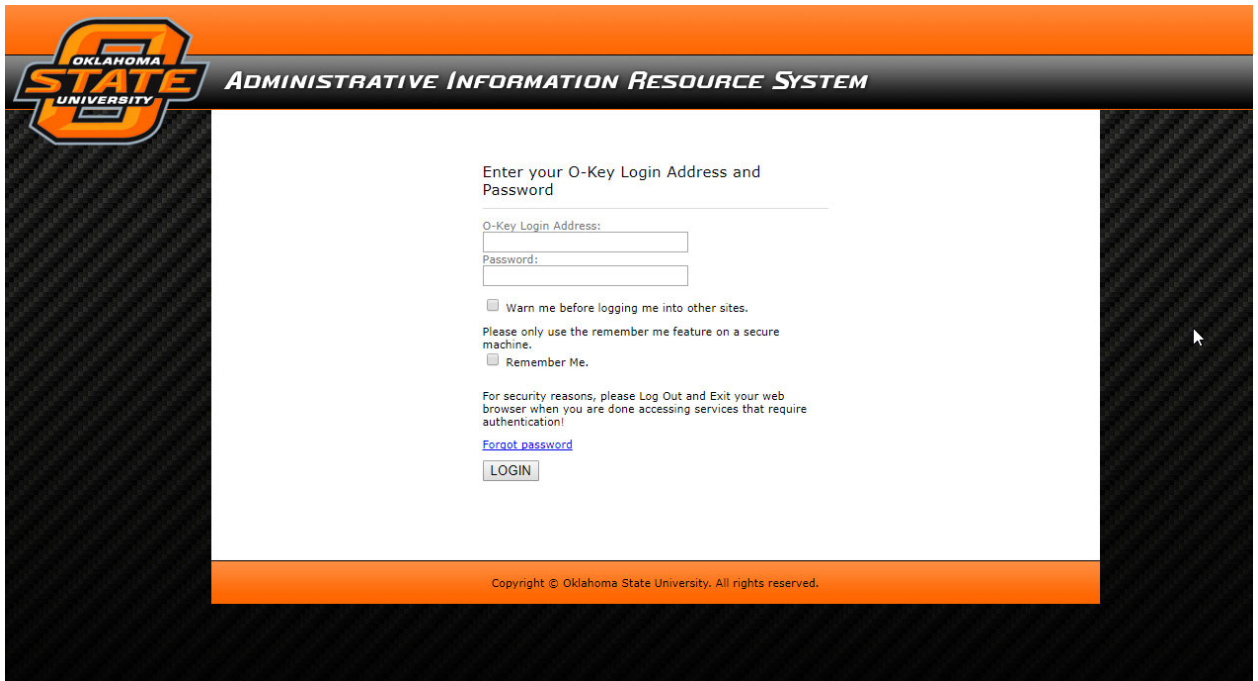


Updating Fiscal Approvers in AIRS

1. Log into [AIRS](#) with O-Key login information.

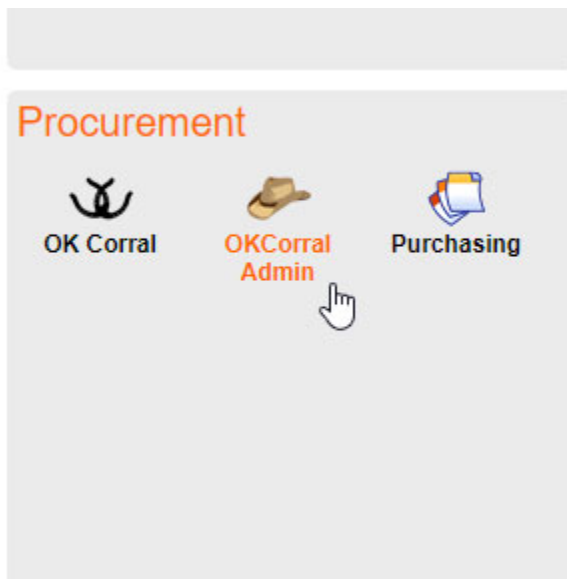


The screenshot shows the login page for the Oklahoma State University Administrative Information Resource System (AIRS). The page features the Oklahoma State University logo on the left and the title "ADMINISTRATIVE INFORMATION RESOURCE SYSTEM" in the top right. The main content area is titled "Enter your O-Key Login Address and Password" and contains the following elements:

- Input fields for "O-Key Login Address:" and "Password:".
- A checkbox labeled "Warn me before logging me into other sites."
- A warning message: "Please only use the remember me feature on a secure machine."
- A checkbox labeled "Remember Me."
- A security notice: "For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!"
- A blue link labeled "Forgot password".
- A "LOGIN" button.

At the bottom of the page, there is a copyright notice: "Copyright © Oklahoma State University. All rights reserved."

2. Go to the OKCorral Admin application.



3. Go to Fiscal Approvers.



4. Click on Add Fiscal Approver.



5. Type the user's name who you wish to approve the fund(s) and then click the Look Up button.

Employee Name Like:

6. Select the correct user out of the search results by clicking the Select link in their row.

Position	Name	Org Code	Org Name	
534681	Johnson, Kyle	100100	Financial Information Management	Select
AT9936	Johnson, Kyle	100440	Civil & Environmental Engineering	Select

- Place a checkmark in any or all funds you wish for them to approve and then click the Save button above.

COA	FUND	ORGN	<input type="checkbox"/>
1	116770	100100	<input checked="" type="checkbox"/>
1	213000	100100	<input checked="" type="checkbox"/>
1	213100	100100	<input type="checkbox"/>

- Clicking Save will take you back to the screen of all of the Fiscal Approvers you manage. Funds can have multiple Fiscal Approvers, so make sure to delete any previous approvers for funds that you no longer wish for them to approve.

Financial Information Management ▼

COAS Code	Fund Code	Orgn Code	Position	Name	Employee Org Name	Employee Org Code	
1	116770	100100	330052	Bartholomew, Caren	Financial Information Management	100100	Delete
1	213100	100100	330052	Bartholomew, Caren	Financial Information Management	100100	Delete
1	213100	100100	330734	Smith, John	Financial Information Management	100100	Delete

- Any changes made will be imported into OK Corral in the morning on the next business day.