**ACCESSING YOUR GROUP’S FINANCIAL DATA**

**OBTAINING YOUR NEW DEPARTMENT NUMBER**

(replaces old project grant number for your student organization)

⇒ If you have your old PG#, you can look up your new dep’t # on the ODUS website: [http://odusapps.princeton.edu/StudentOrg/deptlookup.php](http://odusapps.princeton.edu/StudentOrg/deptlookup.php)

⇒ If you don’t have your old PG#, come to ODUS at 313 West College during business hours and we’ll look it up.

**GETTING ACCESS TO YOUR GROUP’S ACCOUNT STATEMENT**

in the Information Warehouse (balance, transaction info, etc.)

⇒ Go to ODUS’s Student Organization Processing System (OSOPS) at [http://odusapps.princeton.edu/StudentOrg](http://odusapps.princeton.edu/StudentOrg).

  • If you are not already listed in the system as the Treasurer of the group, you’ll have to complete the “Organization Leadership Update Form” and list yourself as the Treasurer.
  ◊ ODUS will approve this information update and you will receive an email letting you know you are officially listed as the Treasurer of the organization

  • Once you have been added as the Treasurer, click the link to “Request Access to Information Warehouse.” Keep in mind **only one student per group can have access to the group’s account statement**.
  ◊ You will see a listing of the group(s) for which you are designated as Treasurer. Click the “Request Access” button.
  ◊ The request will be processed by the Financial Service Center in the Office of Finance and Treasury, typically in a few days, and you will be able to view group’s account statements.