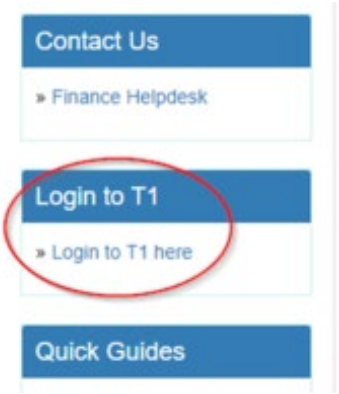
My Finance Portal Navigation Guide for College Reports

T1 is the University's finance system. See here for T1 Key Information.

My Finance Portal is accessed by logging in to T1 using your normal IT username and password.

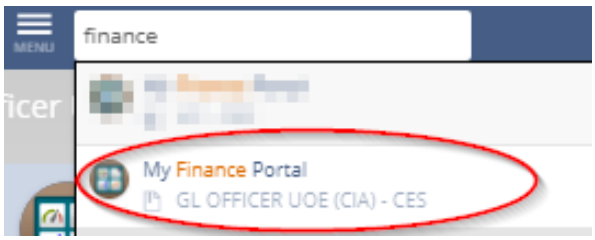
A link to T1 link is also published on the Finance Services web pages.



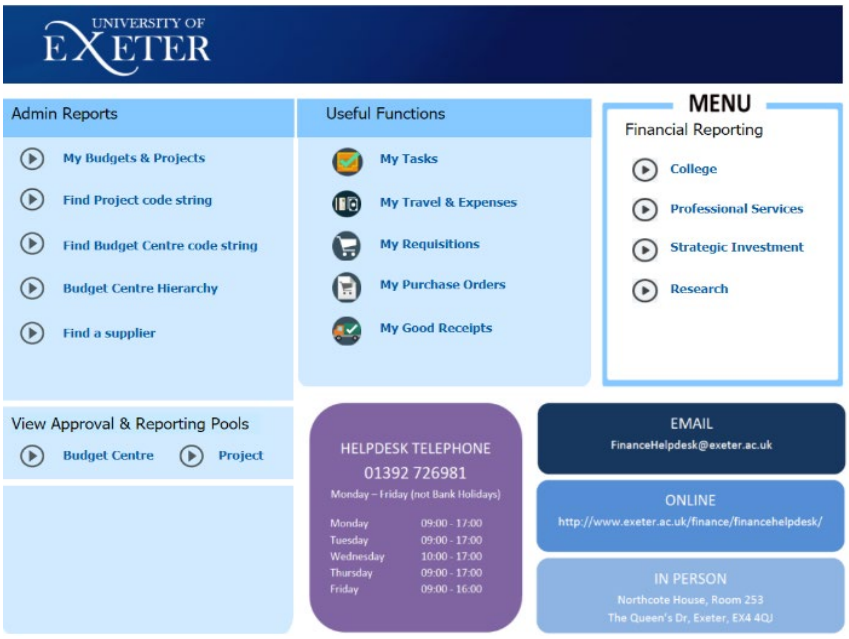
Or you can log into the finance portal using this direct link - **My Finance Portal**

If already in T1, your front page may already show the My Finance Portal tile which you can simply click on to access it.

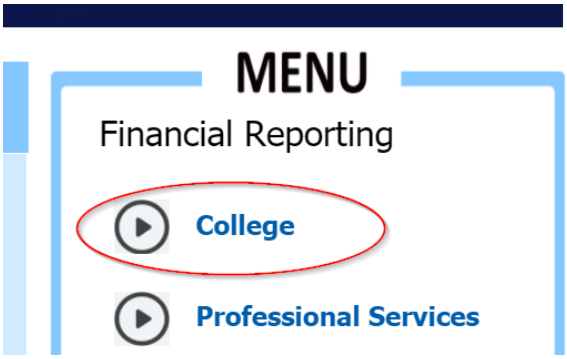
If you can't see this tile, search for it using the Enterprise Search at the top of the screen.



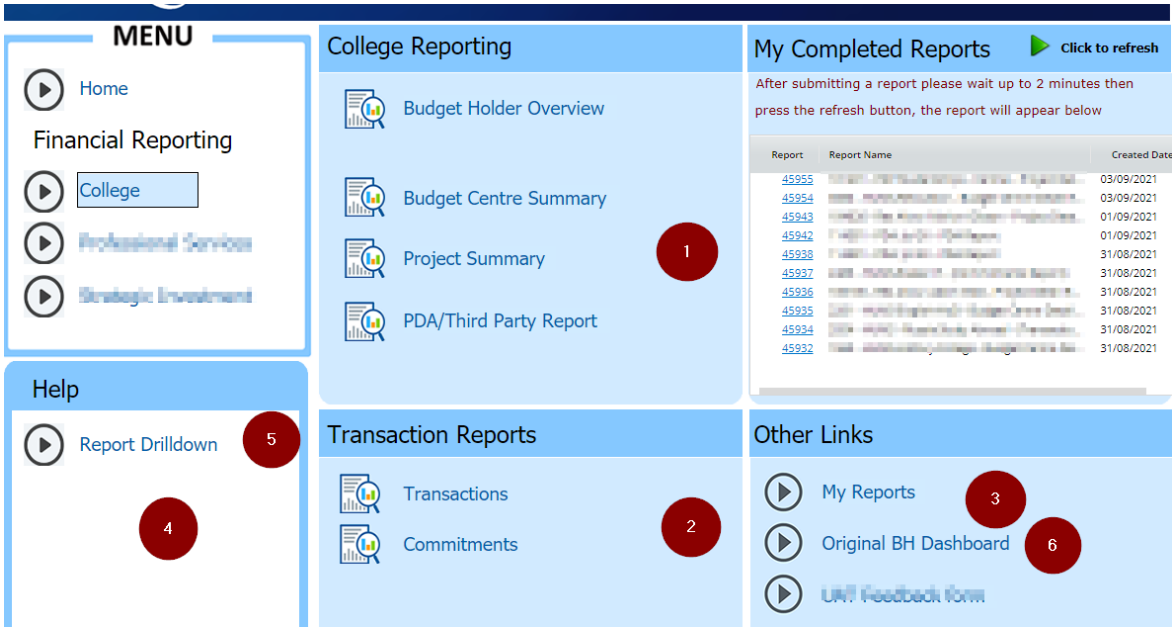
Once you've selected the Portal it will take you to this first screen.



Select College on the right of your screen.



This will take you to My Finance Portal:



From here you can access:

1 & 2 Six useful reports

3 My Reports, where you can access all reports you've run in the past

4 Glossary, explaining terminology used throughout the portal

5 Report Drilldown, providing guidance on how to drill down into more detail within reports

6 The original version of your previous Budget Holder Dashboard, which will only be available temporarily