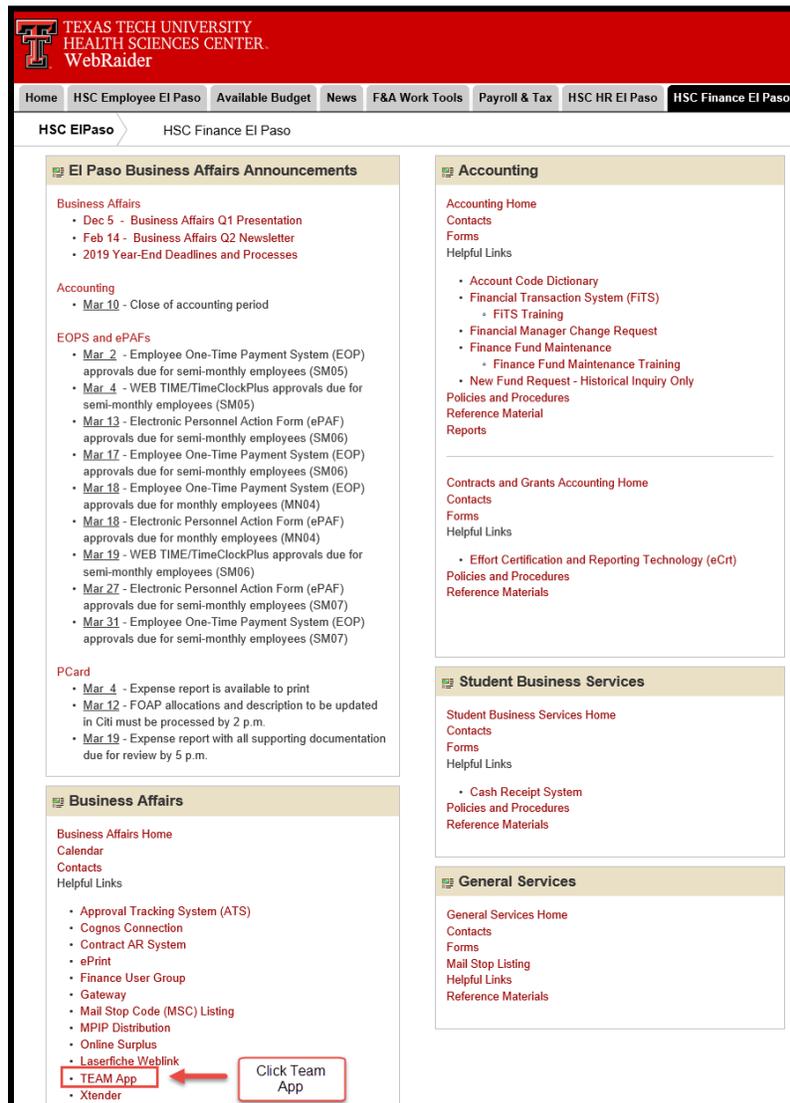# TEAM Application - Auditing Users in TechBuy

The **TEAM Application (TEAM App)** is the electronic registration/security process used for TTUHSC El Paso financial processes. This registration process allows Fund Managers to register departmental users who they deem necessary to shop, request, or approve their funds in TechBuy. Only a Fund Manager will be able to grant access to specific Banner Funds and assign roles to their departmental users for TechBuy. On an annual basis, the Fund Manager should review their funds to ensure the users and their level of access are still appropriate.

The **TEAM App** can be accessed from the WebRaider Portal under the HSC Finance El Paso tab as shown below. To begin the process of auditing, you will need to log into **TEAM App.**

Select Reports on the left side of the menu.
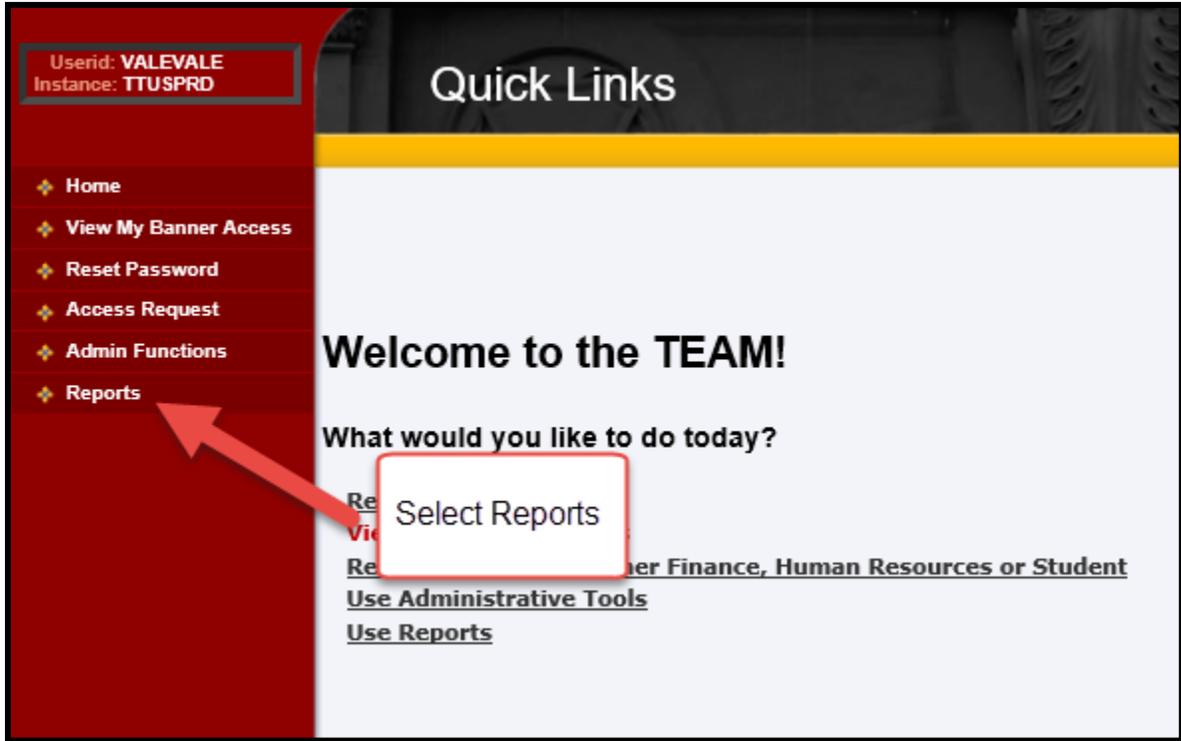
Select Financial Profile Access Report.
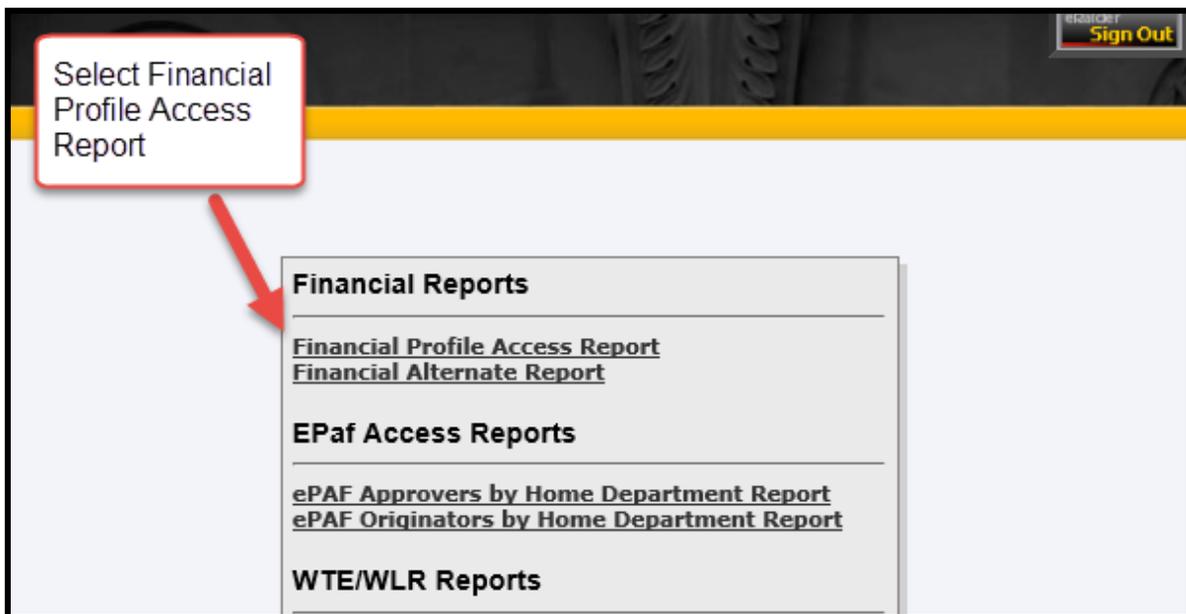
Enter your eRaider and select Search.

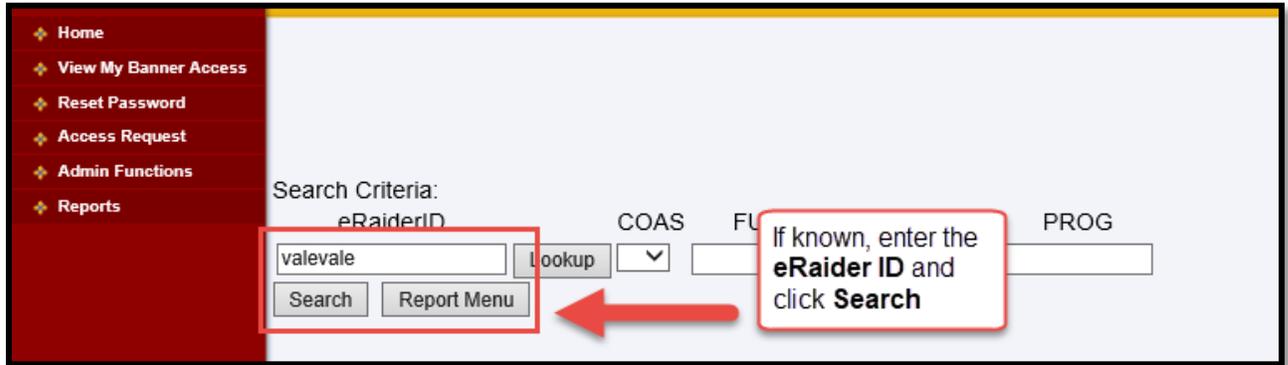The result of the search displays the Fund, the Financial Manager for the Fund, and the security role for users of TechBuy or Direct Pay applications.
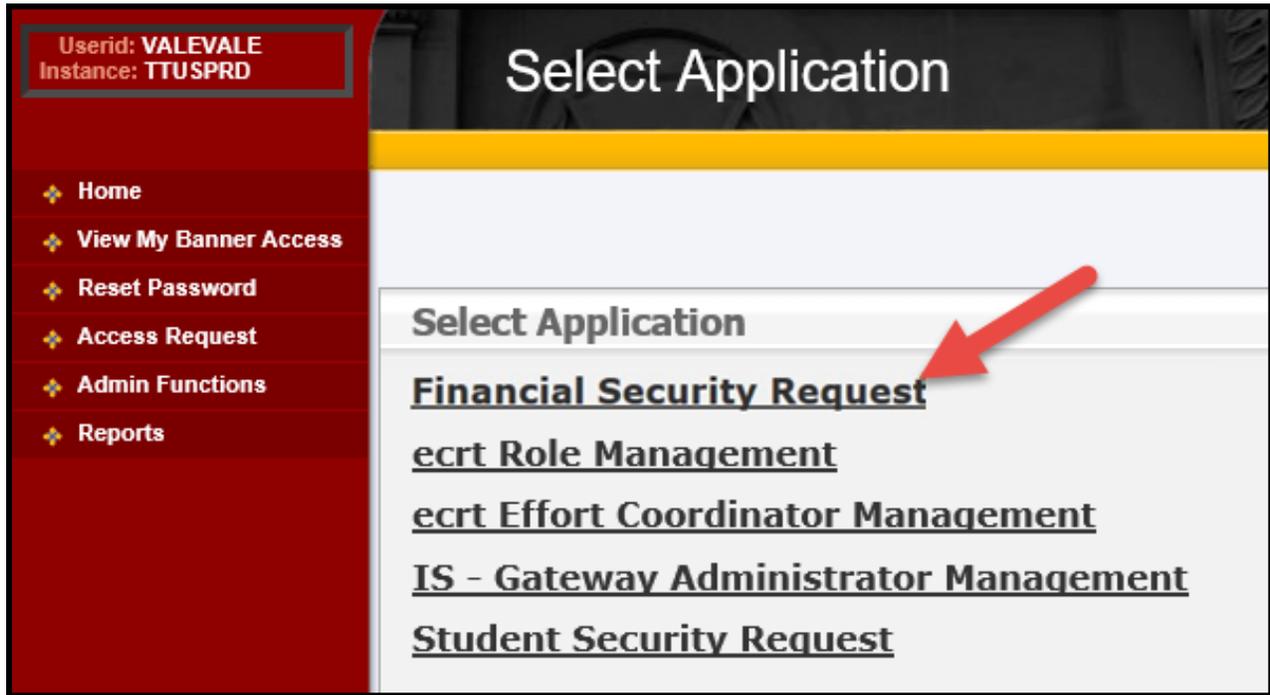
To delete a user, go back to the main menu on the left and select Access Request. Select Financial Security Request.

Enter the eRaider of the user you want to delete and select Next.

You will see a list with the Financial Roles for the user, choose the type of access you would like to delete. Select Next again.

Highlight the fund you want to delete the user from and select the < button. This will move the fund to the left side of the screen.

Click Submit.

If you have additional questions, please contact Finance Systems Management at FSMElp@ttuhsc.edu.