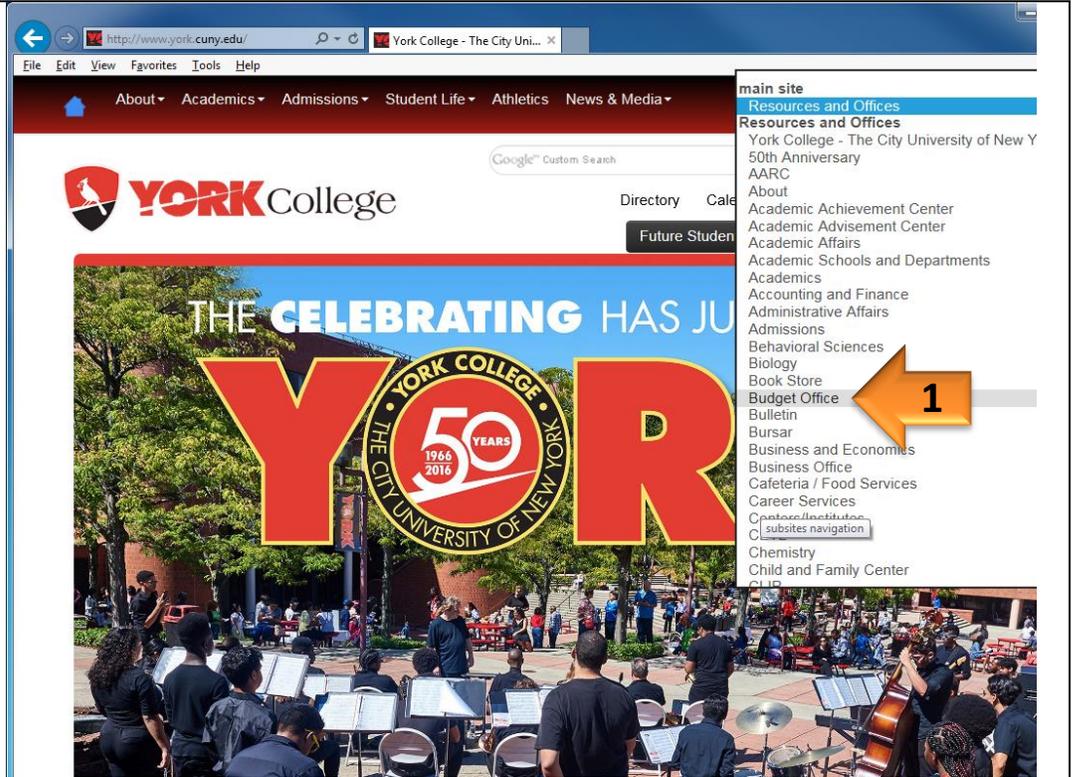# How to use Procurement Role Check

This system displays Roles associated to users in specific department. The information displays in these queries have been downloaded from CUNYfirst Procurement Reporting Tools
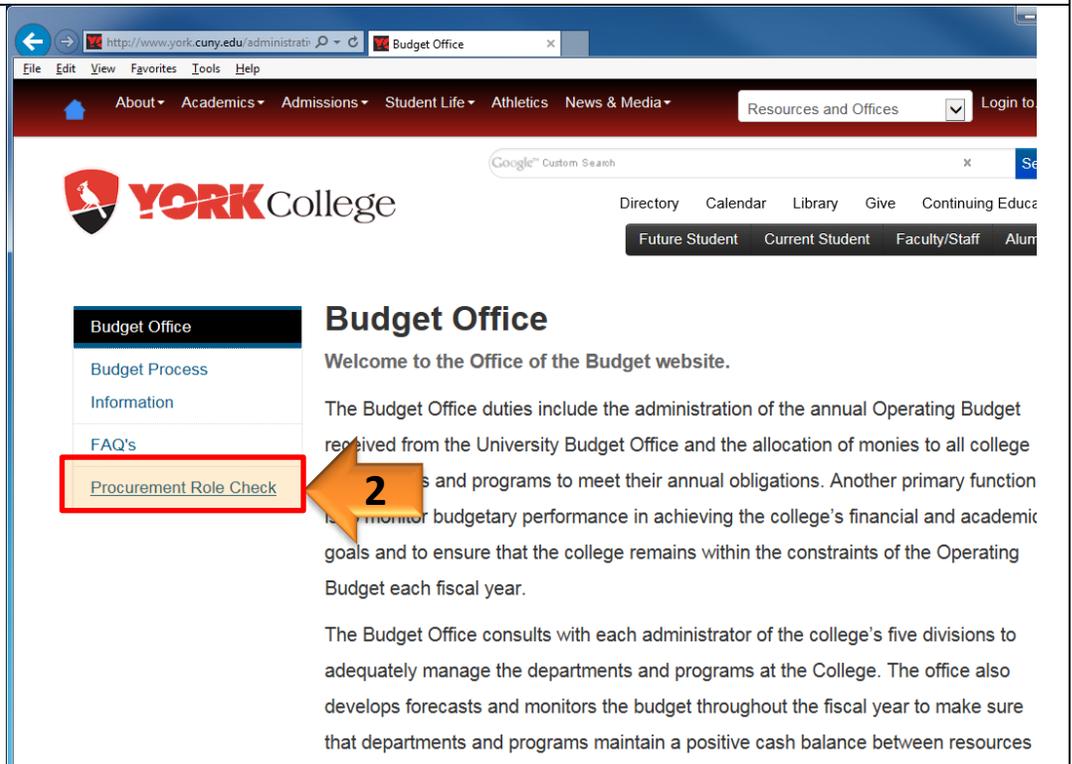
1. The link to the Procurement Role Check is located in link at the <u>Budget Office Webpage</u>	
2. Click on Procurement Role Check	

3. The page requires the user to login using network credential (same as logging into your computer)	
Set You can search by: **Empl ID** or **Department Code** You can also use the Dropdown with the department name to select a department.	
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