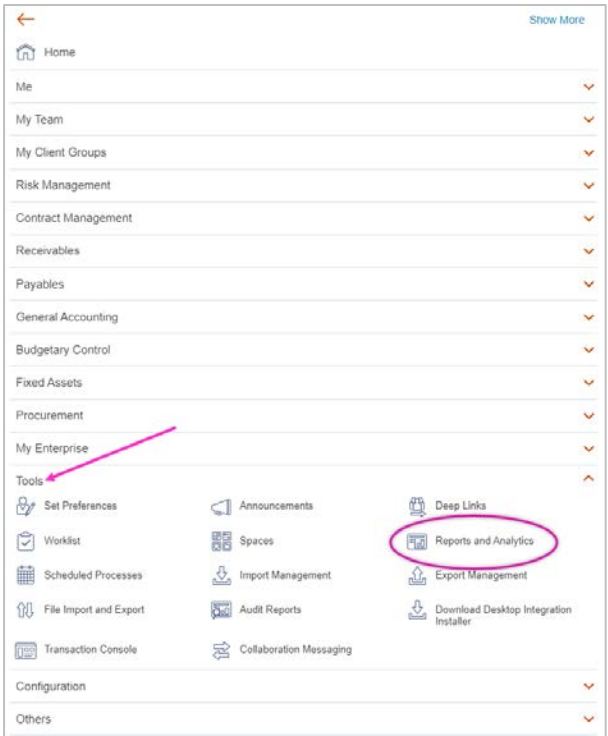
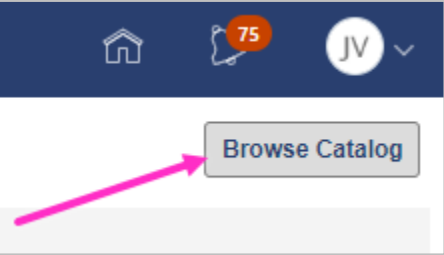
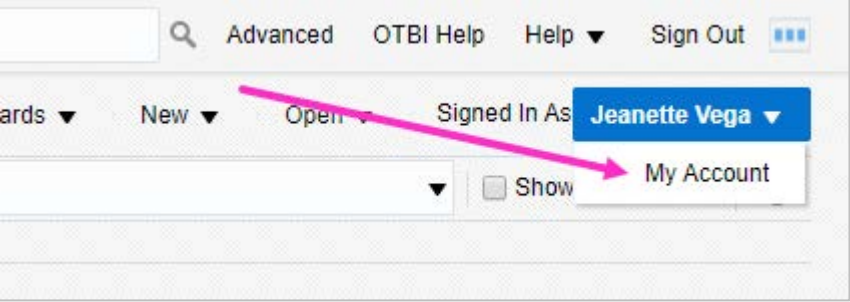


Process Name: Update Settings for Grants

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	<p>Click the Menu icon to the left of the screen</p>
3	<p>In the Tools section, choose Reports and Analytics</p>



4	<p>Click Browse Catalog</p>	
5	<p>Click the dropdown next to your name. Choose My Account</p>	
6	<p>In the Preferences tab, choose Ledger Currency in the Currency dropdown. Click OK</p> <p>Close Oracle BI Catalog window.</p>	