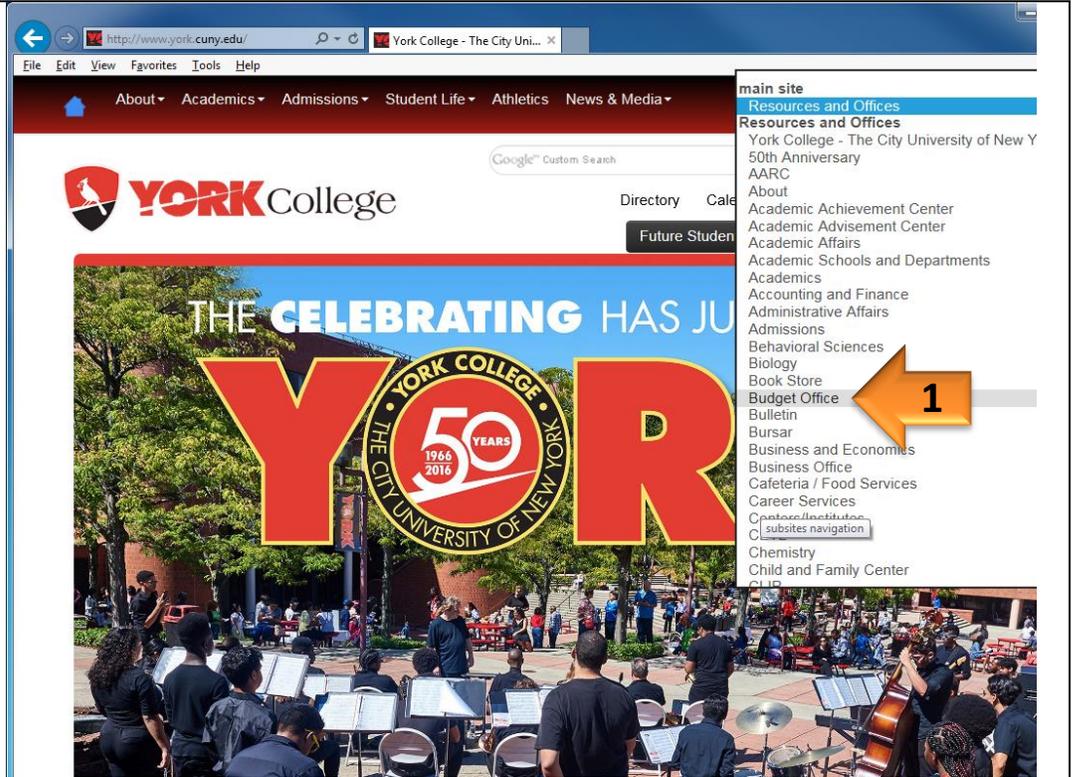


How to use Procurement Role Check

This system displays Roles associated to users in specific department. The information displays in these queries have been downloaded from CUNYfirst Procurement Reporting Tools

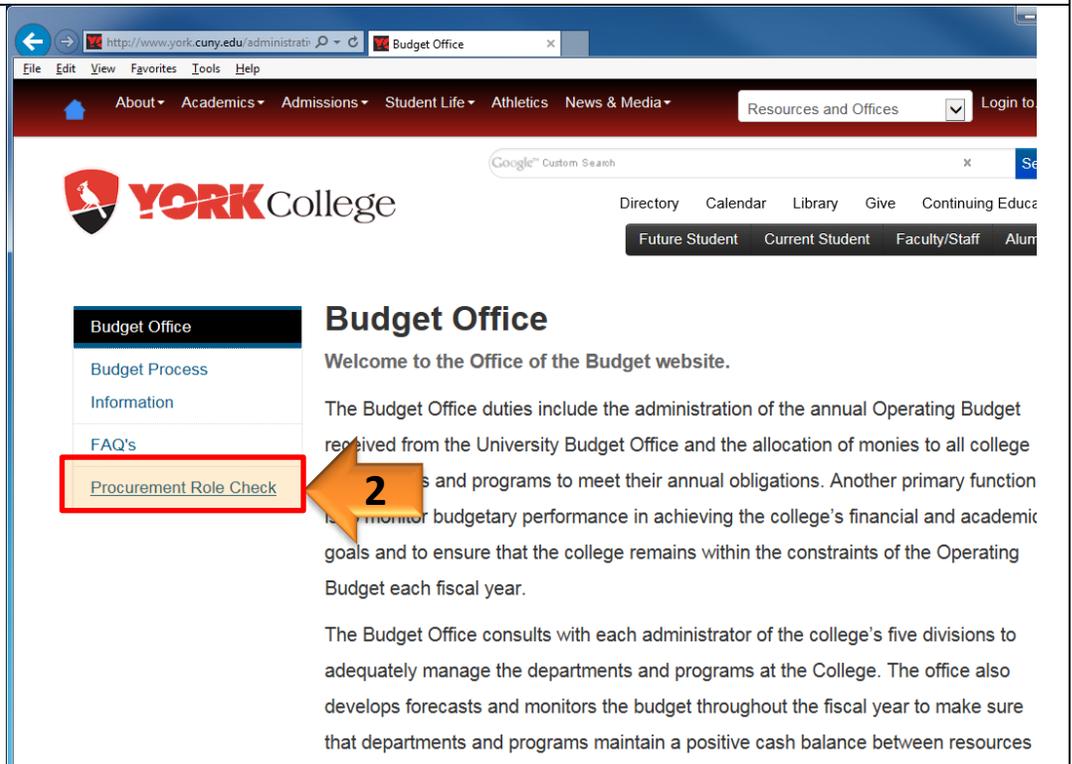
1.

The link to the Procurement Role Check is located in link at the [Budget Office Webpage](#)



2.

Click on Procurement Role Check



3.

The page requires the user to login using network credential (same as logging into your computer)

https://www.york.cuny.edu/acf_users/ci

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York Cardinal App

To log in to this system please use your York College Network Account

Login Name

Password

Log in

Set

You can search by:
Empl ID
or
Department Code

You can also use the
Dropdown with the
department name to
select a department.

https://www.york.cuny.edu/faculty-s

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Procurement Role Check

This system displays data from queries that have been downloaded from CUNYfirst Procurement Reporting Tools

- CS_FSPO_REQUESTORS_SUPERVISORS
- CS_FSRQ_DEPT_APPR
- CU_DEPARTMENT_LIST
- CU_FSTE_EMPLOYEE_DATA
- CU_SEC_ASL_PO_CREATOR_ROLE

Set Empl ID or Dept Code: Empl ID or Dept Code Department: ALL Search

Important

If you consider that changes to this roles are needed or are not correct, click on the link to the CUNYfirst Procurement User Access Request Form; Complete the form and have it properly signed.

[CUNYfirst Procurement User Access Request](#)