



## Financial Registration Process

An electronic registration process has been established for HSC Financial Processes. This registration process will allow Financial Managers or their delegated Fund Manager to register those in their departments who they deem necessary to use online financial applications and access departmental reporting.

For TechBUY, Financial Managers will automatically be registered as “Approvers” and “Requesters” with full authority to shop and submit orders. Persons with these authorities will not have to register in the following described manner.

**Note: Only a Financial Manager or delegated Fund Manager will be able to grant access to specific Banner Funds and assign roles to their department users for electronic application access. This is a security feature to insure that each employee is set with the appropriate fund(s) access and system role as determined by the Financial Manager.**

To access the registration site, type the following address into your browser address section: <http://team.texastech.edu>. You will use your eRaider ID and password to access the site.

Click on “Access Request” on the left hand red bar to access the “Financial Profiles” section of this site.

Click the “Financial Profile” radio button and the click “Next” button.

The screenshot shows a web application interface for selecting an application. On the left is a dark red navigation bar with a white box containing the text "Userid: CCLARK Instance: UDEV". Below this are four menu items: "Home", "Lookup BannerID", "Reset Password", and "Access Request". The main content area has a dark header with "Select Application" and a "Requester Sign Out" button. Below the header is a white box with the title "Select Application" and a radio button labeled "Financial Profile". At the bottom of this box is a "Next" button.



# Texas Tech University Health Sciences Center Finance & Administration



If known, insert the eRaider ID of the employee you wish to register and then click the “Next” button.

If you do not know the eRaider ID of the employee you wish to register, click on the “Search for eRaider ID” button. You will see the below screen.

You must enter at least the last name of the employee you wish to register. Including the first name and department will reduce the number of results from the search.

After you click on the “Search” button and see the search results, click the “Select” button beside the employee name that you intend to register. **IMPORTANT NOTE: Please make sure the employee you are selecting is in the correct department as there could be employees with matching names.**



# Texas Tech University Health Sciences Center Finance & Administration



userid: CCLARK  
Instance: UDEV

Home  
Lookup BannerID  
Reset Password  
Access Request

Select User

Sign Out

Select Application Complete → Select User InProcess → Select Roles InComplete → Select Accounts InComplete → Confirmation InComplete

eRaiderID:  Search for eRaiderID

Last Name: banos First Name:  Search Cancel Search

Department:

	EmpIname	jobtitle	Department
Select	BANOS,DORAL JEAN	COORDINATOR	PURCHASING - LUBBOCK

After selecting the employee you are searching for, the eRaider ID will be inserted. Click the "Next" button.

Currently the only electronic application using this registration system is TechBuy, but as other applications are developed you will use this site for registering users for those applications also.

There are three roles available to assign to a TechBuy user. An employee can only have one role – Approver, Shopper or Requester.

There is an additional option of **None**. Use this selection to deactivate a user. It is important to complete this step for those in your department who were registered but have terminated or transferred to another department within TTUHSC, TTU or TTUS.

The **Shopper** role should be assigned to those employees who should have authority to shop and submit a cart to a requisition, but do not have the authority to place the order with the vendor.

The **Requester** role should be assigned to those employees who have authority to assign accounting information to a requisition and to submit orders to vendors. Please note that orders of \$5,000.00 or greater will be forwarded to a department approver before going out to the vendor.

The **Approver** role should be assigned to the employee who has authority to approve:

1. All non-catalog orders submitted by Requesters and Shoppers charged to Banner Funds to which the Approver has been granted authority to approve
2. All catalog orders from Shoppers



### 3. Catalog orders of \$5,000.00 and above from Requesters.

The Financial Manager will see a list of the Banner Funds for which access may be granted to an Approver and Requesters. **Note: If a Banner Fund is not granted to the employee, that employee would be unable to select that Fund when submitting a requisition.**

Select Banner Funds by highlighting the fund or funds you want the person you are registering to have access to and then click the arrow in the middle section to move the fund or funds to the “Selected Accounts” section.

The Financial Manager must also select the Default Ship To Location for the employee then click “Next”.



**Account Selection**

Available Accounts

- H-181181
- H-181182
- H-181183
- H-221050

Selected Accounts

- H-101107

Default ShipTo Location

HLU002 - 3601 4TH ST, LUBBOCK, TX

Previous Next

The following screen provides a Summary of the Fund(s) and Default Ship To established for the user.

◆ Home  
◆ Lookup BannerID  
◆ Reset Password  
◆ Access Request

**Your Request has been Submitted.**

Submit Another Request

**Summary**

**eRaiderID:** dbanos - DOLLIE BANOS

**Profile Selected:** Requestor

**Accounts Added:** H-101107      **Accounts Removed:**

**ShipTo:**  
Old Value:  
New Value: HLU002

## Managing User Roles

Financial Managers or delegated Fund Managers are responsible for managing user access for their employees. If an employee leaves your department to move to another, it is recommended that you remove the access you granted them. If the employee is to have access to TechBuy in the new department, then the appropriate role will have to be applied by the new Financial Manager or delegated Fund Manager.