

## Instructions for Viewing Your Current Account Number Permissions

- Log onto BengalWeb and access Faculty Staff Tools
- Click on the Financial Services Menu
- Select View Your Own Permissions and click on submit

Submit
FSTools

ISU Financial Services Menu

**For Account Directors Only:**

Manage Permissions by Account Number

Manage Permissions by FSTools Login ID

**For Anyone with Permissions:**

View Your Own Permissions

Accounting Information System

Select desired option and then click Submit

- The View Your Own Account Number Permissions screen opens up. Here you can view your current Account number permissions. If any of the information appears incorrect or incomplete then contact Associate Controller, Karen Sparks at x. 3009.

### Financial Services / Purchasing Services

#### View Your Own Account Number Permissions

FSTools
Menu

These are your current Account Number permissions.

Account Number	Account Name	Permission Description	Permission Status	Permission Expires
93900401	ERP - OPERATIONS	Accounting Info Lookup	Active	12/31/2020
93910120	UNIV TECHNOLOGY FEE - ERP	Accounting Info Lookup	Active	12/31/2020
93910280	ERP LEASE ACCOUNT	Accounting Info Lookup	Active	12/31/2020
98910280	ERP LEASE ACCOUNT	Accounting Info Lookup	Active	12/31/2020

If any of the information above appears incorrect or incomplete, then please contact the Account Director for that Account, or Financial Services.

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