1. To view a user’s Profile Management page, go to the BFS Home page menu and select Main Menu ➔ Cal Components ➔ Profile Management ➔ Profile Management

2. Enter the user’s Employee ID in the EmplID Search field or Employee name in the Name field.

3. Click Search to display this user’s Profile Management page.

4. The values on the Profile Management page are “read only” and cannot be changed by most users. Users with the Profile Management role will be able to make changes. Preferred values include Org Nodes, SpeedTypes, Chart of Accounts, Ship To Locations, Final Destination, Additional Authorizers, and Cart Authorizers.

For more information on how to manage a BFS profile go to http://www.bai.berkeley.edu/BearBuy/manageProfile.htm.