

# Financial Manager Change Request – Quick Start Guide

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The Financial Manager Change Request section of the Finance New FOP system replaces the current emailed requests to Finance Systems Management and the Budget Office. The Financial Manager Change Request and related training documentation can be accessed from the WebRaider portal, HSC El Paso Finance, under Accounting Services or through the following links:

[Financial Manager Change Request Site](#)

[Financial Manager Change Request Training](#)

Processing a Financial Manager Change Request through the system requires seven steps:

- Step 1 – Click “Financial Manager” on the left hand column
- Step 2 – Select Chart
- Step 3 – Select Current Financial Manager of the fund you wish to change.
- Step 4 – Select the New Financial Manager of the fund you are changing.
- Step 5 – Check all fund(s) you wish to move to the new Financial Manager.
- Step 6 – Check all Orgn(s) you wish to move to the new Financial Manager.
- Step 7 – Provide an explanation for the change request in the text box provided.
- Step 8 – Click “Save and Submit” to route the request for approvals.

Email notifications from the Finance New FOP system will be sent to TEAM App Fund Managers for each fund included in the Financial Manager Change Request notifying them that the request is in their queue for approval. After TEAM App Fund Manager approval, the request will route to Finance Systems Management for final review and processing.

Policy and training questions regarding the Financial Manager Change Request process can be directed to Finance Systems Management at [fsmelp@ttuhsc.edu](mailto:fsmelp@ttuhsc.edu).