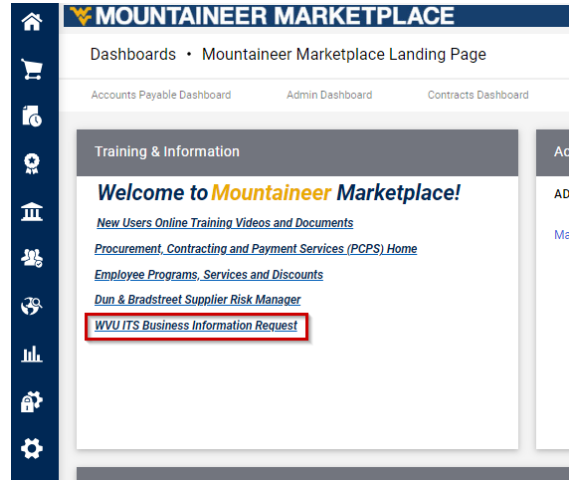


Request FTA Approver for MyExpense

How to request FTA responsibilities in MyExpense.

Note: This process is only used when requesting to be a Financial Transaction Approver in MyExpense. Please review the [WVU/WVURC PCard Manual](#) for further explanation of that approver role. If you need Super Delegate access OR access to run reports in EmburseAnalytics, please email those requests to PCardAdministration@mail.wvu.edu.

1. *Log into Mountaineer Marketplace.*
2. *Click on the **WVU ITS Business Information Request** to access the form to make the approver request.*



3. *Search for the **employee** needing the access.*

Enter the effective date.

Select Add SBA responsibilities.

WVU IT Help Center / WVU ITS

Business Information Responsibilities: Add or Remove MAP Access

Log in with your primary WVU email to see all fields needed for this request or this request may be cancelled.

Select employee who this request is being submitted for, if other than yourself:

1

Search by preferred name or email address

MAP responsibilities requests should only be submitted by Supervisors.

Select the effective date for these changes.

2

Do you need to add or remove responsibilities? *

- 3 Add Central responsibilities
 Add SBA responsibilities
 Remove Central responsibilities
 Remove SBA responsibilities

Request FTA Approver for MyExpense

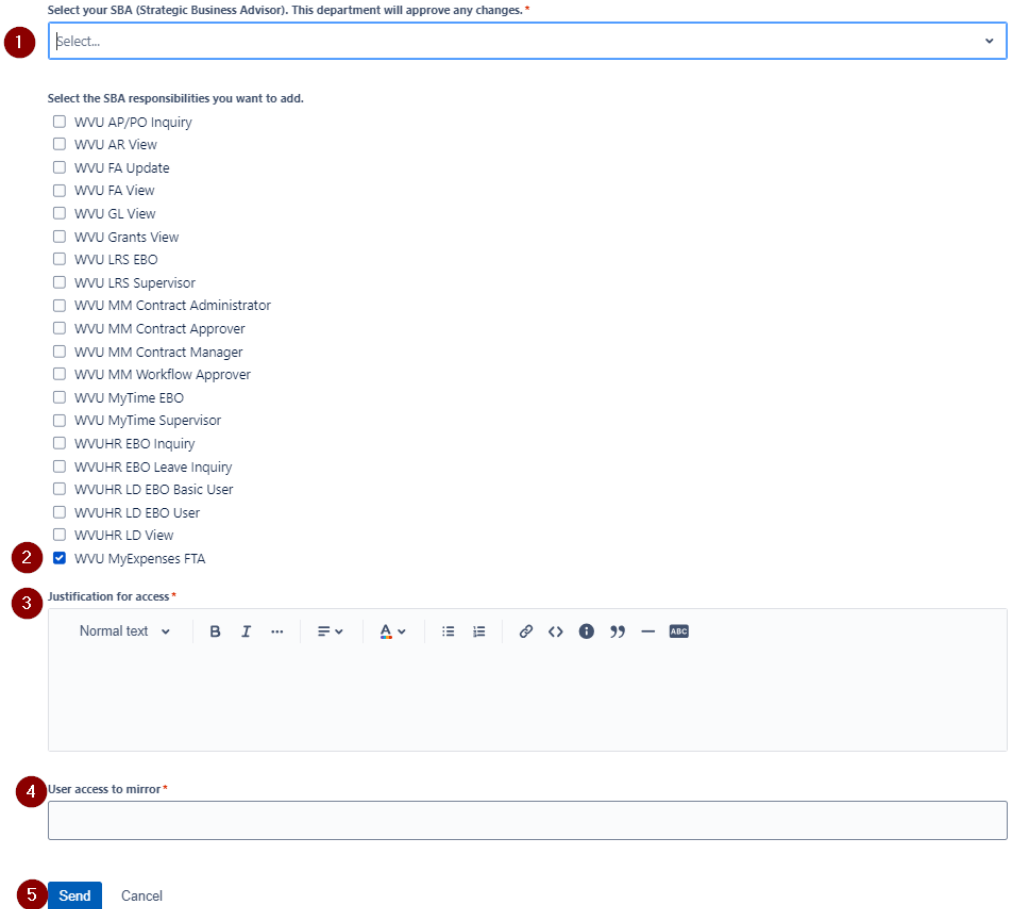
4. Using the *dropdown*, **select your SBA (Strategic Business Advisor)**, which will be providing approval for this change.

Select WVU MyExpenses FTA in the responsibilities section.

Enter the Justification for this access.

Enter the User Access to Mirror.

Select Send for your request to be routed for the appropriate approval.



1 Select your SBA (Strategic Business Advisor). This department will approve any changes.*

2 Select the SBA responsibilities you want to add.

- WVU AP/PO Inquiry
- WVU AR View
- WVU FA Update
- WVU FA View
- WVU GL View
- WVU Grants View
- WVU LRS EBO
- WVU LRS Supervisor
- WVU MM Contract Administrator
- WVU MM Contract Approver
- WVU MM Contract Manager
- WVU MM Workflow Approver
- WVU MyTime EBO
- WVU MyTime Supervisor
- WVUHR EBO Inquiry
- WVUHR EBO Leave Inquiry
- WVUHR LD EBO Basic User
- WVUHR LD EBO User
- WVUHR LD View
- WVU MyExpenses FTA

3 Justification for access *

4 User access to mirror *

5 **Send** Cancel