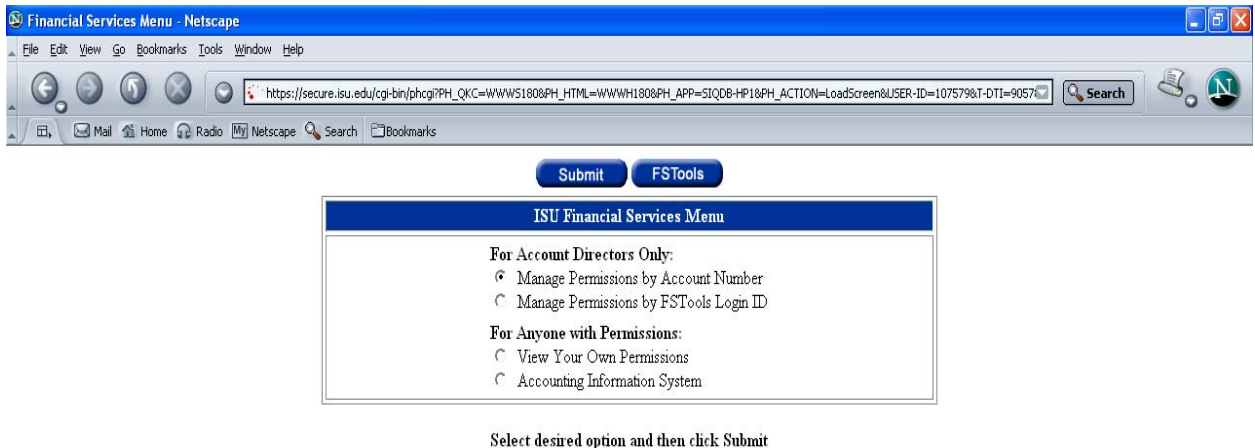
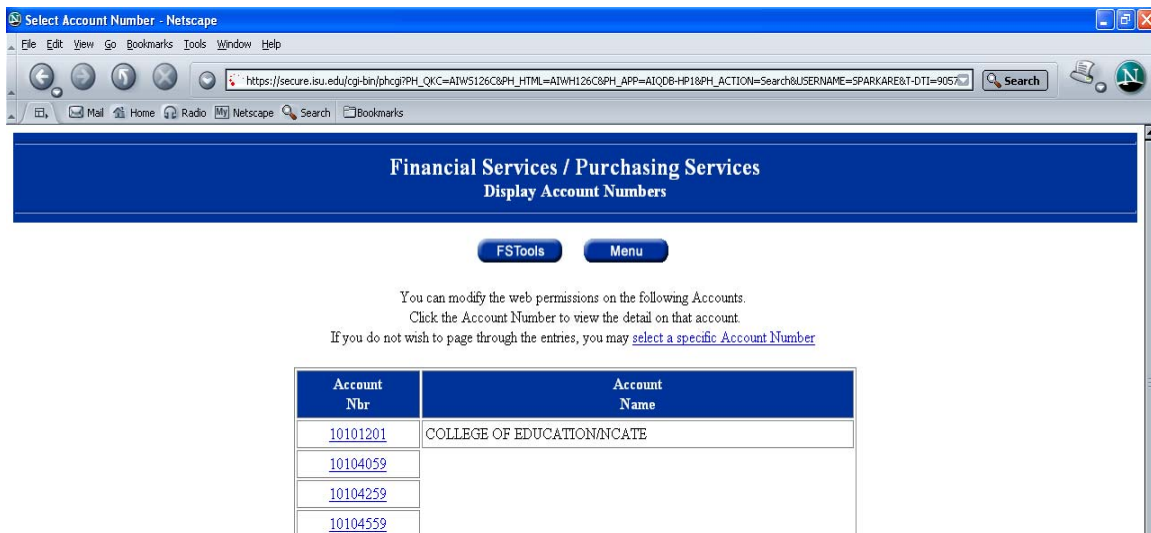


# Instructions for Assigning Account Lookup “Permissions”

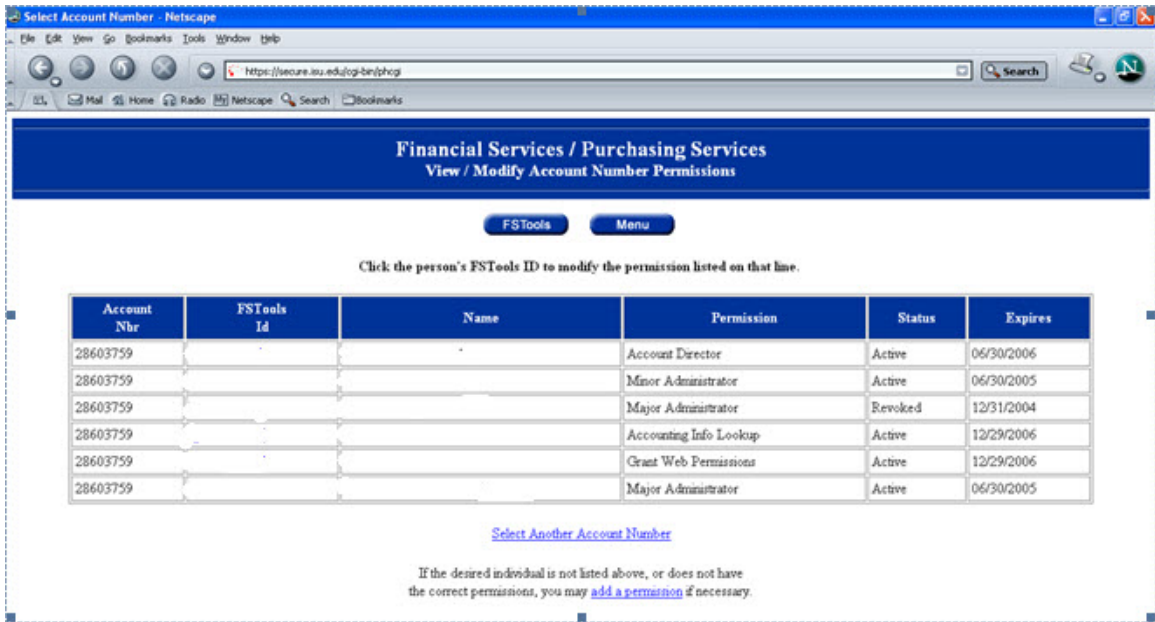
- Log onto BengalWeb and access Faculty Staff Tools
- Click on the Financial Services Menu
- Select Manage Permissions by Account Number and click on submit



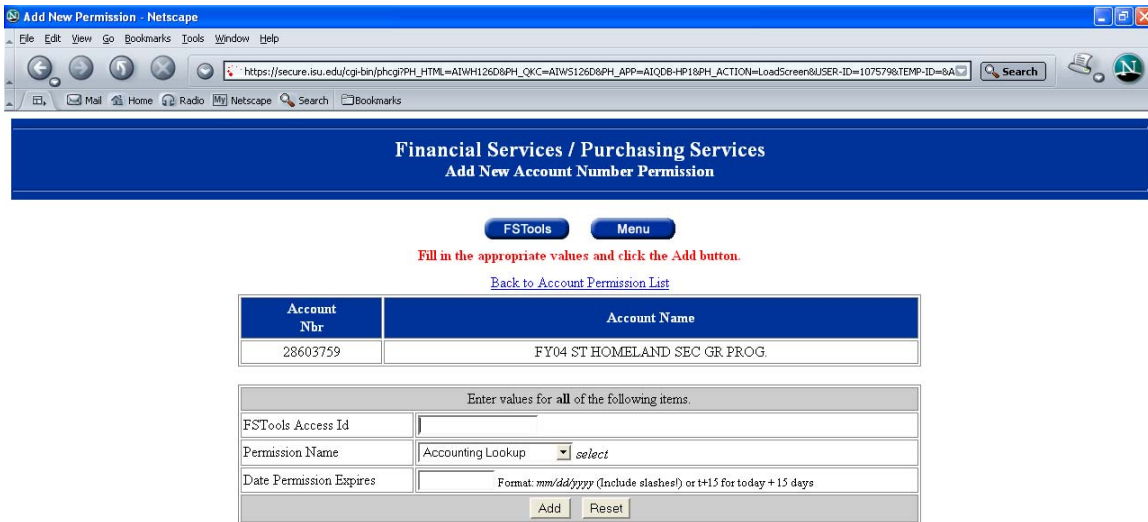
- Select the account number for which lookup permission is being granted. You can select from a list or click on the hyperlink “select a specific account number.”



- Once you have selected the account for which you wish to update the permissions, the following screen will appear:



- Click on "add a permission" at the bottom of the page. The screen will then look like this:



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- Enter the FSTools Access ID of the person being granted lookup permission. The Access ID is generally the first four characters of the last name and the first four characters of the first name (e.g. John Smith would smitjohn). It is the same user name and password used to access your ISU email account.
- Select Accounting Lookup Permission
- Specify an Expiration Date for the permission

This procedure will have to be repeated for each account that you are granting lookup permission.

Please keep in mind that on the first business day of a new month, the activity for accounts in the preceding month may not be totally up-to-date as month end processing has to be completed before the month is finalized. If you are relying on the activity to prepare month end reports, it is best to contact the Accounting Office to ensure that month-end processing has been completed.