Administrative Access

Giving or Removing Access to TUMarketplace and SSB & Cognos reports
This Application allows you to give any individual with a TUID permission to utilize TUMarketplace to make purchases and/or review financial reports on specific FOAPs.

Log into TUPortal using your Accessnet ID and password.

Click on the “Administrative Systems Access” link under TUAPPLICATION menu on the left side of the page.

In the upper left corner, enter the last name of personnel you want to give access. Then click on “Lookup Account”.

A list will appear of individual and you will select the person you want to give access by clicking the hyperlinked name.
FUND CODES: On left click on “Fund Codes”. Then click on the “PLUS” icon to add funds.

In “Add Fund” pop-up window, enter the fund that you want to add. Place a check in the SSB & Cognos box if the person should have access to view financial reports. Place a check in the TUMarketplace box if the person should have purchasing access. Both options can be selected. Click “Save”. Repeat steps to add more funds to profile.

A pop-up notice will appear noting that the appropriate Org code was added to profile.
Once all access has been selected, you will select the “Department Steward” in the upper right corner. Click on “Funk, Timothy C”. Then click submit button to the right to start the workflow.

To find the status or to see if a request was processed:
1. Go to “Administrative Systems Access” in TUPortal
2. Enter last name of person search field and click “Look up Account”.
3. An image under “Workflow in Process” will show where the request is pending.
To remove access from profile, place a check in the box of the fund you want to “Disable”. Select the Department Steward (Funk, Timothy) and click on the Submit button on the right.