

**Quick Start Guide: Look up Account**

**Summary:** The Account Lookupfunction enables users to search accounts in the system database based on specified parameters. Any user can look up any account, regardless of account-specific permissions, because only non-sensitive account information is displayed in the search results.

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| Steps | **What you need to do** | **How to do it** |
| 1 | Access KFS via ZOTPortal | 1. Use your UCInetID and password to log in to <https://portal.uci.edu/> 2. Press the **Faculty and Staff** tab and then select the **KFS** tab |
| 2 | Access Account | 1. From to the KFS **Lookups and Request** portlet, expand the Chart of Accounts bullet 2. Select **Account** |
| 3 | Search | 1. Enter desired search criteria   Note: Users can search with partial information by placing an asterisk (\*) before and/or after the portion of the search criteria known   1. Press search button once you’ve entered the desired search criteria |
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| 4 | Review search results | Sort items by selecting the titles in the header above the results |