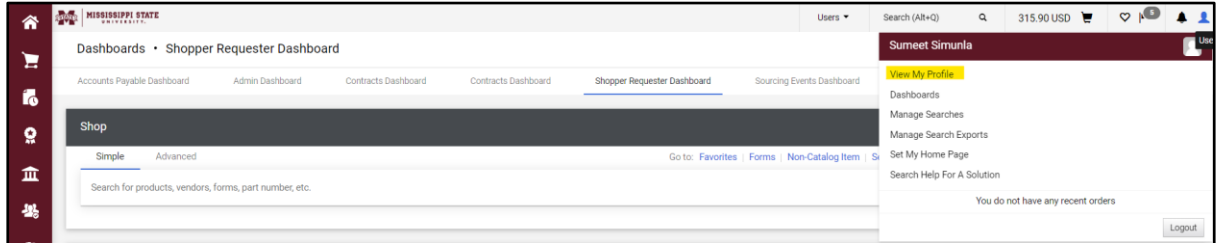# User Profile Setup

(Setting up default shipping addresses and FOAPAL elements)

. This guide outlines the process to add or update the default shipping address and FOAPAL (Funds, Organization, Account, Program, Activity, Location) information.
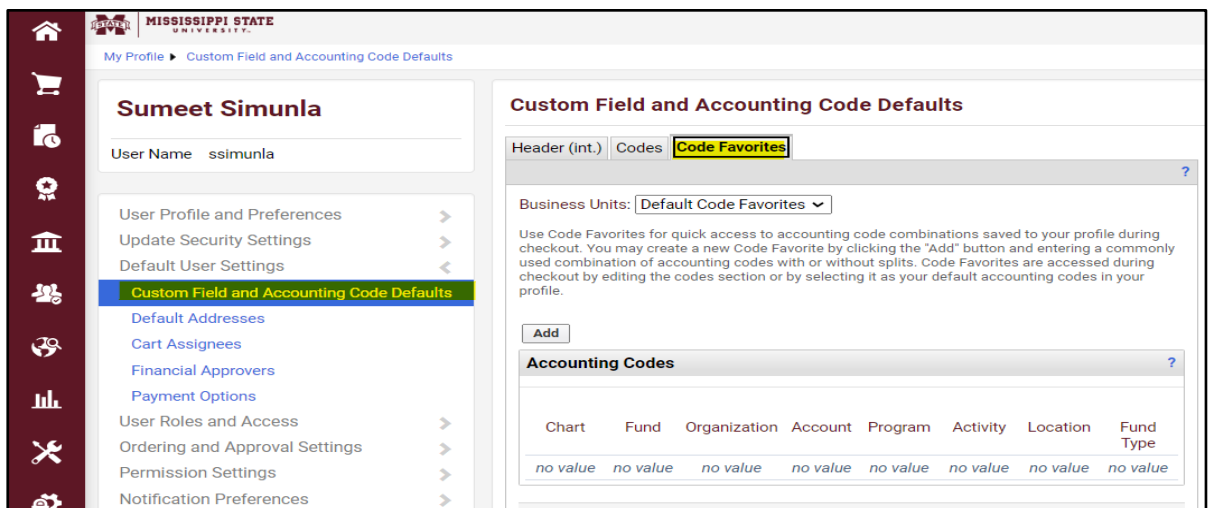
- o From the home page, click on the *Profile Icon* which is on the right top of the screen and click *View My Profile from the menu*

- o Under 'User's Name, Phone Number, Email, etc.' confirm your full name, email address and username.
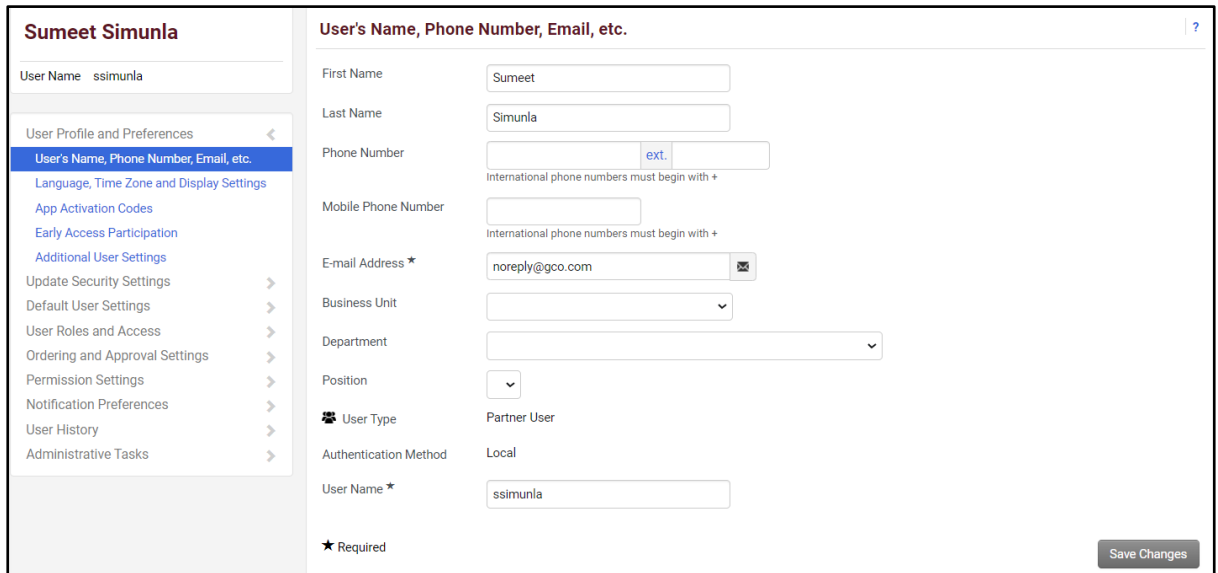
- o Click Default User Settings -> Custom Field and Accounting Code Defaults -> Code Favorites to add Default Code Favorites.

o Click 'Add' -> Search and add your favorite codes -> Add a Nickname -> Select Save.

o To add a default address, click on Default Addresses -> Select Addresses for Profile -> Select.

o The list of addresses loaded into the system will appear. Select your default ship to address, add the Attn To information to be applied to all requisitions, select *Save*.