
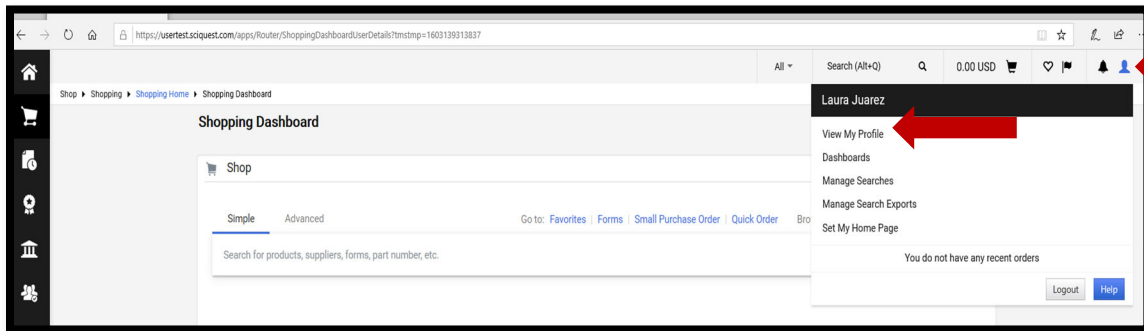


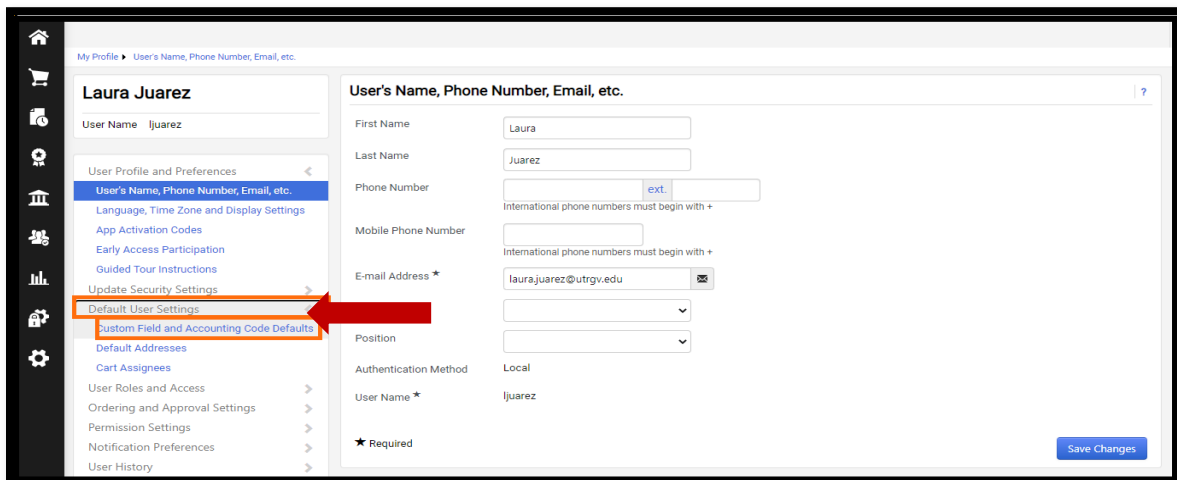
iShopUTRGV Quick Reference Guide

How to - Update User Profile

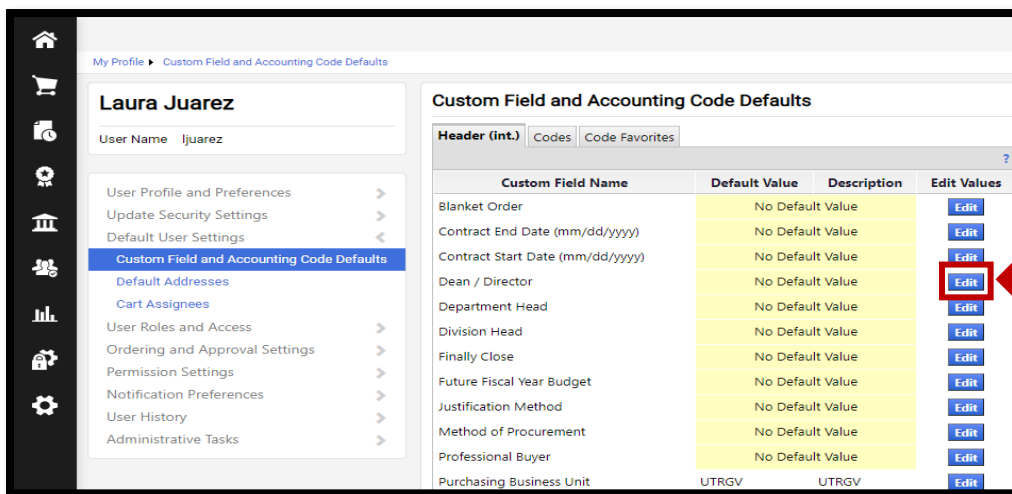
1. Click on  followed "View My Profile" under your log in name.



2. Under Default User Settings, click on 'Custom Field and Accounting Codes Defaults'.

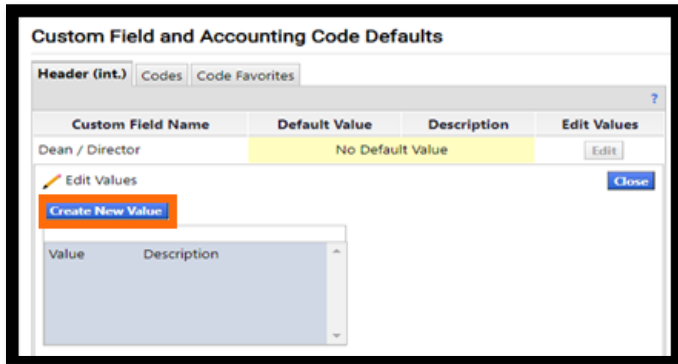


3. Click on 'Edit' next to the field you would like to change.

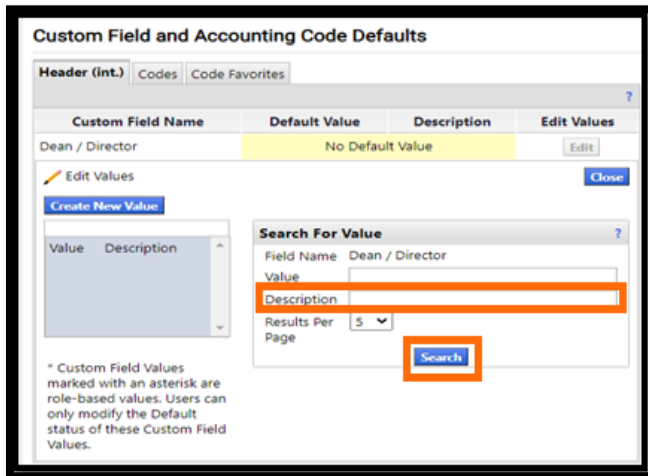


- In most cases, there are no existing values. Note that some users may have an existing value. This is usually for users who were employed in a different department.

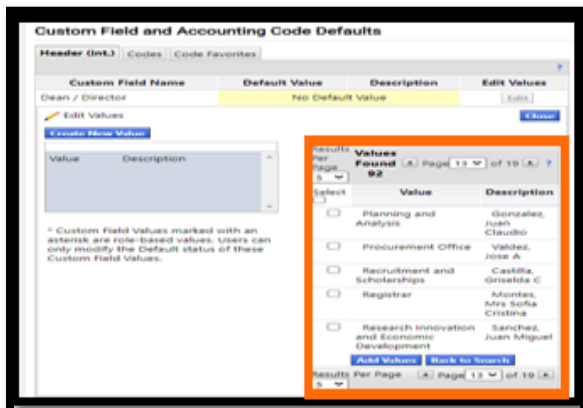
Click on “Create New Value”



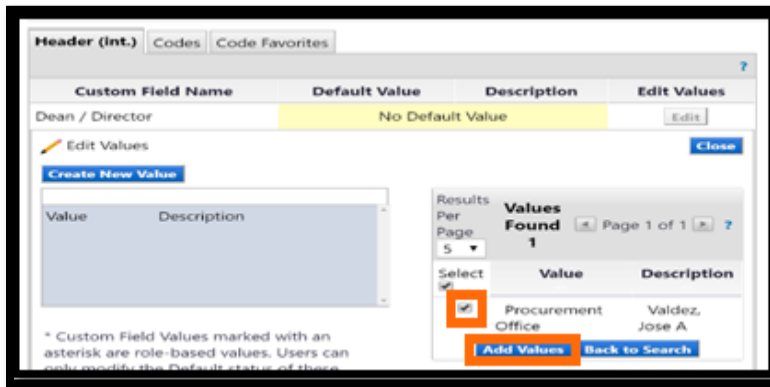
- Use the “Description” field to type a portion of the name you are wanting to add. Then click search. If no results are displayed, the user may not be listed. Delete any information you may have added to the “Description” field and leave blank, then click on “search”



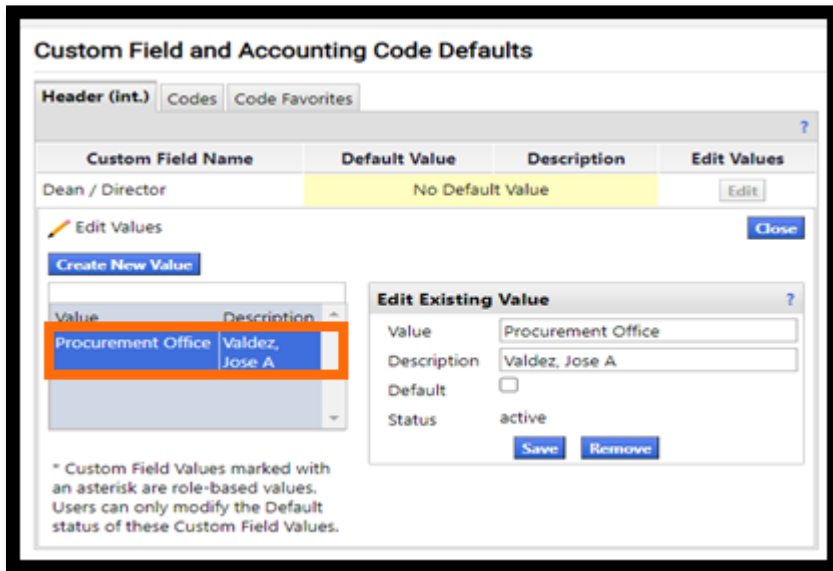
- List of users will Display; scroll until you find the corresponding field. The Department Head, Dean, and Division Head fields are maintained by IT. If the information here is incorrect, please submit a Service Request so that IT may update the system. Once they have updated it, the information will sync to iShop and you will see the correct names.



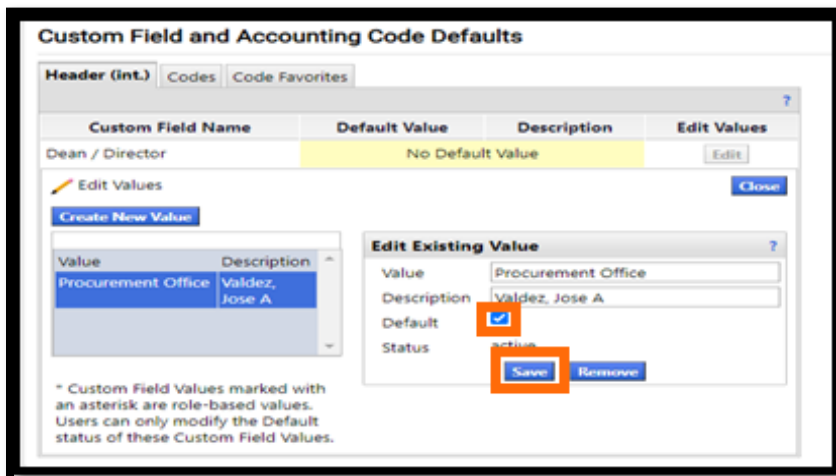
7. Once you have found the correct value, select the checkbox to the left of the value then click 'Add Values



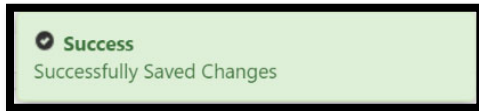
8. Once saved, value should display. Click on Value or Description



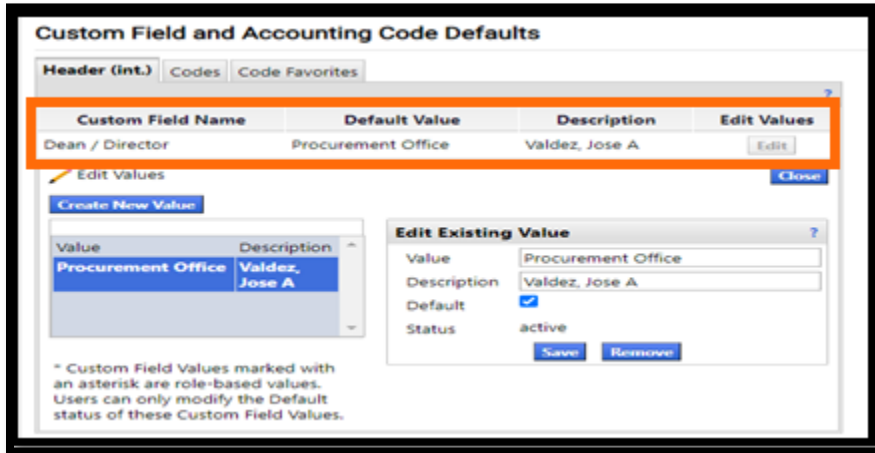
9. Click on to set as default and click **Save**.



10. iShop Should notify you changes were a success



11. Value should now be set as a 'Default Value'. Click on close



12. Value should be updated under 'Custom Field and Accounting Code Defaults'.

