



## STEPS SAP Fieldglass – Linking Accounts/Roles

If a Budget Office/HR Administrator is also a supervisor of STEPS employees, it is important to note that these are two separate roles/accounts in Fieldglass

### Roles/Accounts

- Budget Officer (XXXXXXXX\_BO)
- Supervisor (XXXXXXXX\_UKY)

To access invoicing and timesheet reports please be sure to use the Budget Officer role.

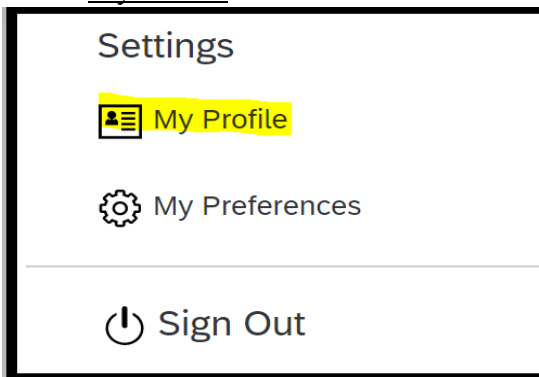
### Linking Accounts

The two accounts can be linked.

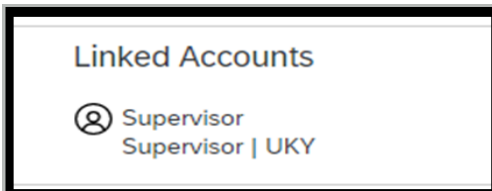
- Click the initials in the top right corner



- Select My Profile



- Select Linked Accounts.



After linking from the primary role of choice, you can toggle between the two accounts without having to log in and out of each one separately.