

## Web Budgets Process

1. Key in the following url: <https://my.whitman.edu>
2. Sign into My.Whitman
3. Click on Staff or Faculty at the top
4. Click on Budgets
5. Make sure the fiscal year is correct
6. You can just key in the five digit dept code
7. Click View Budget at the bottom
8. You can detail into each object code by clicking on the Actual amount for that object
9. Make sure you sign out of My.Whitman when you're done