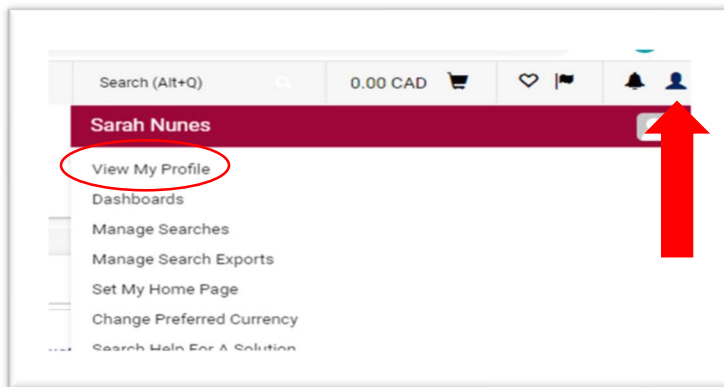# How to Setup User Profile
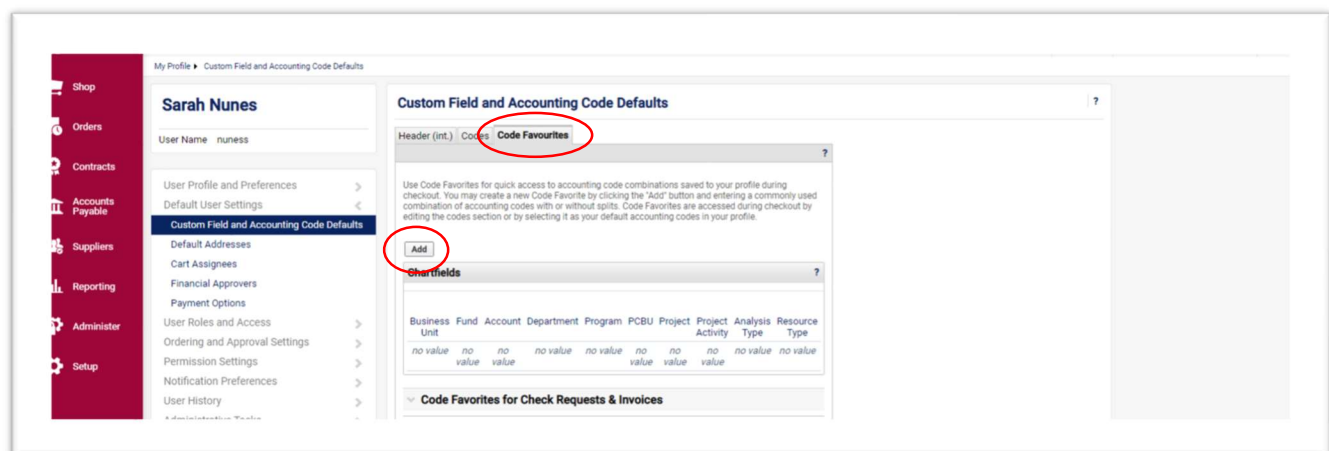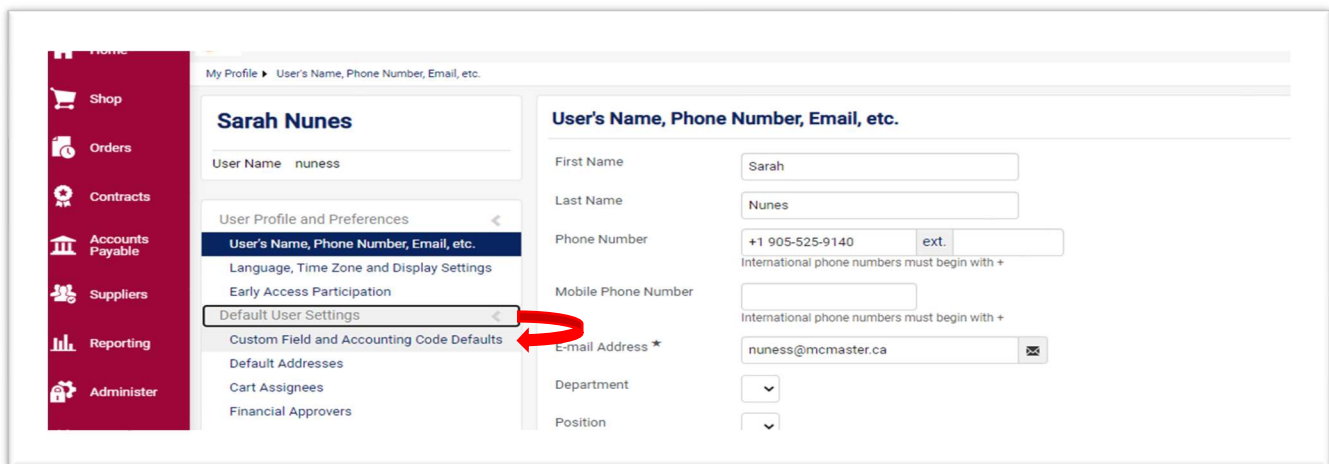
Choose the Person icon in the top right-hand corner of the screen, then go to View My Profile


CHARTFIELDS

To add a chartfield to your profile, click on Defaults User Settings – Custom Field and Accounts Code Defaults – Code Favourites tab – Add – Enter chartfield and nickname - Save

**Note:** PDA Accounts cannot be used in MacBuy

SHIPPING ADDRESS

To add a defaults shipping address, click on Default User Settings – Defaults Addresses – Select Addresses for Profile - Choose your location from the list provided – Add Name, Bldg/Room - Save
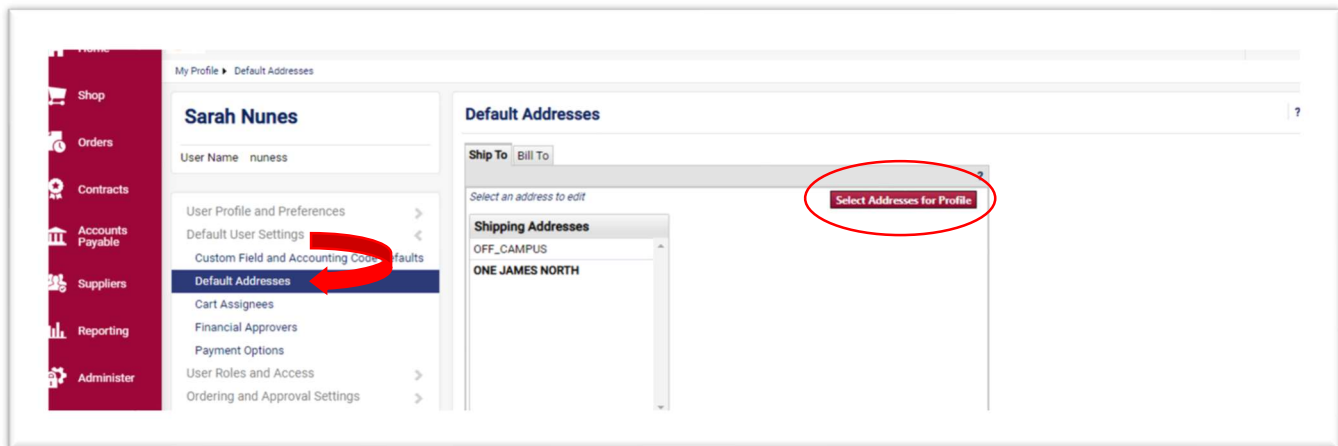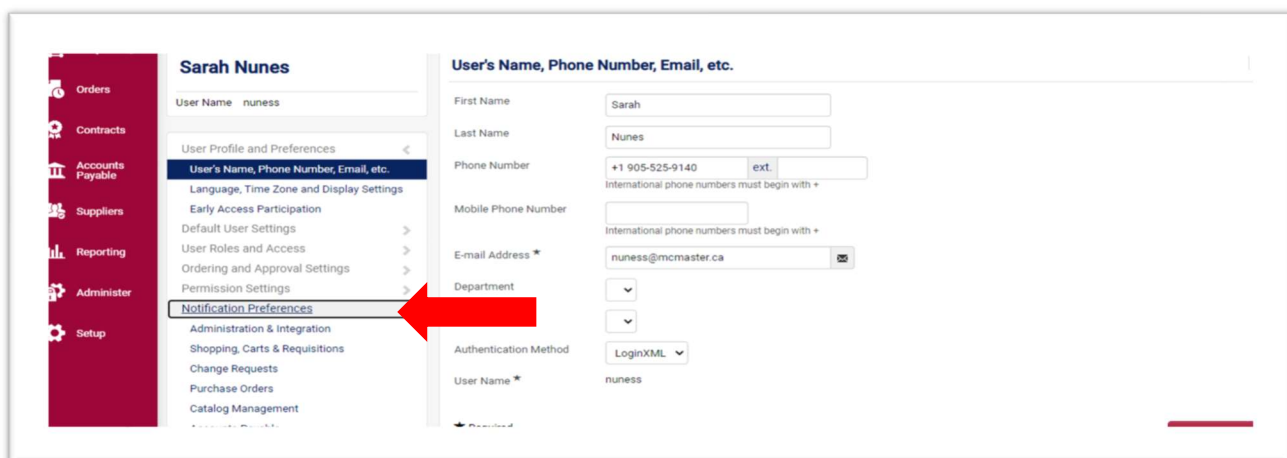

Note: Most main campus buildings not specifically listed would use the WEST CAMPUS location for General Receiving

Note: OFF CAMPUS can be used for any location not shown in the list
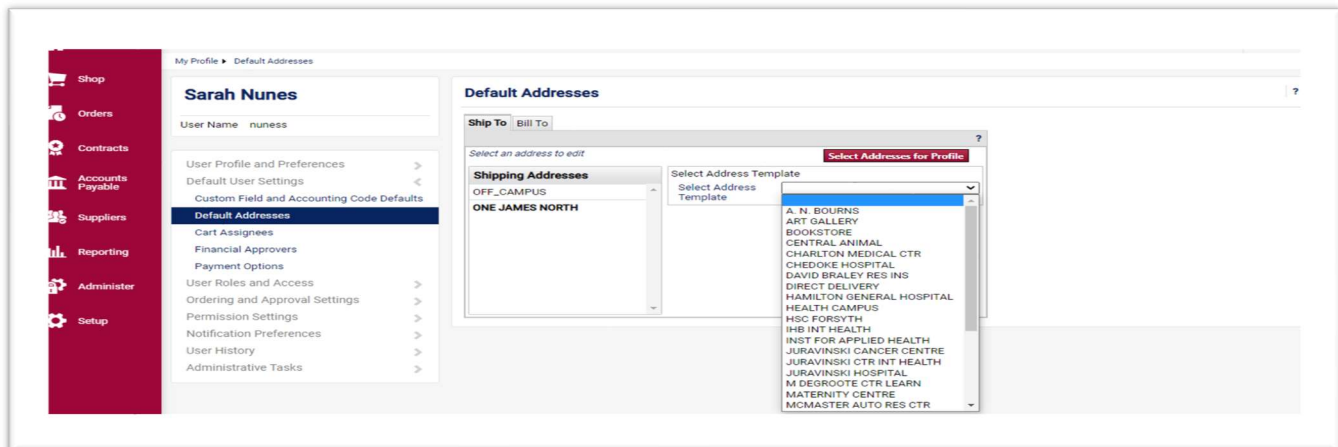
NOTIFICATIONS

View My Profile – Notification Preferences

Choose the heading where you want to make changes - E.g. Shopping, Carts & Requisitions. You will see a list is default notifications that have been assigned to you. If you want to turn notifications on/off, choose Edit Section

Choose Override to change settings – then Save Changes