The Assign or Delete FOAPALs and uPrint card Badge IDs associated to Resource Accounts menu allows the Key Financial Contact and uPrint Administrator(s) to:

1. Assign FOAPALs, that are within their Org jurisdiction, to Resource Accounts for uPrint charges.

- 10. You have the option to enter Activity and Location codes. If your Unit does not use these, leave as is a series of six zeros '000000'.
- 11. If you would like this FOAPAL to be set up as the default for uPrint charges, check the Default FOAPAL box.
 - Note: There can only be one default FOAPAL.
- 12. In the Tag field, you may enter any combination of characters (alphabetic and/or numeric) that will help to identify the FOAPAL to charge on the uPrint device Account screen. If left blank, the Fund-Activity-Location set of codes for the FOAPAL string will be displayed. No other textual description will appear on the uPrint device Account screen to identify the FOAPALs assigned to the resource account.
- 13. If needed, enter a Termination date in the format "DD-MON-YYYY" or use the calendar icon. *Note*: If you decide to enter a termination date, the resource account may not be used to print/copy on any uPrint device after that date.
- 14. If Activity and Location codes were entered, and you would like to see the descriptions associated to the codes before submitting the form, click the Refresh button.
 Clicking the Cancel button will bring you back to the main screen of this menu option and the FOAPAL will not be assigned to the resource account.
- 15. Click the Submit button.
 - You will return to the main screen of this menu option and the following message will appear under the Fund Code field - "The FOAPAL record was successfully added".
 - o A summary table of all assigned FOAPALs will be displayed.

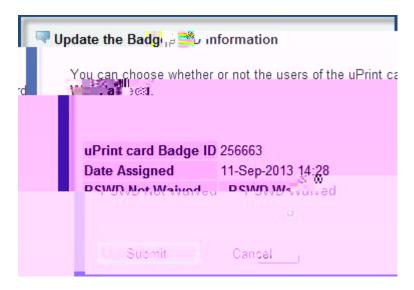
 Note: Once a FOAPAL has been assigned to a resource account, the changes will only appear on the device's Account screen after the next data update period. These occur daily (Monday to Friday, excluding holidays) at 6am, 10am, 1pm and 4pm.

16.

17. Enter the uPrint card Badge ID in the field.

Note: The uPrint Badge ID corresponds to the first six digits of the numerical sequence that appears on the back of the card.

- 18. Click the Assign Badge ID button.
- 19. On the next screen, choose whether or not to waive the password by selecting the radio button under the desired action. Selecting "PSWD Waived" means that there will be <u>no prompt</u> to enter a password when swiping the card at any uPrint device.



20. Click the Submit button.

Note: Once a Badge ID has been associated with a Resource Account, it will only be usable after the next data update period. These occur daily (Monday to Friday, excluding holidays) at 6am, 10am, 1pm and 4pm.

How to view/update/delete FOAPALs assigned to a Resource Account

	Enter the Resource Account in the McGill Username field. Click the LIST button. A summary table of all assigned FOAPALs will be displayed.
3.	Use the icons (under the Order and Action columns) to make changes. See the table below for further explanations:

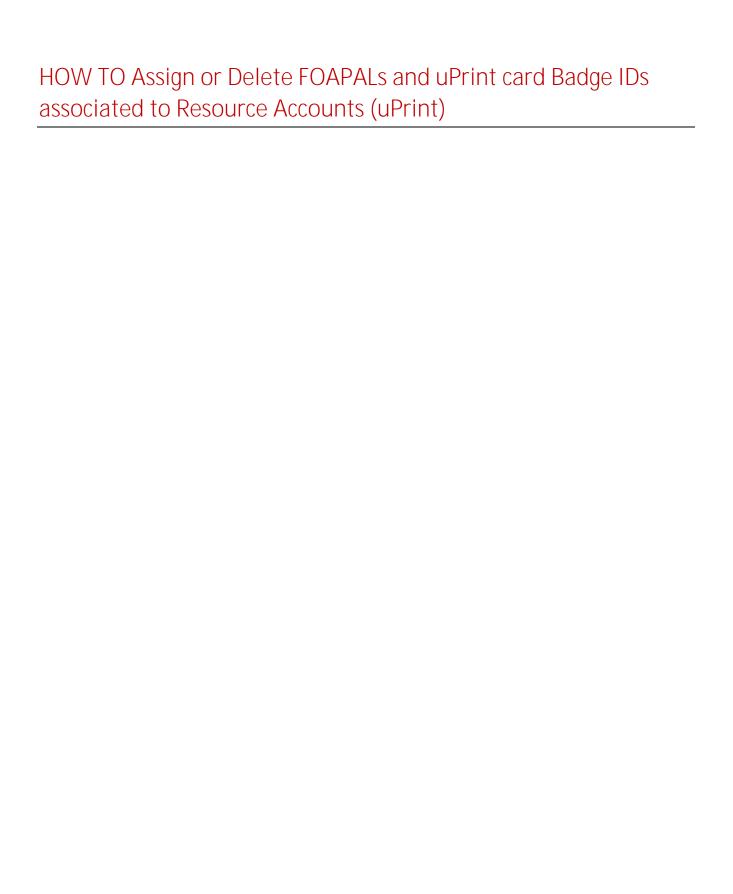
Field Name

Explanation

Fund, Organizaiton and Program are default codes associated to each Fund.

Organization, These codes cannot be changed.

Program If the Fund should no longer be assigned to the resource account, use



How to view/update/delete Badge IDs assigned to a Resource Account

1. 2.	Enter the Resource Account in the McGill Username field. Click the LIST button. A summary table of all assigned FOAPALs will be displayed and further down a summary table of all assigned uPrint card Badge IDs will be displayed.
3.	Use the icons (under the Action column) to make changes. See the table below for further explanations:
	Field Name

o Clicking the Cancel button will bring you back to the main screen of this menu option and no changes will have been saved.

Revoke icon: Allows you to remove the association of the uPrint card to the Resource Account. Keep in mind that a uPrint card that is not associated with any Resource Account/User may not be used to print, copy, nor scan-to-email on any uPrint device.

- o **Click on the** Revoke icon.
- o Qick the Submit button when changes have been made. You will return to the main screen of this menu option.

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