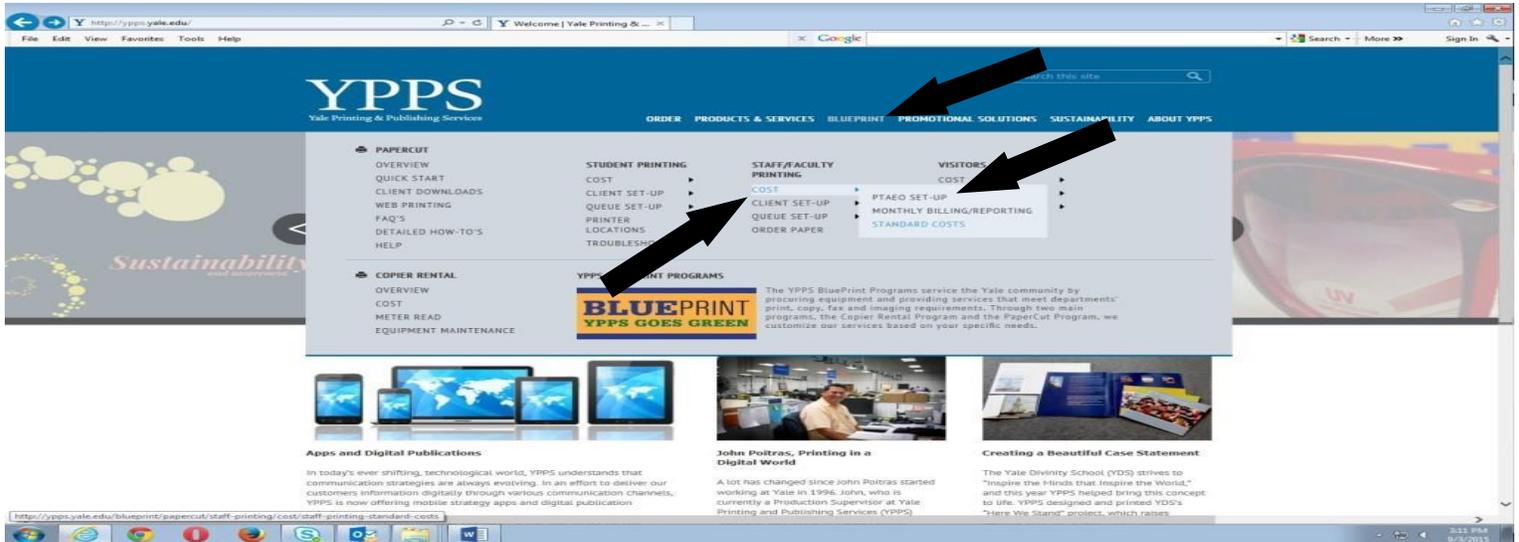
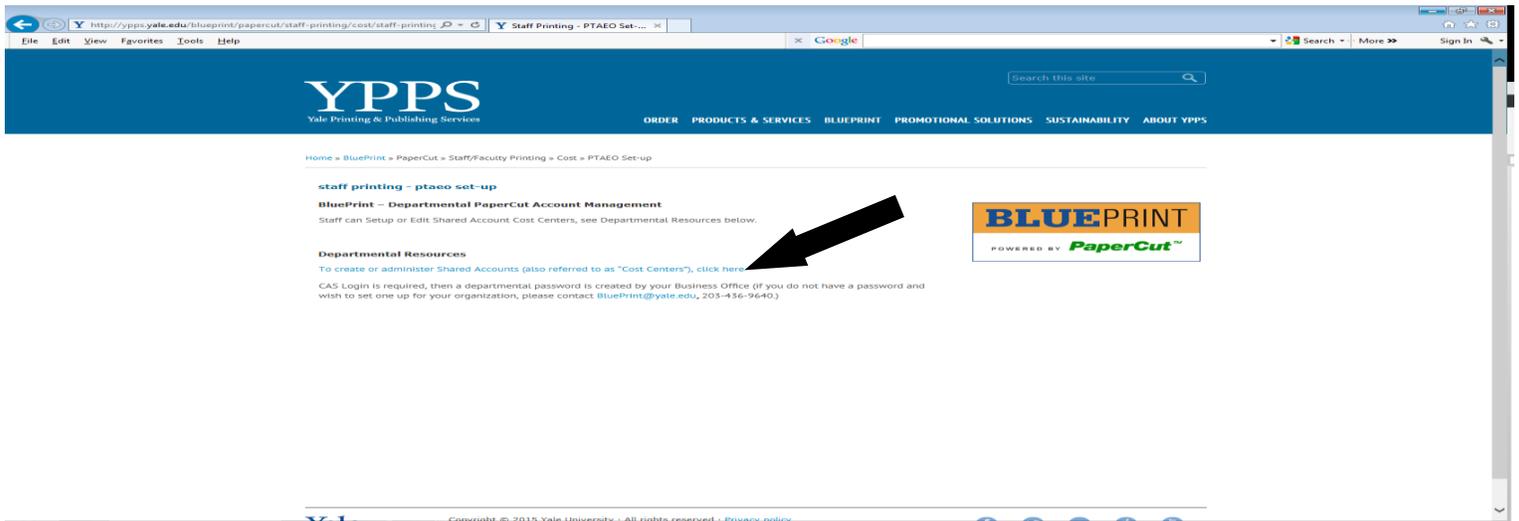


# Create or Administer Department Shared Accounts

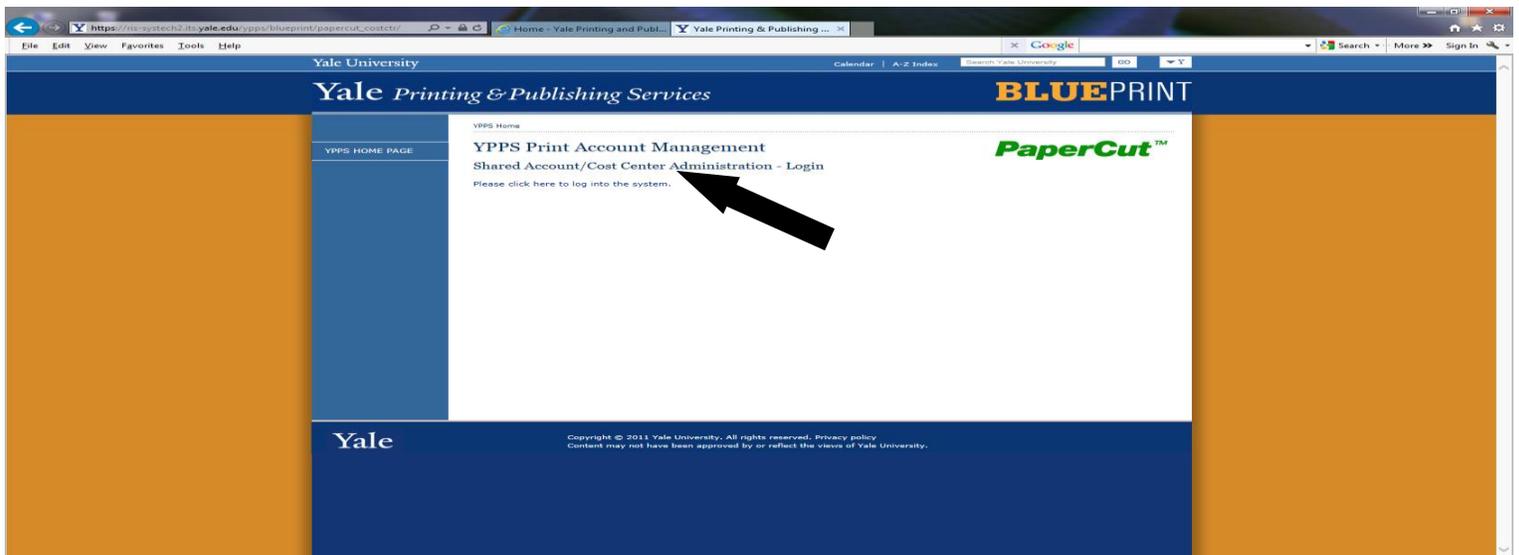
-Logon to <http://ypps.yale.edu/>. Click on 'Blueprint'. Click on 'Cost' in 'Staff/Faculty Printing' section. Click on 'PTAEO Set-Up'.



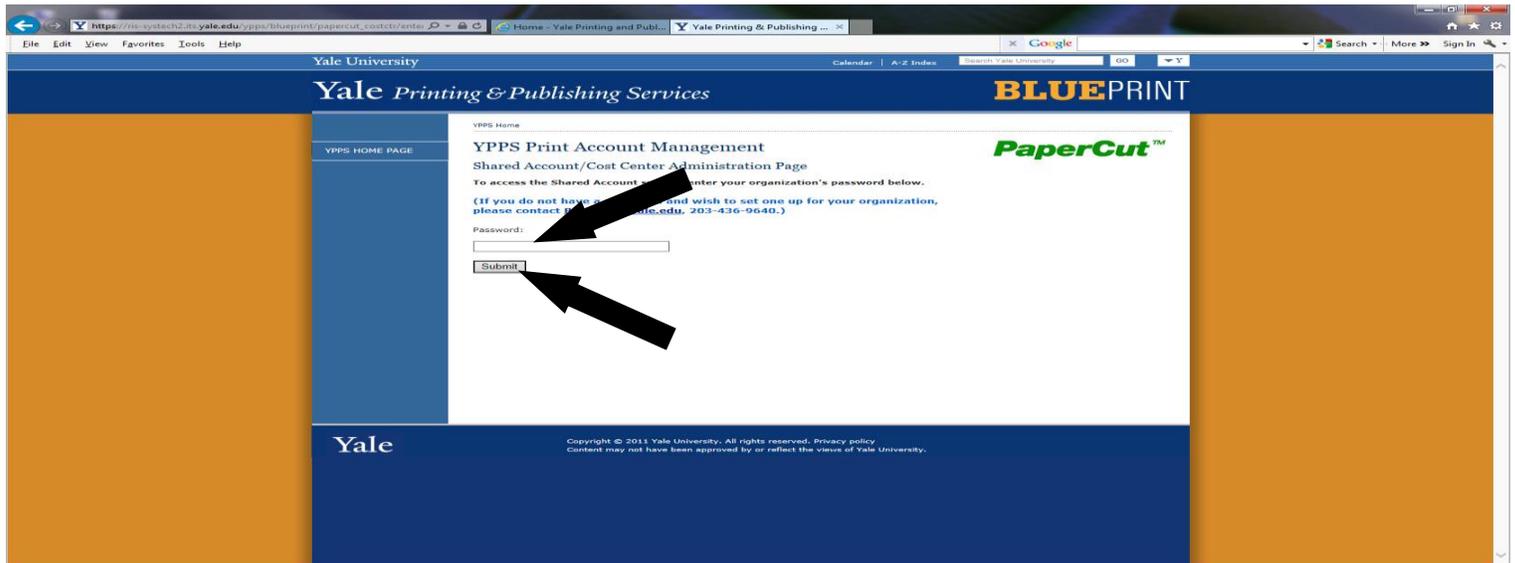
-Click on 'To create or administer Shared Accounts (also referred to as 'Cost Centers'), click here' link'.



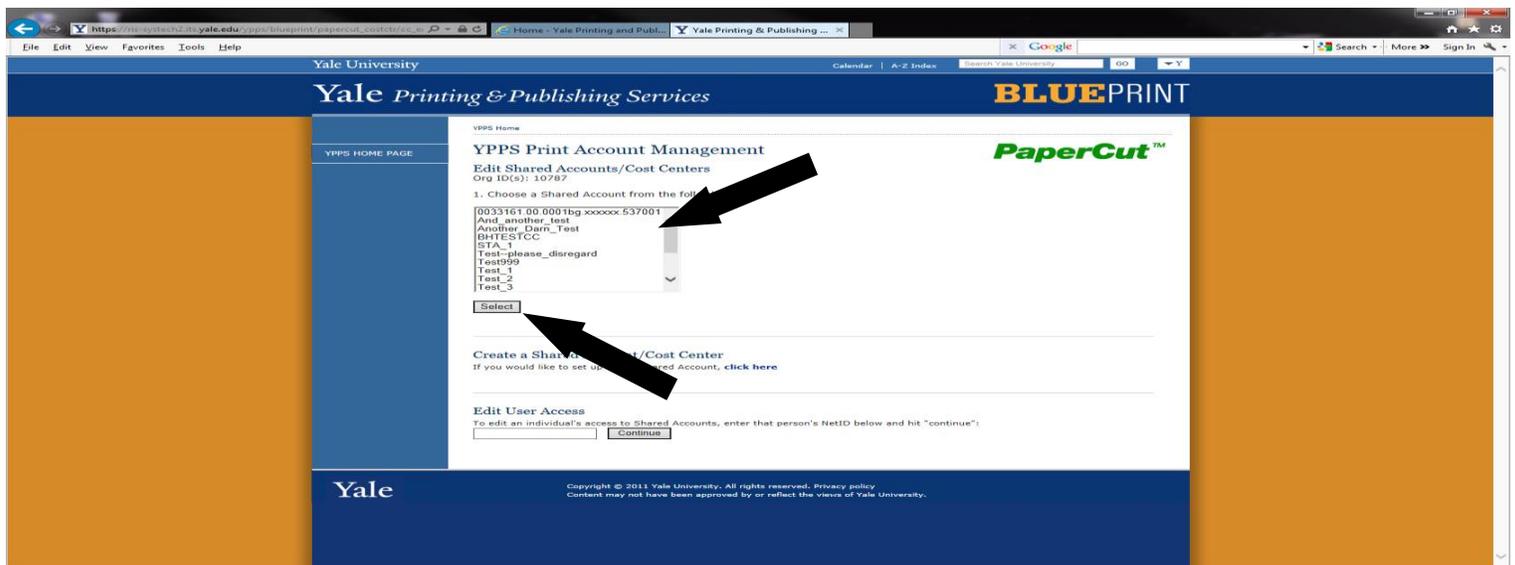
-Click on 'Please click here to log into the system' to log in.



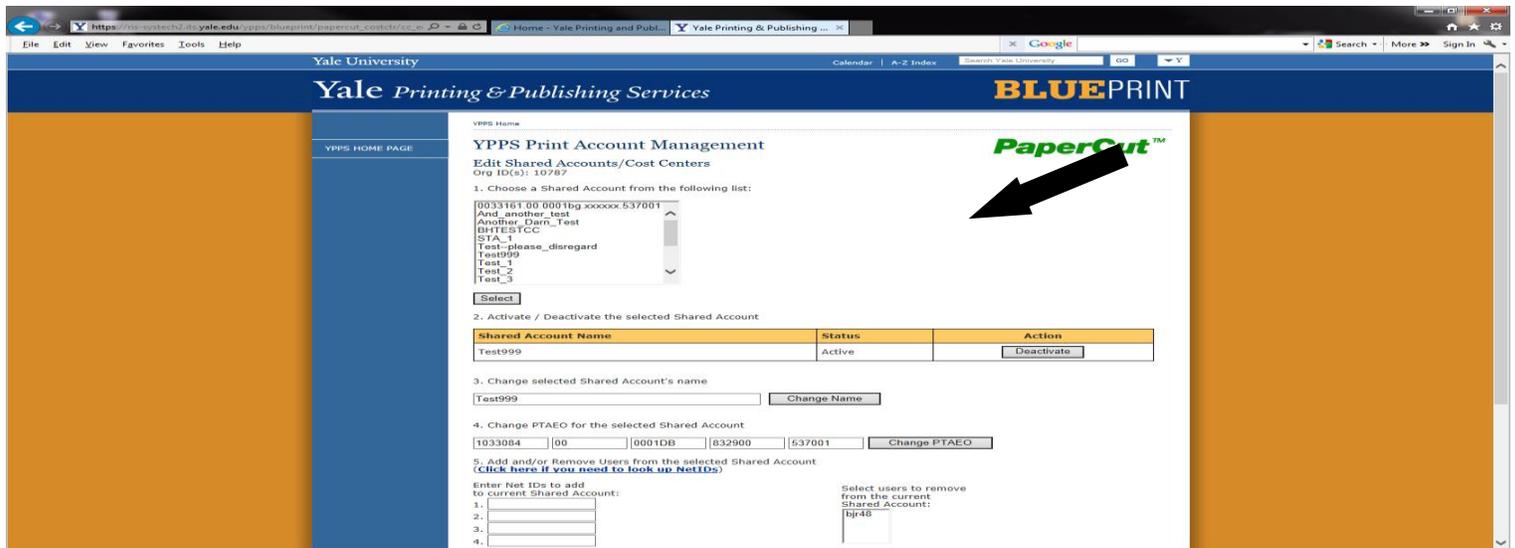
-Enter the Organizational password in the Password box. (See your Business Office for your org password) Click Submit.



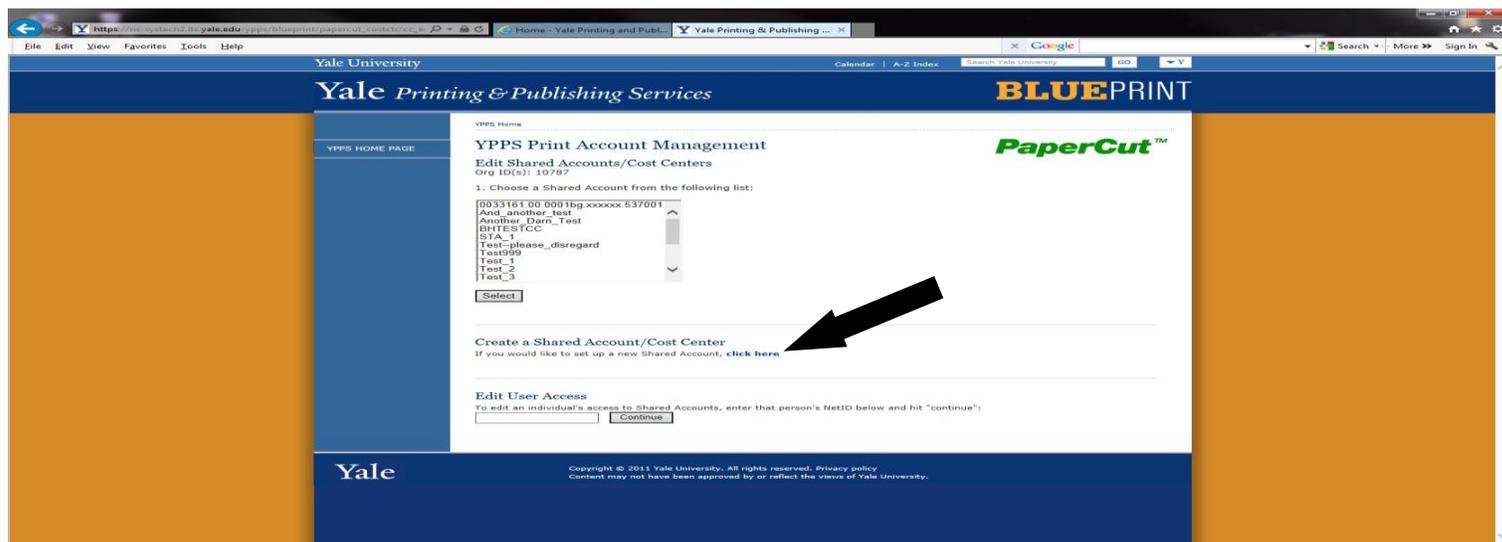
-To edit an existing Shared Account, click on it in the Shared Account list. Click Select button.



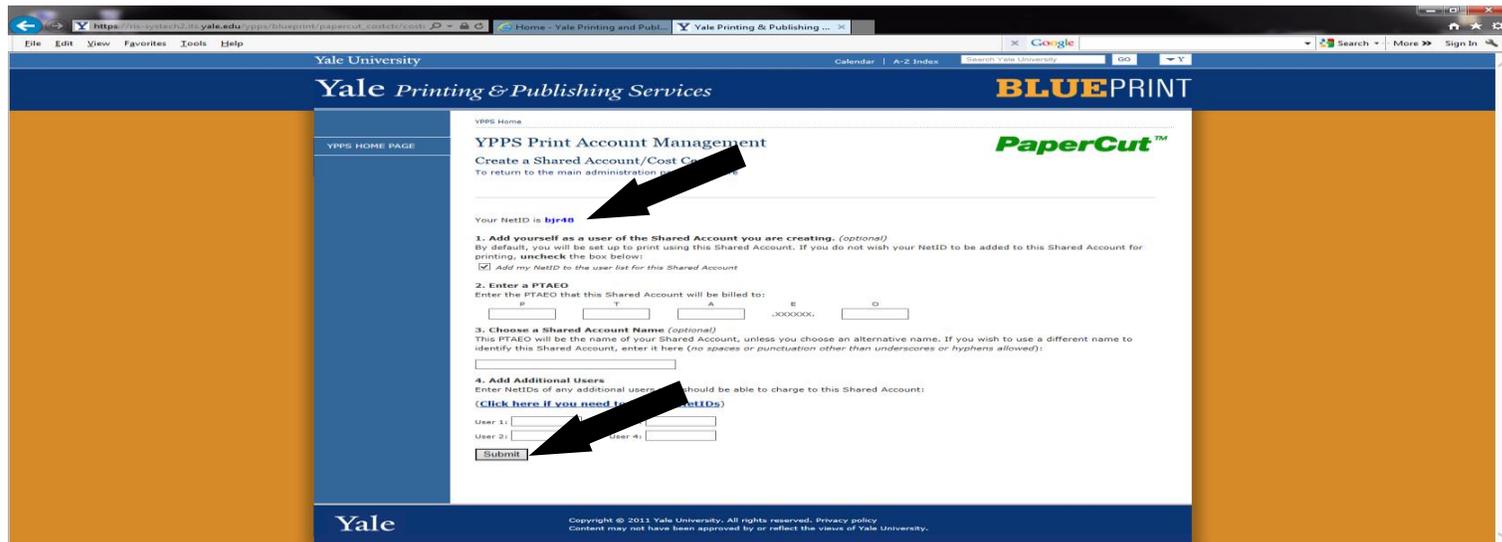
-You can activate or deactivate the account, change the account name, change the PTAE0 or add or remove users from the account. Follow the instructions to process any changes.



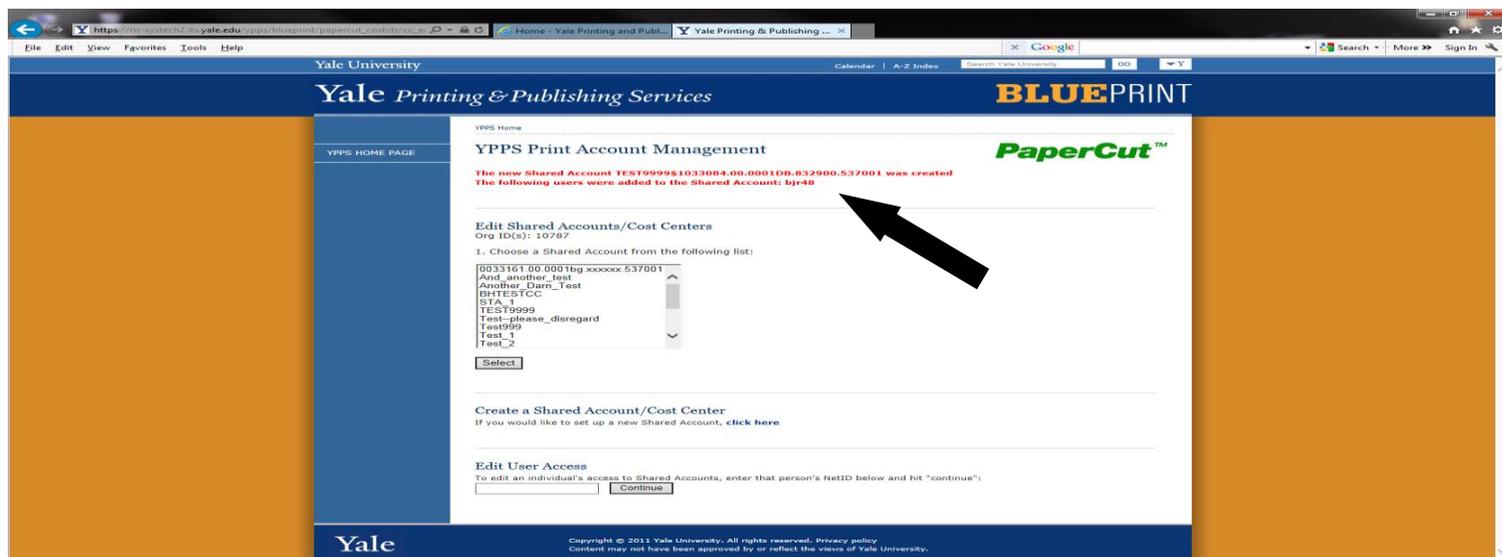
-Click on 'click here' to create a new Shared Account.



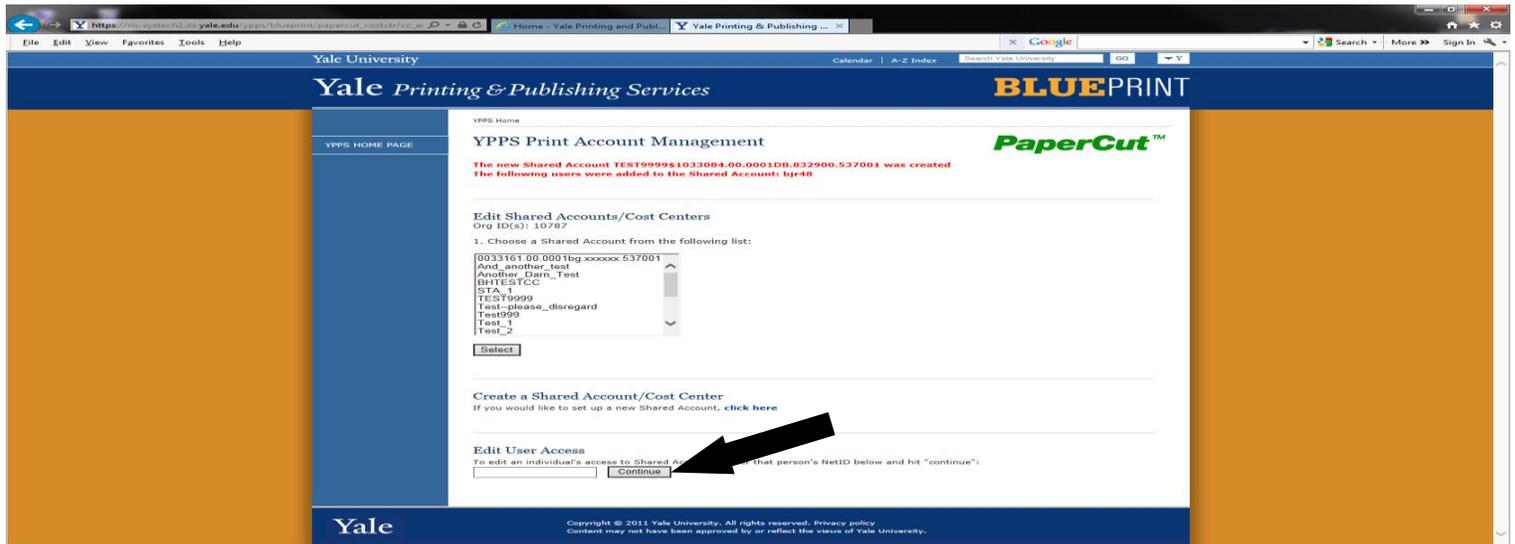
-Your Net ID will be automatically added to this Account. Uncheck the 'Add my Net ID to the user list for this Shared Account' box if you do not want to be added. Enter a valid PTAE0. Enter a name in the Account name box if you want a name for this account. (default name is the PTAE0) Add additional Net IDs in the User boxes if other users are to be added. Click Submit.



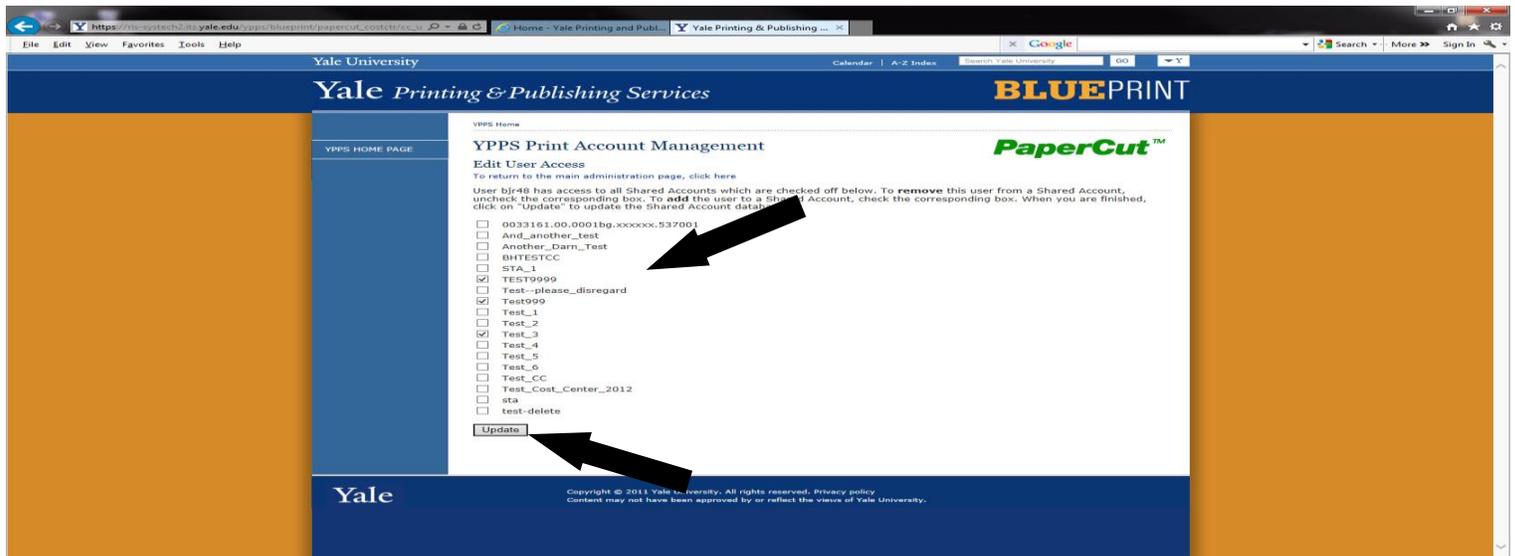
-A message will display on the form after the account has been successfully added. You will also receive 2 emails confirming that the account has been added as well as account name and users added information.



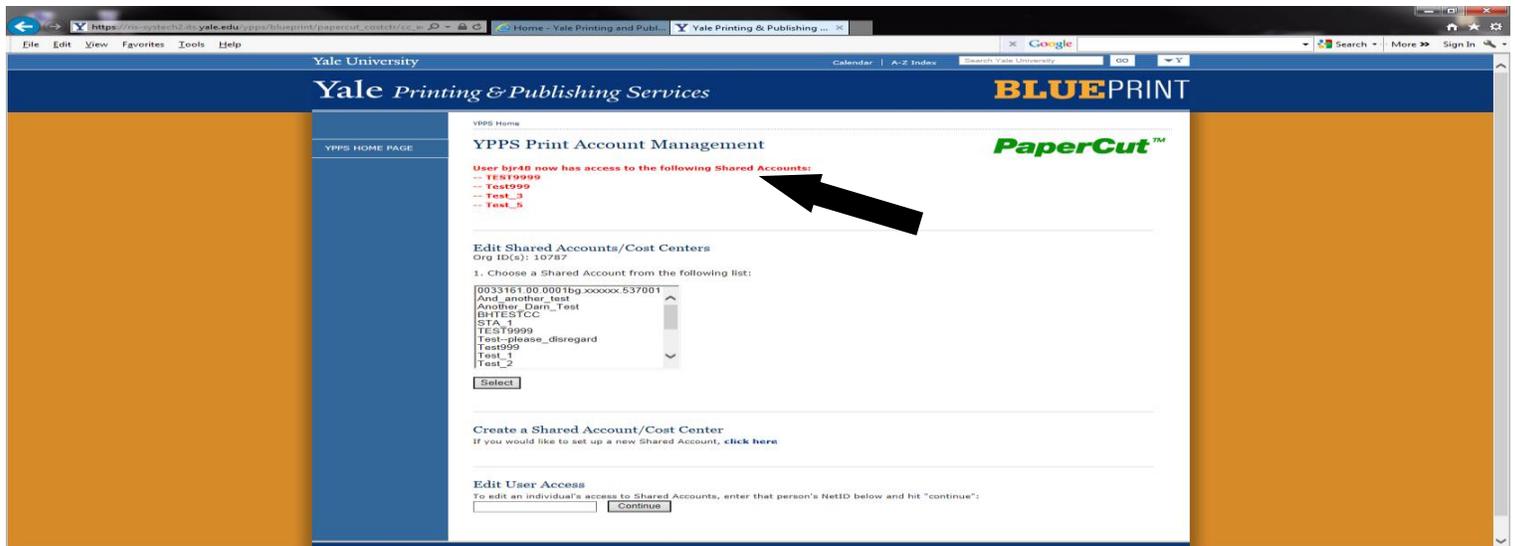
-Enter a Net ID in the Edit User Access box if you want to add or delete access for that user. Click Continue.



-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.



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



-User now has access to use these accounts.