TechBuy Registration Process

An electronic registration process has been established for HSC Financial Processes. This registration process will allow Financial Managers 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 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 for which the Financial Manager has determined is appropriate for each employee.

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 or click on “Request Access to Banner Finance or Human Resources”. Then click on “Financial Profile”.

If known, insert the eRaider ID of the employee you wish to register, and click the “Financial Profile” radio 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.
After selecting the employee you are searching for, the eRaider ID will be inserted. Click the “Next” button.

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

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 (Assign Cart Only) (HSC Only) role should be assigned to those employees who should have authority to shop and submit a cart to a requisition, but do not have authority to assign accounting information or 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

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 $5000.00 and above from Requesters.

Select the roll you wish to place the person in and click “Next”.

The Financial Manager will see a list of the Banner Funds for which access may be granted to an Approver and to 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 “Submit”.

The following screen provides a Summary of the Fund(s) and Default Ship To established for the user and is verification that the set up is complete. An email verification will be sent to the person who set up the access and the person that was set up.
Managing User Roles

Financial 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.