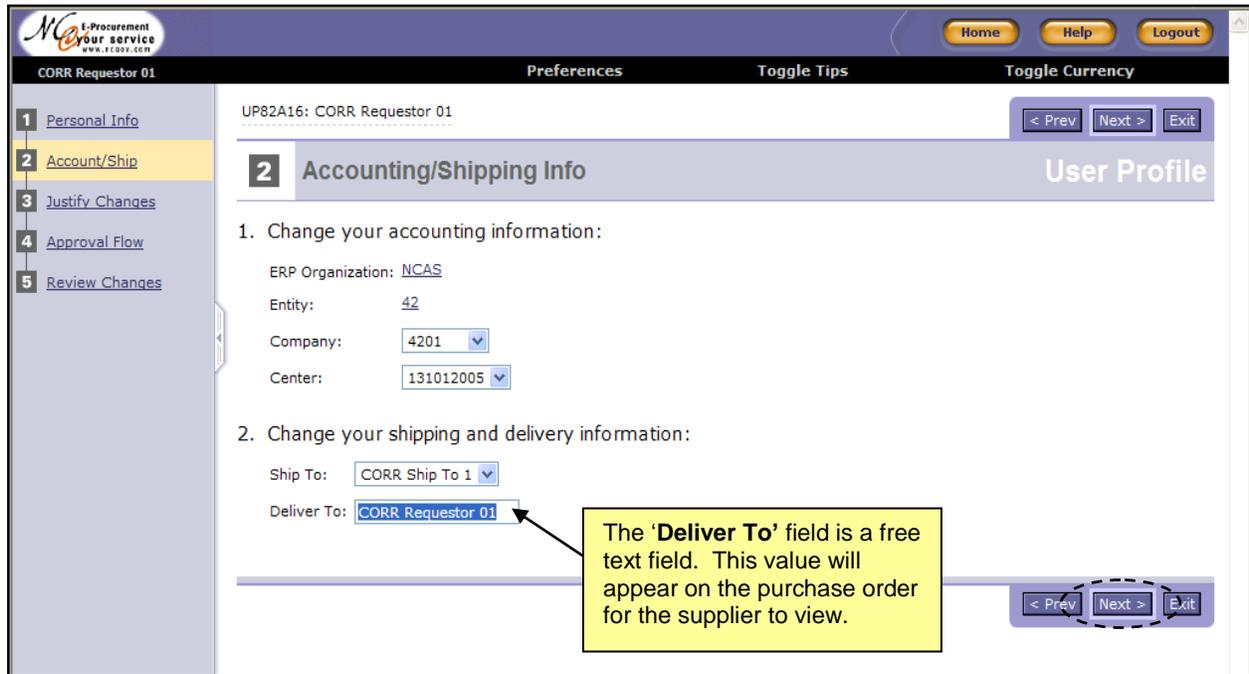
* indicates required field

Next > Exit

5. Changes to a user's name, e-mail address, and supervisor can be made on the Personal Info page.

Note: When a supervisor change is made through the personal profile, the user's existing supervisor as well as the new supervisor must approve the request before the change is made in the system. If the supervisor listed has left the agency, please contact the agency Security Administrator to make this update as the Security Administrator can make this change without the required approvals.

6. Click '**Next**'.



7. Default eRequisition values for accounting, shipping and delivery information can be set on the Account/Ship page.

Note: The values set in the personal profile are **default** eRequisition values. These values can be changed on individual eRequisitions. The default ship-to address is a required field within the user's profile; however, users do not have to specify default account information.

Note: The Accounting fields shown in the above example are specific to NCAS agencies. For LEAs and Community Colleges, the '**Accounting**' field is a free text field.

8. Click '**Next**' to go to the Justify Changes page. Users can add comments and/or attachments on this page.

9. Click '**Next**' to go to the Approval Flow page. Users can view the system generated approval flow and manually add approvers, if necessary.

Note: The approval flow displayed is **not** the approval flow for eRequisitions created within E-Procurement. This approval flow is specific to the user profile update.

10. Click '**Next**' to Review Changes and Submit.

Note: Personal profile changes are applied in the system once all approvals on the request have been completed.