HOW TO View Users Assigned by Fund (uPrint)

The View Users Assigned by Fund menu option allows authorized users* to review the names of academic staff, administrative and support staff, and resource accounts assigned to use a Fund for uPrint (print and copy) charges.

This menu option is for query purposes only. Changes to a user’s default FOAPAL/to any of the assigned funds, may only be done by the Key Financial Contact/uPrint Administrator - see the HOW TO Assign or Delete FOAPALs / Assign or Delete Badge IDs associated to Users (uPrint) for more information.

*Authorized User = Fund Financial Managers or Principal Investigators, those who are directly responsible for administering funds, have automatic access to query fund balances and transactions posted to their funds and grants in Minerva. Administrative staff and others who need access to query this information must attend training and submit the FIS Authorization form.

How to View Users Assigned by Fund

1. Log in to Minerva.
2. Go to the Finance (Fund) Administration Menu
3. Select the uPrint Campus Printing Menu option
4. Click on View Users Assigned by Fund menu option
5. Enter the 6 digit code in the **Fund Code** field. Click on the magnifying glass icon if the fund is not known.
   *Note: A drop down list appears if you have access to less than 100 funds; otherwise a magnafying glass icon will appear.*

6. You may further filter by a academic staff or administrative and support staff member by the **Short Username** field.
   Click on the magnifying glass icon if the Short Username is not known.
   Otherwise, leave blank to see a complete list of all users assigned to the Fund Code entered above.

7. To view a list of all resource accounts assigned to the entered Fund Code, excluding academic staff and administrative and support staff, select the check box next to "**Resource Accounts Only**".

8. Click on the **Search** button.