

Budget Officer setup

1. All org-level Budget Officers are already set up in the roles security

Departmental Administrator setup

1. Budget Officer may set up the Departmental Administrator.

How to:

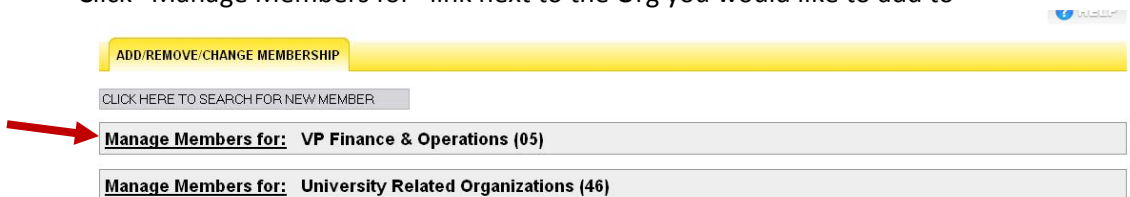
- a. Budget Officer will login to SelfService
- b. Administration Tab
- c. Under **System Tools** heading
- d. click – IMFO Role Security



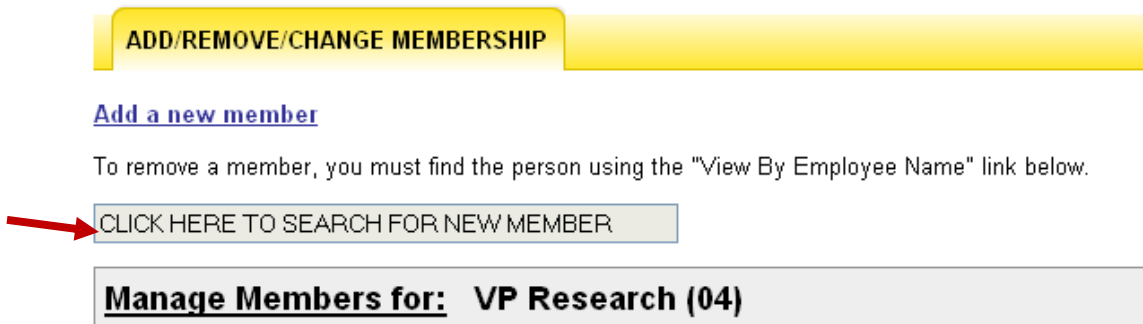
- e. Scroll down to the “Manage Role Membership” section and click on Departmental Administrator



- f. The next page will come up with your Orgs and a “Manage Members” link. Click “Manage Members for” link next to the Org you would like to add to



- g. Search for the employee to add to a department by clicking in the employee search box



- h. An “add link” will be added to all departments. Click the add link in the departments you want them to be assigned

ADD/REMOVE/CHANGE MEMBERSHIP

[Add a new member](#)

To remove a member, you must find the person using the “View By Employee Name” link below.

Jennifer L Arnold - 00667872

(-) VP Research (04)

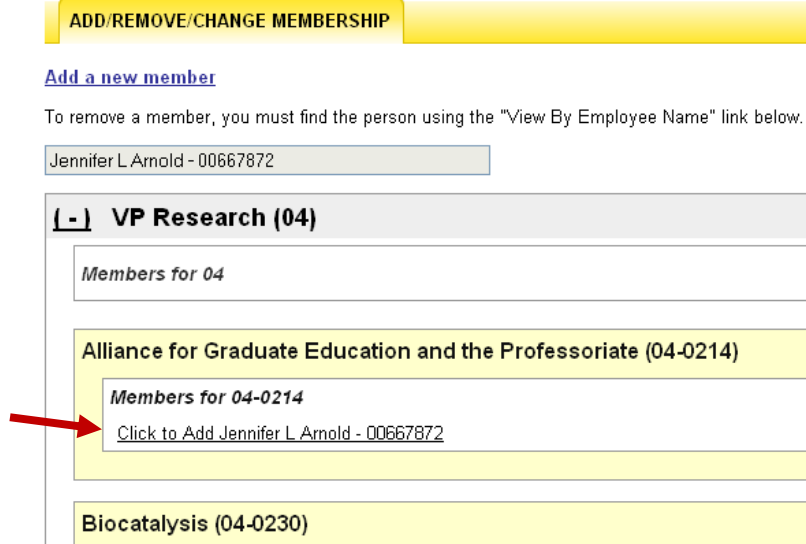
Members for 04

Alliance for Graduate Education and the Professoriate (04-0214)

Members for 04-0214

[Click to Add Jennifer L Arnold - 00667872](#)

Biocatalysis (04-0230)



- i. To remove a member, click on the (X) next to their name:

Environmental Health and Safety (04-0265)

Members for 04-0265

HOCH, CHERYL LEE (X)

