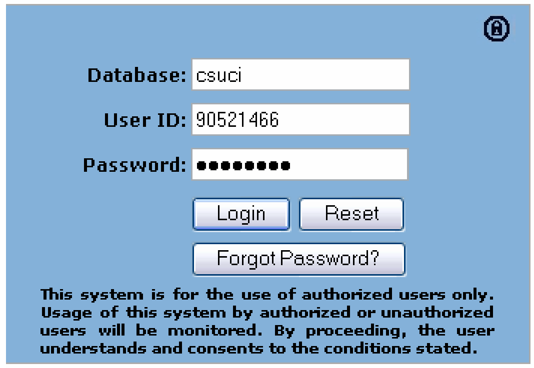
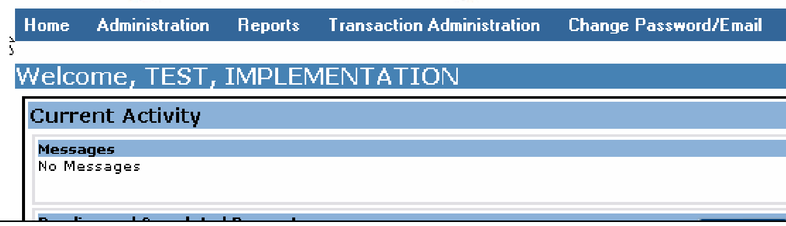
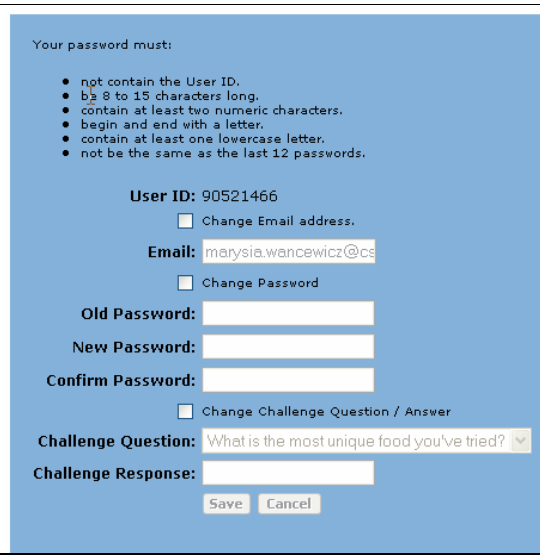
P-Card SAM System Authorizer Guide for PC Users

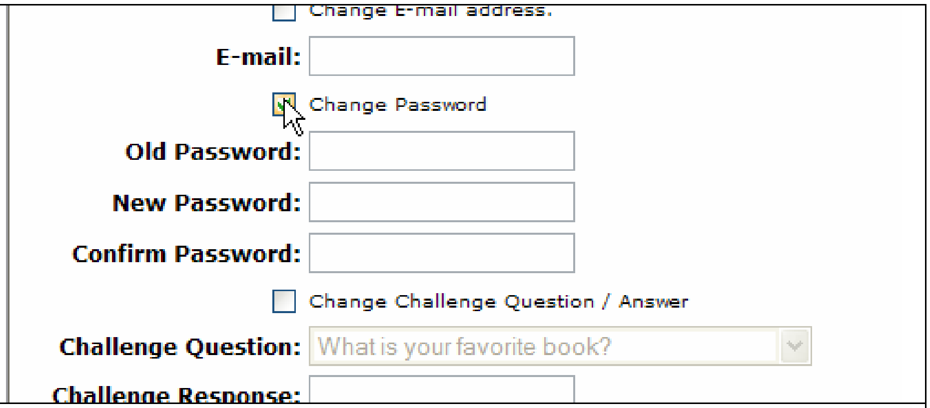
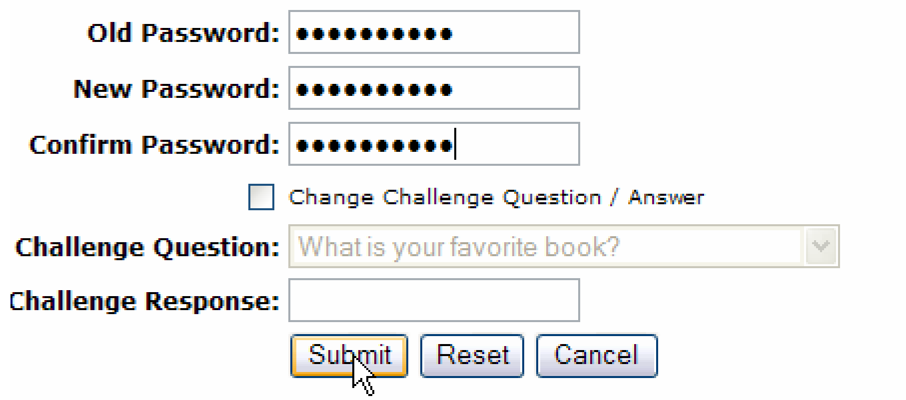
Budget & Support Services
December 2008

Logging on to the GE Capital System

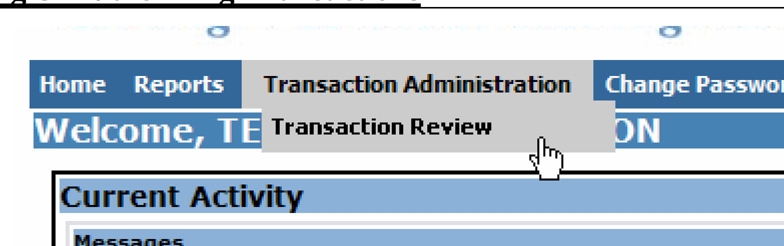
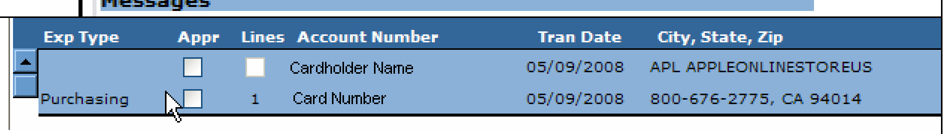
1. Using Internet Explorer go to: https://www.samaccess.com/	
2. Type in the Database as csuci (lower case) 3. The logon ID will be as given. 4. Your password will be whatever you have selected (or as given for the initial logon)	
5. You will be redirected to the login page.	

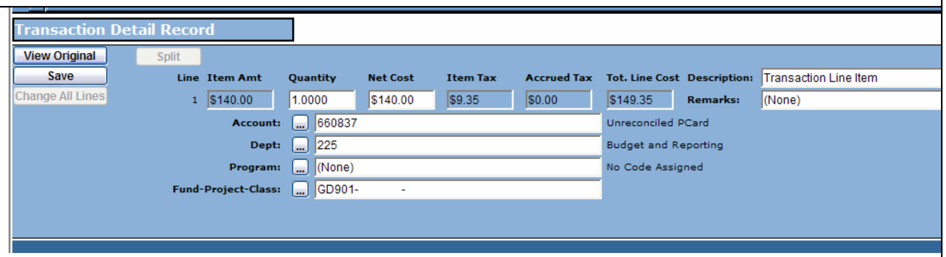
Updating Your Password

Once logged in to the GE SAM System, if you would like to update your account or e-mail please click on the Change Password/E-mail button located at the top of the screen.	
This screen provides the options to change your e-mail address, your password or your challenge question.	

To make a change click on the check box associated with the change you would like to make.	
For password, type in the password you used to logon to SAM, and then in the new password field and confirm password field type in the password you would like to use. As a reminder the password must follow these rules: • not contain the User ID. • be 8 to 15 characters long. • contain at least two numeric characters. • begin and end with a letter. • contain at least one lowercase letter. • not be the same as the last 12 passwords. Click the submit button.	
Your password has been updated.	

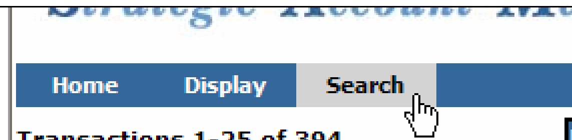
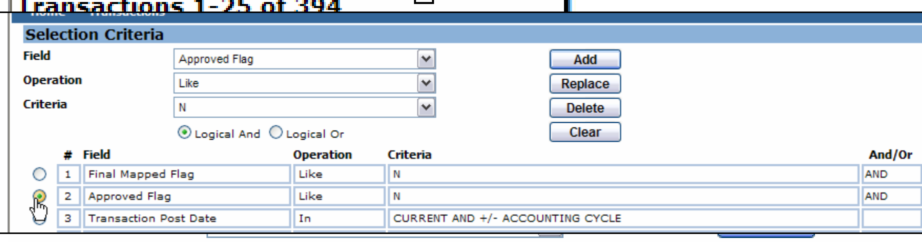
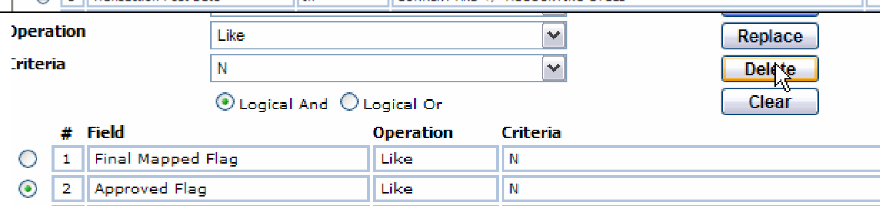
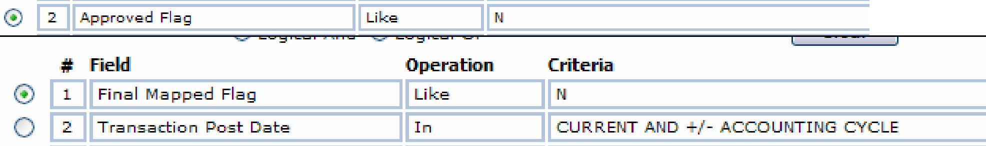
Viewing & Authorizing Transactions

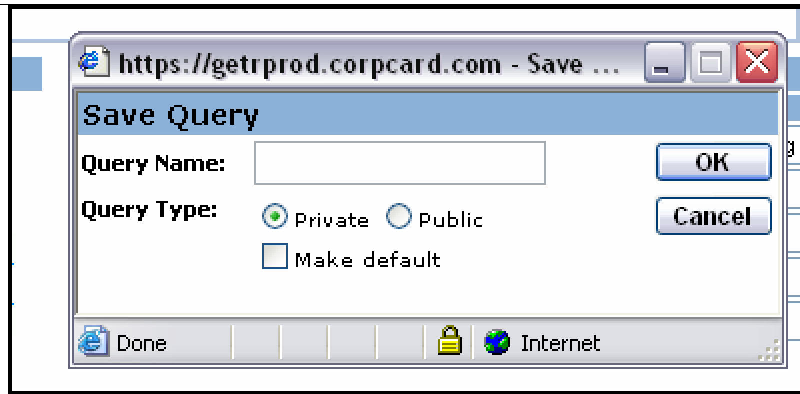
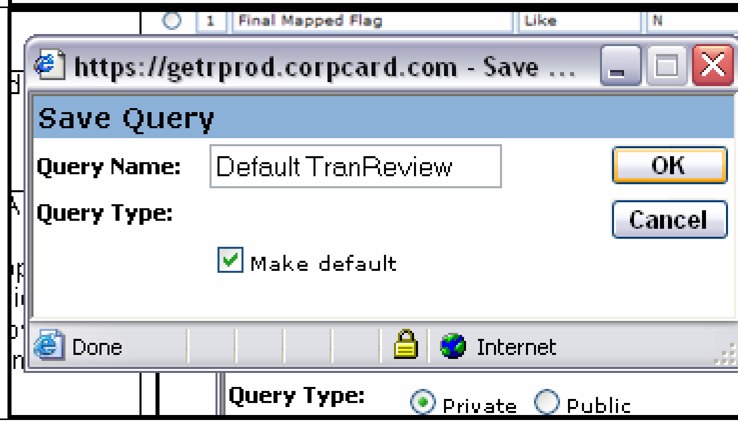
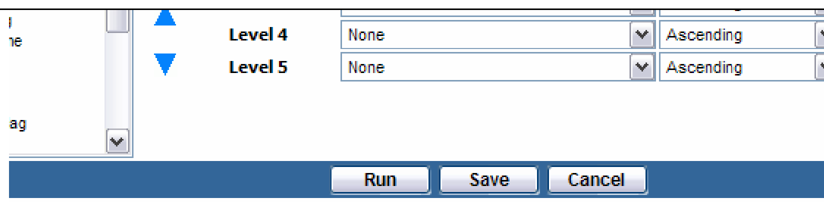
From the home screen, scroll over Transaction Administration and click on "Transaction Review" Note: This page takes a long time to load, please be patient.	
On the "Transaction Review" screen select the transaction by clicking on it, the selected transaction will appear blue. (If no transactions appear, please follow the directions below for "**Setup for first time**	

<table>
<tr><td><u>authorizers</u>”</td><td></td></tr>
<tr><td>If the transaction accounting information has not been reconciled, you will see the default account, dept, program and fund-project-class fields.</td><td>
</td></tr>
<tr><td>If the accounting information is correct check the “Authorize” box that corresponds with the transaction.</td><td></td></tr>
<tr><td>The transaction has been authorized.</td><td></td></tr>
</table>

<u>Setup for first time authorizers:</u>

(Before beginning please check to make sure that popups are allowed/turn off your popup blocker if necessary.)

<table>
<tr><td>From the transaction administration page click on search:</td><td>
</td></tr>
<tr><td>Once in the search area, click on the button for the line that specifies approved flag.</td><td>
</td></tr>
<tr><td>Click on the delete button.</td><td>
</td></tr>
<tr><td>The line will be removed.</td><td>
</td></tr>
</table>

Click the Save button. A popup will appear. (Note: if the yellow information bar at the top of your screen appears, right click on the information bar, and allow popups for this site, then click “Save” again.	
Select the “Make default” checkbox. The click OK.	
Click the run button.	
You will be directed back to the transaction review page, all of your transactions will be visible.	

Questions

If you have any questions about using the GE Capital SAM System not covered in this document, please contact the Program Administrator.