Budget Planning Tool

<u>How to set User Preferences</u>

Once logged in

Click on 3 dashes in upper left

Click on User Preferences

Click on User Variables

In Element line, click on 3 little squares

In Search Element space, type in location number, click Enter key

Click on your location, make sure blue check mark appears

Click OK

Is your school listed as Element?

Click Save

Click OK in pop up

Go back to 3 dashes