

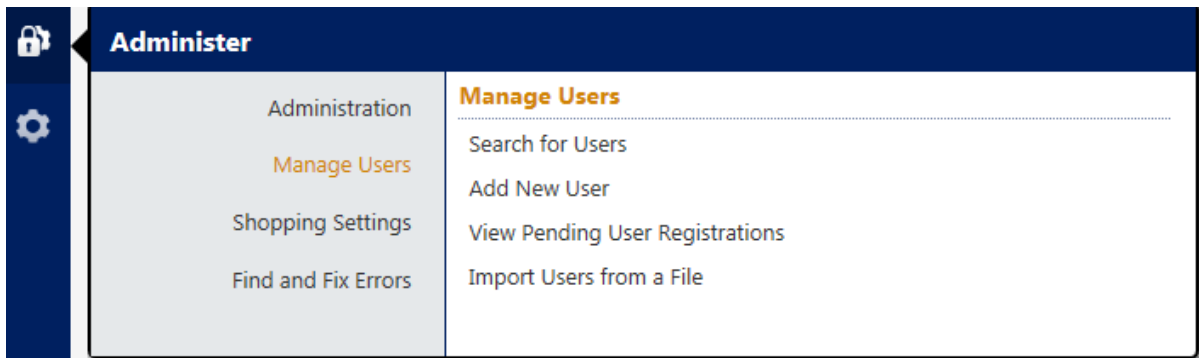
Accessing User Profiles

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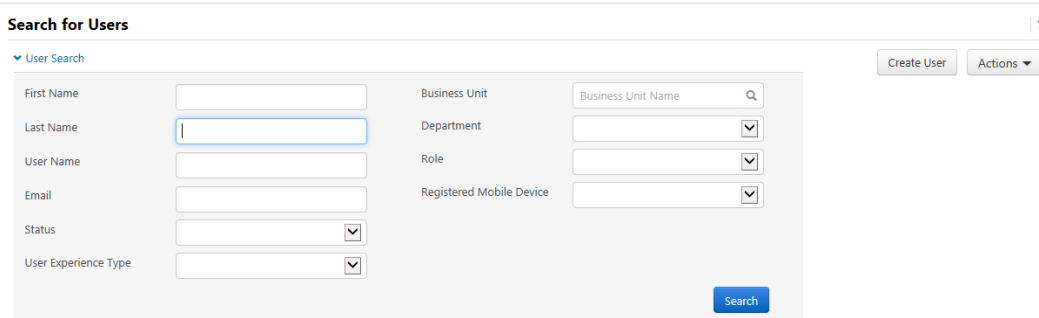
BU Administrators can access their agency user profiles, which include resetting passwords, default ship to addresses, permission and notifications. BU Administrators can activate or inactivate users and view or export a list of their agency WISBuy users.

Below are the steps to accessing user information:

1. Login into the WISBuy PCard Marketplace
2. To change or review a user profile, go to Administer icon then Manage Users. Under Manage Users Business Unit Administrator can;
 - a. Search for Users
 - b. Add a New User
 - c. View Pending User Registrations
3. To access a user profile select Search for Users.



4. Searching for a user can be performed by first name, last name, user name, or role. The field(s) can also be left blank to search for all agency users. For this example all fields were left blank for the search.



5. WISBuy returned a list of all the users for the agency. This list is sorted alphabetically by user last name. BU Admins can select a profile or export the search results.

Search for Users ?

[User Search](#) Create User Actions

1-20 of 401 Results 20 Per Page

Name	User Name	Phone	Email	Business Unit	Role	Status	
Adams, Melissa	adamsmxsfj	+1 (608) 266-7332	melissa.adams@etf.wi.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Administrator, Contract	cadmin	+1 (919) 659-2212	leckerlin@sciquest.com	Administration	Contract Manager	Active	<input type="checkbox"/>
Amberson, James	amberjxma	+1 (608) 264-6452	JamesJ.Amberson@gmail.com	Administration	Purchaser	Active	<input type="checkbox"/>
Anderson, Amy	Russe	+1 (414) 227-3902	eloise.russ@wisconsin.gov	Administration	Purchaser	Inactive	<input type="checkbox"/>
Anderson, Julie	Natalie Cole	+1 (608) 261-0050	julie.anderson@dwd.wisconsin.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Anderson, Peter	Peteranderson	+1 (608) 267-0581	andersonp@opd.wi.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Andrews, Sara	andreslpzp	+1 (608) 264-6533	sara.andrews@wisconsinhistory.org	Administration	Purchaser	Active	<input type="checkbox"/>

6. To view a user profile, click on the User name.
 - a. BU Admins will now be in the user profile to make changes.

Administer > Manage Users > Search for Users > Pebble Flinstone > User's Name, Phone Number, Email, etc.

Pebble Flinstone

User Name pebble

User Profile and Preferences

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- Update Security Settings
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

User's Name, Phone Number, Email, etc.

First Name

Last Name

Phone Number

+1 (608) 261-7014
Area, Phone Number, Extension

E-mail Address [Email User](#)

Business Unit

User Name

User Experience: Select "Enhanced Functionality"

Authentication Method

[Save](#)

For further assistance accessing user profiles, please contact doawispro@wisconsin.gov.