Create or Administer Department Shared Accounts

-Logon to http://ypps.yale.edu/. Click on 'Blueprint'. Click on 'Cost' in 'Staff/Faculty Printing' section. Click on 'PTAEO Set-Up'.



-Click on 'To create or administer Shared Accounts (also referred to as 'Cost Centers'), click here' link'.

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| | Home = BluePrint = PaperCut = Staft/Faculty Printing = Cost = PTAEO Set-up | | | |
| | staff printing - ptaeo set-up | | | |
| | BluePrint – Departmental PaperCut Account Management | | | |
| | Staff can Setup or Edit Shared Account Cost Centers, see Departmental Resources below. | BLUEPHINI | | |
| | Departmental Resources | POWERED BY PaperCut ™ | | |
| | To create or administer Shared Accounts (also referred to as "Cost Centers"), click here | | | |
| | CAS Login is required, then a departmental password is created by your Business Office (if you do not have a password and wish to set one up for your organization, please contact BluePrint@yale.edu, 203-436-9640.) | | | |
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-Click on 'Please click here to log into the system' to log in.

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| Yale Copyright © 2011 Vale University. All rights reserved. Privacy policy Contant may not have been approval by or reflect the views of Vale University. | |

-Enter the Organizational password in the Password box. (See your Business Office for your org password) Click Submit.



-To edit an existing Shared Account, click on it in the Shared Account list. Click Select button.

-You can activate or deactivate the account, change the account name, change the PTAEO or add or remove users from the account. Follow the instructions to process any changes.

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| | | 2. Activate / Deactivate the selected Shared Account Shared Account Name Test999 | Status Active | Action Deactivate | |
| | | 3. Change selected Shared Account's name Test999 4. Change PTAEO for the selected Shared Account 1033084 000 00010B (832900 5. Add and/or Remove Uses from the selected Shared (Click here if you need to look up NetIDs) Enter Ref. Use to add | Change Name 537001 Change P Account Select users to ren | FAEO | |
| | | to current Shared Account: | from the current Shared Account: bjr48 | | |

-Click on 'click here' to create a new Shared Account.

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| | Yale | Edit User Access To edit an individual's access to Shared Accounts, enter that pers Continue Continue Continue Continue Continue | son's HetID below and hit "continue": vid. Brivacy policy the views of Yale University. | | |

-Your Net ID will be automatically added to this Account. Uncheck the 'Add my Net ID to the user list for this Shared Account' box if you do not want to be added. Enter a valid PTAEO. Enter a name in the Account name box if you want a name for this account. (default name is the PTAEO) Add additional Net IDs in the User boxes if other users are to be added. Click Submit.

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| Vale | Copyright © 2011 Yale University, All rights reserved, Privacy (| oficy | |

-A message will display on the form after the account has been successfully added. You will also receive 2 emails confirming that the account has been added as well as account name and users added information.

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| | Edit User Access To edit an individual's access to Shared Accounts, enter that person's NetID below and hit "continu Continue | a": | |

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-Enter a Net ID in the Edit User Access box if you want to add or delete access for that user. Click Continue.

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| | Create a Shared Account/Cost Center If you would like to set up a new Shared Account, click here | | |
| | Edit User Access To edit an individual's access to Shared Ar Continue | continue": | |

-Click on the box next to the Shared Account you want to add access to for this user. Uncheck the box if you want to remove access to the account for this user. Click Update.

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-A message will display on the form after the user access has been updated.

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-User now has access to use these accounts.