

Gaining Access to SOAR-FIN

1. Take appropriate training class

➤ **New Employees & Current Employees who need access:**

Please check the available SOARFIN training session by navigating in SOAR to: [Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [SOAR/SOARFIN Training](#)

If needed class is not listed: Contact either Cyndi Wyles at Cynthia.D.Wyles@usm.edu or Sally Downey at Sally.L.Downey@usm.edu.

Further instructions for gaining access will be given during training sessions.

2. If you do not see your new access in your SOAR-FIN account 1 week after training session, please contact:

➤ For Requisitions/Purchase please email Heather Ramsey at Heather.Ramsey@usm.edu

➤ For Viewing Budgets and Monthly Detail Reports please email Sally Downey at Sally.L.Downey@usm.edu