

CAMPUS BUSINESS OFFICER

BENCHMARKING TOOL



Sponsored by



CACUBO



SACUBO



USER SETUP INSTRUCTIONS

New Account Setup

- I. Is your institution new to the benchmarking platform?
- II. Has your institution participated in the past but you need to add a user?
- III. Not sure if you have participated previously?

I. Is your institution new to the benchmarking platform?

- Download the New Institution/New User Form
- Add your institution information and your user information
- Email the completed form to resource@sacubo.org

II. Has your institution participated in the past but you need to add a user?

- An Administrator for your institution can log in to add new users, update user information, or delete users
- After login (<https://benchmarking.sacubo.org/Login.aspx>), click the My Account link on the top right of the page
- Scroll down to Edit Users
- Select <new user> to add a user for your institution or select the name of an existing user to make changes or delete

III. Not sure if you have participated previously?

- Contact Benchmarking Support at resource@sacubo.org to find out if your institution is in the database and, if so, your current users
- Or we can add users for you if you submit the New Institution/New User form