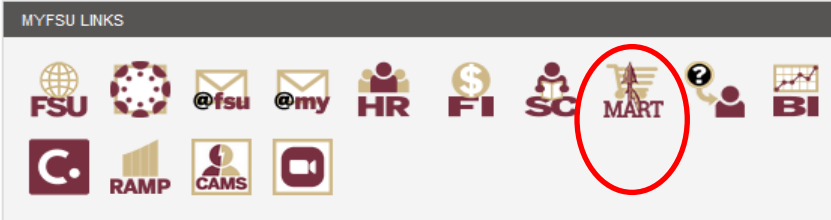


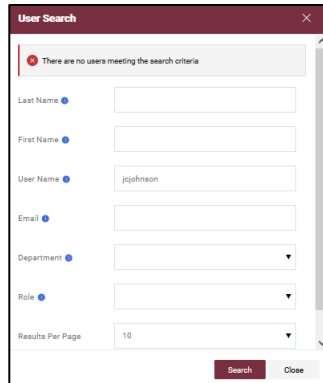
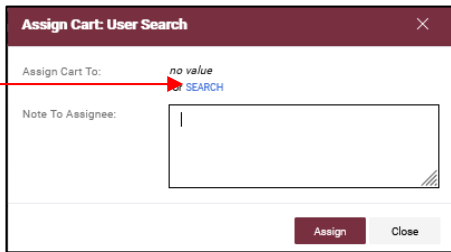
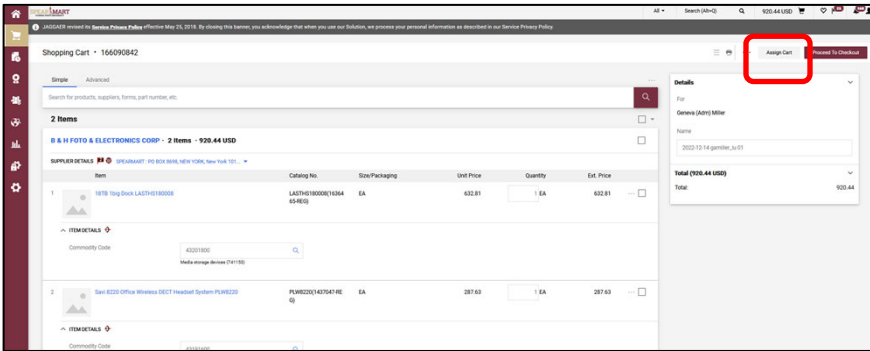
Overview

This Job Aid will discuss how you can assign a shopping cart to another user.

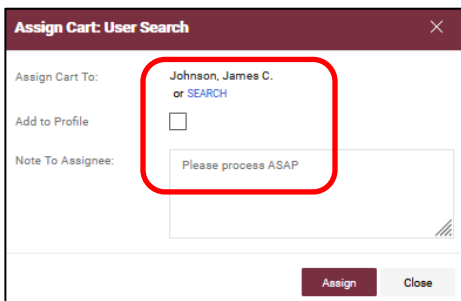
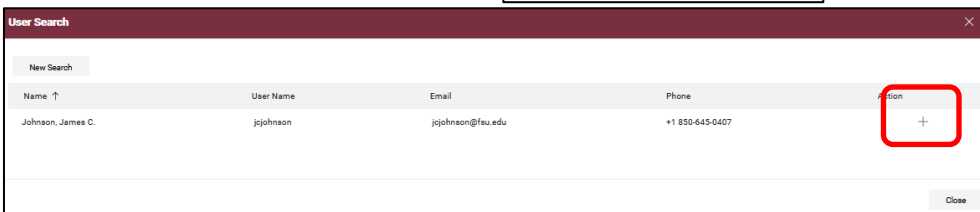
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Once you have added what you intend to purchase to your shopping cart. Click on the **Assign Cart** button in the upper right of your screen.



- Click the Search Link and then enter your search criteria (last name, first name etc.). In our example, we are looking for User Name jjohnson
- Click the **Search Button**
- Select the individual by clicking the “+” sign



- Enter a note to the person you are assigning the cart to
- Click the **Add to Profile** box if you frequently assign carts to this person so you will not have to search for them on future orders.
- Click the **Assign** button.

✔ Cart Assigned

Requisition Summary		Options	
Requisition number	166090842	Create new draft cart	
Cart name	2022-12-14 gamiller_Ju 01	Recent orders	
Cart total	920.44 USD	Return to your home page	
Number of line items	2		

Congratulations! You have successfully assigned your shopping cart.