# Setting up Your Profile in BearBuy

Logging in: If you are staff, faculty, or a graduate student with an active employment appointment, you should be able to sign into BearBuy at https://bearbuy.is.berkeley.edu, or via the Blu Portal at https://blu.berkeley.edu. (Please note, if you are attempting to access on a computer outside of the campus network, you must have the latest version of the Global VPN installed and running: https://security.berkeley.edu/services/bsecure/bsecure-remote-access-vpn)

If you are unable to log in, please contact us at physi-finance@lists.berkeley.edu.

Once you're logged in, go to the upper right corner of the home page, and click on the little head-and-shoulders icon, then View My Profile.
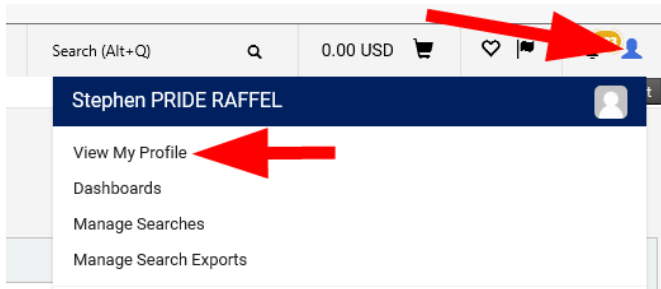

On the left, click on Default User Settings, then Custom Field and Accounting Code Defaults. Go to the fourth tab, Code Defaults, and at the bottom, click the Add button above Org Node. You don't need a nickname for this. In the Org Node box, enter PHYSI, check the box for Default, then Save.
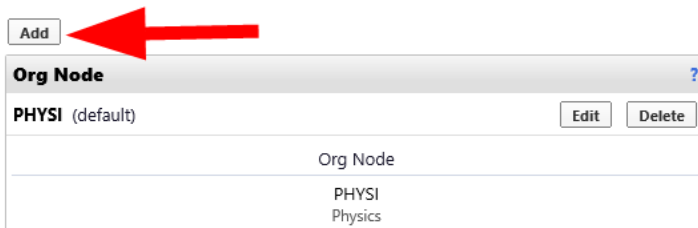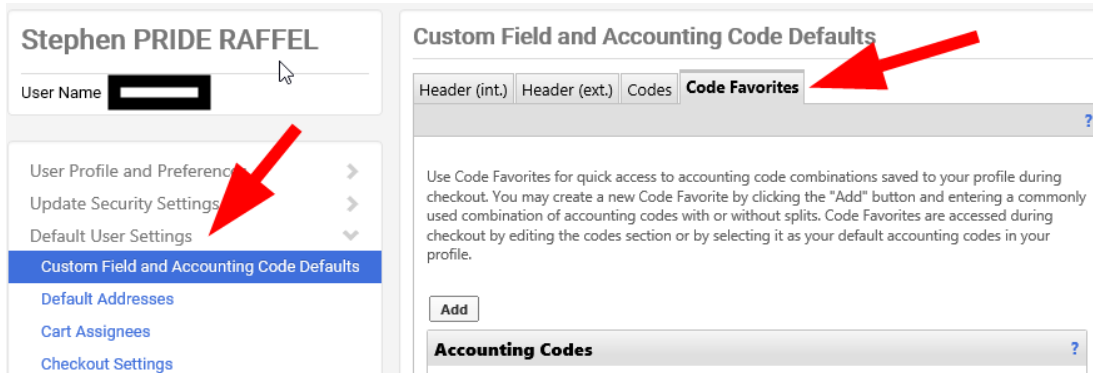
Returning to the left hand menu, select Default Addresses, and then under the Ship To tab, click Select Addresses for Profile. Enter "LeConte Hall rm 151" in the Nickname/Address Text box, then Search. Click the radio button for LeConte Hall, RM 151, Berkeley, CA 94720 United States. Then check the box for Default, and Save. In the Bill To tab, just click Select Addresses for Profile, and then Disbursements from the drop-down menu. Check the box for Default, then Save.
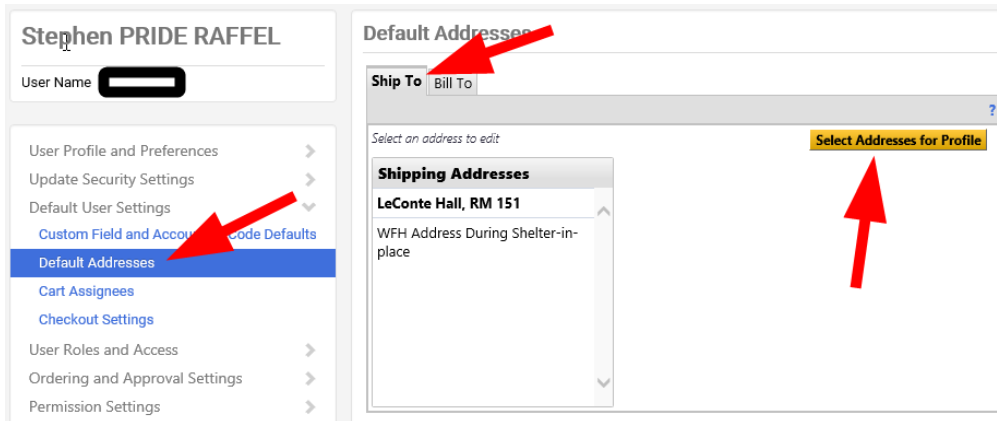
If you have chartstrings or speedtypes that you know you will be using repeatedly, you can store them in your profile so that during the ordering process, you can select them from a drop-down menu instead of having to enter them every time. Under Default User Settings, select Custom Field and Accounting Code Defaults again. In that same Code Defaults tab, click the Add button at the top to enter chartstrings or speedtypes, and save.
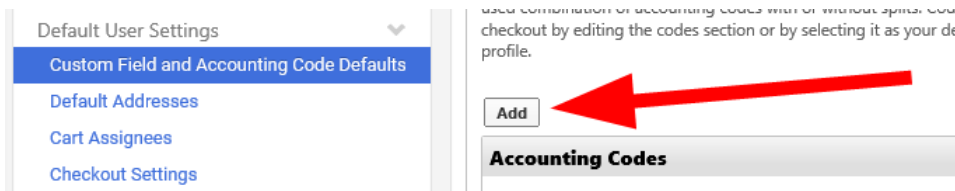
If you have a chartstring instead of a speedtype, and aren't sure which values go into which fields, contact us at physi-finance@lists.berkeley.edu.