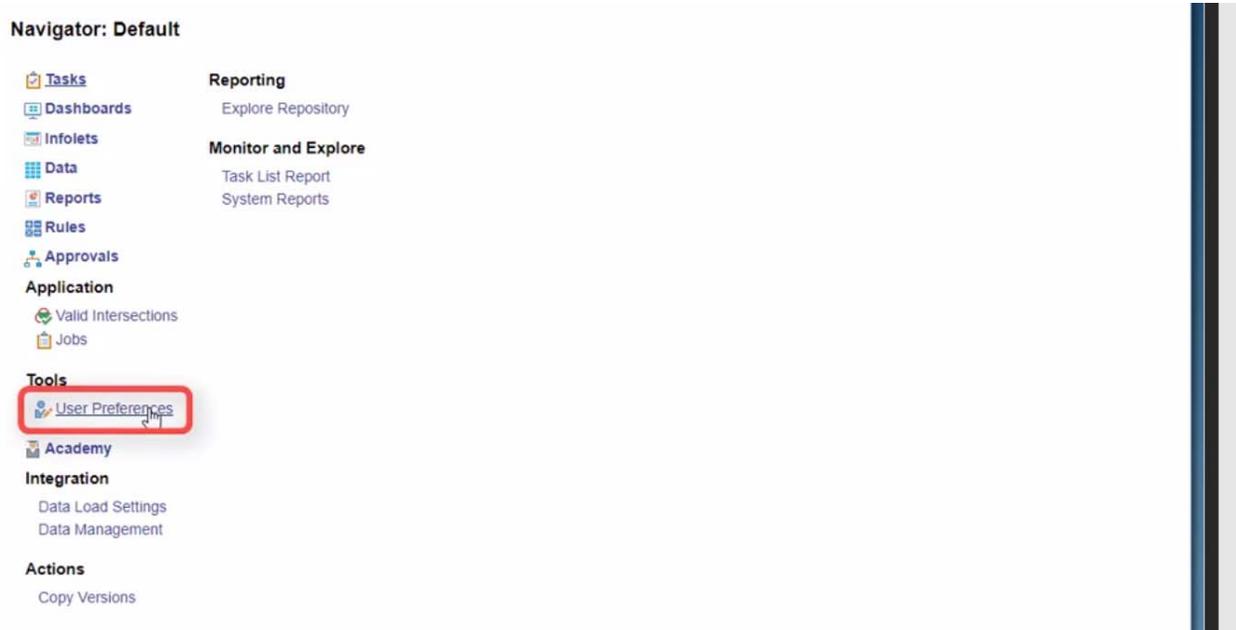


Editing the User Preferences to the Correct Funding Source

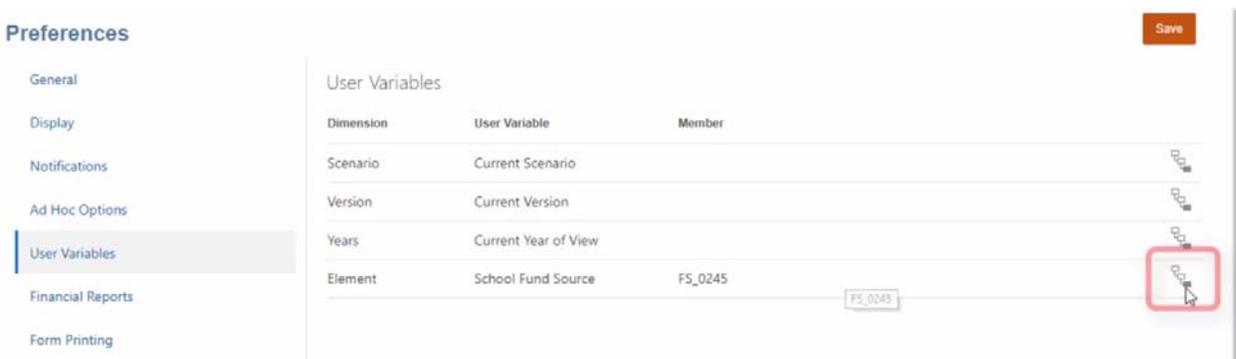
1. From the PBCS homepage, click the **Navigator** icon in the top left corner.



2. Under Tools, click on **User Preferences**.

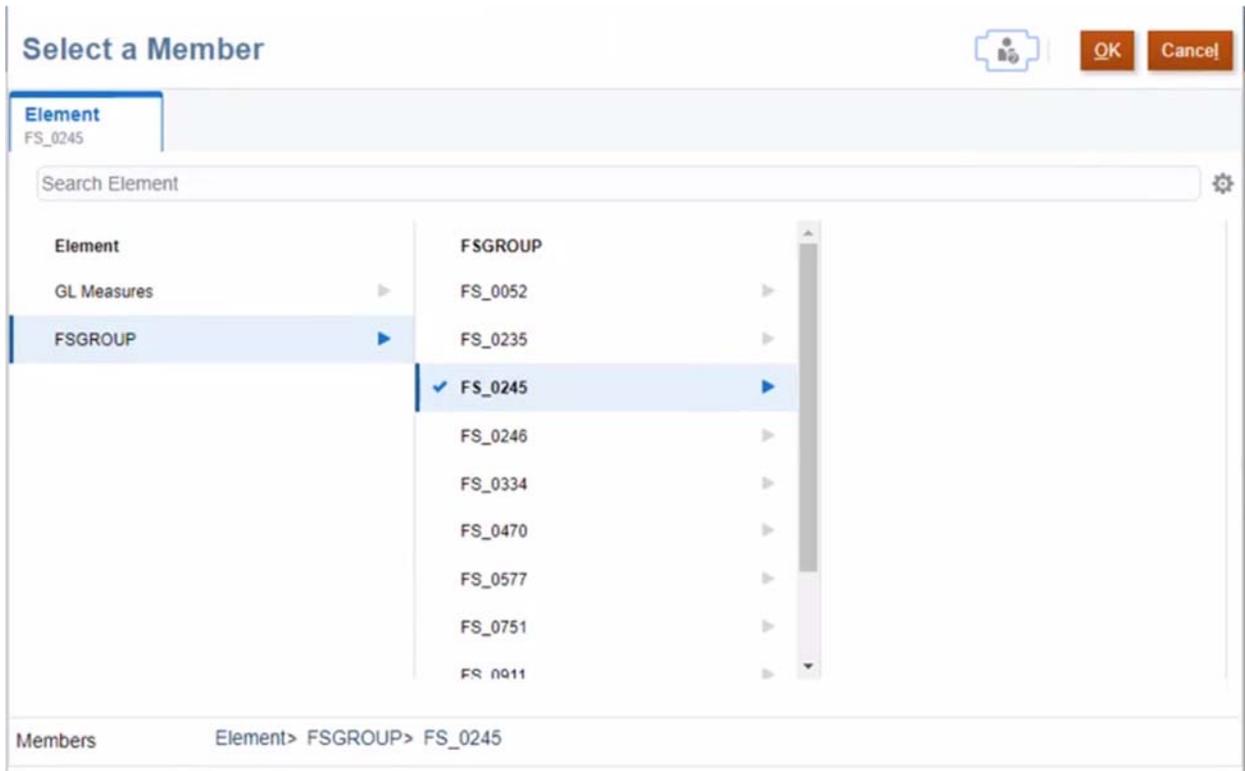


3. Go to **User Variables** located on the left side, highlight the **Element** row, and click on the **Member Selector** icon.



4. From the Select a Member window, click on **FSGROUP** and select your work location's **funding source**.

5. Click **OK**.



6. Click the **Save** button.

7. Click **OK** in the Information window.

8. Click the **Home** icon to return to the PBCS homepage.

Please note: If you are assigned to one school or work location, you will only need to complete this process **once**. If you are assigned to multiple locations, you can select "Funding Source" from the GL Measures menu option above.