

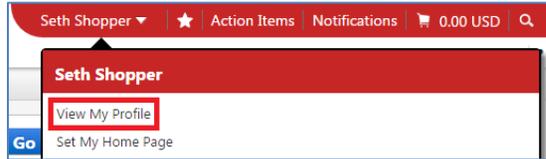


Getting Started Quick Reference Guide

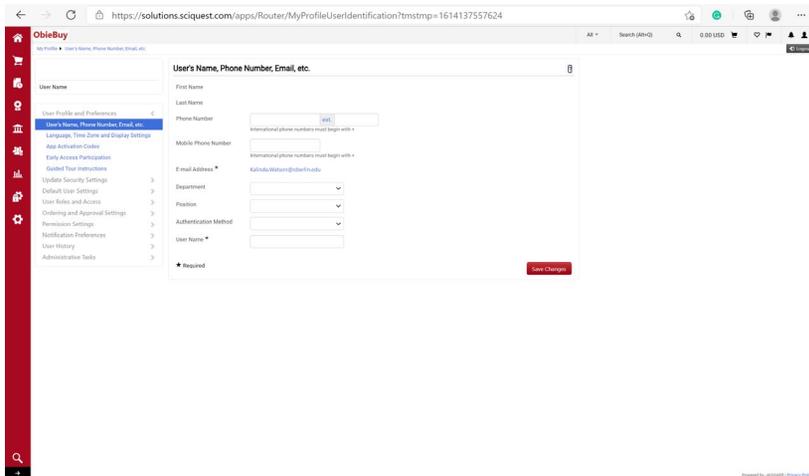


ACCESSING YOUR USER PROFILE

1. Login to the ObieBuy site.
2. From the home page, click on  in the upper right portion of the page followed by [View My Profile](#)



3. You will arrive on the [My Profile](#) page as depicted below.



UPDATING YOUR PROFILE

Your profile contains information about yourself and your default settings in the ObieBuy site.

ADDING A NEW SHIP-TO ADDRESS TO YOUR PROFILE

Ship-to addresses are setup by your administrator. You may add any of the addresses in the system to your profile, and make one of them your default.

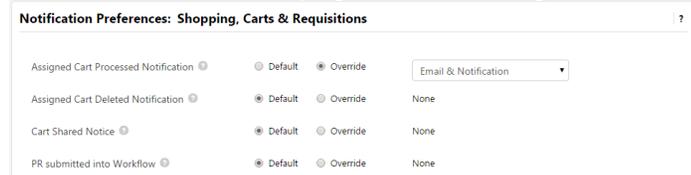
1. From the [My Profile](#) page, in the [Default User Settings](#) section, click the [Default Addresses](#) link.
2. You will arrive on the [Ship To](#) tab. Click [Select Addresses for Profile](#).
3. Click [Select Addresses for Profile](#) Drop Down to choose Building Address.
4. Review the address details, and update contact lines as needed.

5. To make the address your default, make sure the **Default** is selected.
6. Click [Save](#) to save the address.

UPDATING YOUR EMAIL PREFERENCES

Your profile was loaded with certain events triggering an in-application notification and/or automatic email to your Oberlin email account. You can update these preferences by doing the following:

1. From the [My Profile](#) page, navigate to the [Notification Preferences](#) section and choose the respective category.
2. Click the [Edit Section](#) in the top right corner to manage.



3. Click the next to the override option for each notification you wish to manage. Choose one of the available options: **None**, **Email**, **Notification**, or **Email & Notification**.
4. Click the [Save](#) button after making all changes.

ADDING A FAVORITE ACCOUNT INDEX TO YOUR PROFILE

1. From the [My Profile](#) page, in the [Default User Settings](#) section, click the [Custom Field and Accounting Code Defaults](#) link.
2. Click on the [Code Favorites](#) tab.
3. Click on the [Add](#) button.
4. Enter a Nickname, Index and Account for a favorite accounting code.
5. To make the code your default, make sure the **Default** is selected.
6. Click [Save](#) to save the Accounting Code.

