

Checking Faculty Account Records

Instructions are available on the Krannert Intranet / Business Office page.

The screenshot displays the Krannert Intranet Homepage. At the top, there is a dark header with the Purdue University logo on the left and the text "Krannert Intranet Homepage" and "Crossroads of Krannert" on the right. Below the header is a navigation menu with links for "Home", "Topics", "Purdue Today", and "Krannert Today". The main content area is divided into two columns. The left column contains a "My Checked Out Items" section with the message "You do not have any items checked out." and an "Intranet Sites" section with links for "Academic Resources", "AMP", "Back to Campus Plan", and "Business Office". A blue arrow points to the "Business Office" link. The right column has a "Welcome" header and a large empty space below it.

The screenshot shows the Purdue Business Office website interface. At the top left is the Purdue University logo. The main header reads "Business Office Krannert School of Management". A navigation menu includes "Home", "Topics", "About us", "Job Queue", and "Business Office Settings". A search bar is located on the right. The page is divided into three main columns:

- I want to...:** A vertical list of links including "Get procurement information", "Get payroll information", "Get travel information", "Go to faculty account login", "Go to pre-award SPS", "Go to post-award SPS", "Get business cards", "Go to Sponsored Program Services", "Get a mailing form", "Get transportation form 1", and "Check my STAR balance". A yellow arrow points to the "Check my STAR balance" link.
- Filter Site Information by Category:** A section with a "Category *" dropdown menu (currently set to "Choose a Category") and a "Filter" button.
- Topics:** A central area with three main categories: "About us" (containing "About us" and "Contact us"), "Business Office information" (containing "Business Office information", "Mailing Form", "Transportation Form 1", and "Business cards"), and "Faculty Information" (containing "Overload Pay" and "Faculty Account Balance Instructions").
- Document Library:** A right-hand sidebar with buttons for "Procurement", "Business Office information", "Payroll information", "About us", "Travel Information", "Volunteer Verification", and "Faculty Information". Under "Faculty Information", there is a link for "Faculty Account Balance Instructions" with a download icon and the text "Instructions for Faculty to View Their Accounts (1-12-23).docx".

Then click on the “**Check my STAR Balance**” link along the left side of the Business Office page (<https://webapps.krannert.purdue.edu/sites/BusinessOffice/Faq/Item/920>) for instructions to access the Faculty Reports / AIMS information in Cognos.