Instructions to Setup eFinance Account

Step 1 - Add User

User ID: bj1234 (replace '1234' with your district's 4-digit LEA number)
Windows Login Name: 1234bjanelle
Last Name: Janelle
First Name: Ben
Location Access: >=0
Department Access: *
DB Administrator: not checked
Email Address: bjanelle@apsrc.net
Employee Number: leave blank

Click OK to Save information

Step 2 – User Access
Enter Ben's User ID: bj1234
Click + sign to enter Resource Codes
Enter 5 Resource Codes (899, 31207, 31208, 31212, 31213)
Click OK to Save and make sure and click OK to Save changes.

Step 3 – Copy User Views

Finance staff member will enter his/her User ID information > Click Find > Six Views should be listed.
Click the button at the top left > Copy Views > Enter Ben's User ID – bj1234
Click OK to complete the process.