Overview
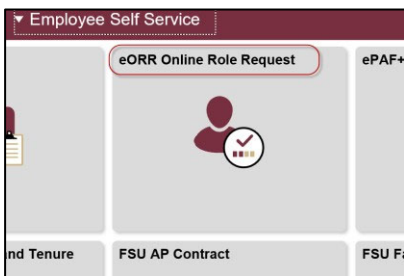
This Job Aid will discuss how to request Approver and Requester Roles for SpearMart. Both of these roles will require an eORR in OMNI. Only the Approver role will require an additional form which is available in SpearMart.

To submit an online Role Request, Click on **Submit Request-Add/Remove Role** from e-ORR - Online Role Requests under **HR > Submit Request-Add/Remove Role** from within myFSU.


- Application = Financials
- Action = Add
- Type of Roles = Department Roles
- Select Roles
    - **Requesters**
      FSU_PO_RECEIVER
      FSU_PO_REQUESTER
    - FSU_PS_REQUESTER
    - **Approvers**
      FSU_PO_APPROVER
      FSU_PS_APPROVER
    - **Contracts**
      FSU_PS_TCM_CNT_ADMINISTRATOR
      FSU_PS_TCM_CONTRACT_ADMIN
      FSU_PS_TCM_CONTRACT_APPROVER
      FSU_PS_TCM_CONTRACT_MANAGER
      FSU_PS_TCM_CONTRACT_STAKEHOLDR

For detailed instructions on how to complete an eORR in OMNI, see
https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/training/SubmittingOnlineRoleRequests.pdf

SpearMart Approver Role Request

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:
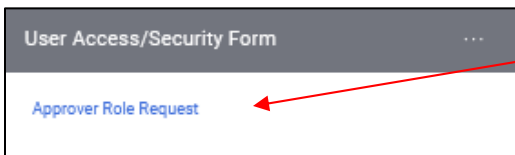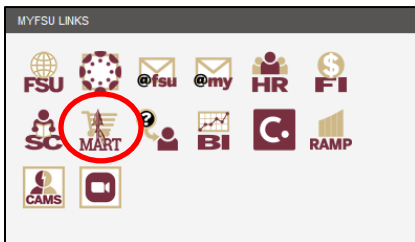
At the Left of the Shopping Homepage, locate the Forms Widget and click on the **Approver Role Request**.

Complete all of the fields on the form and click "Add and Go To Cart.

Even though this is just a form request and is not a request to purchase anything, the system requires that you provide all of the same information as a purchase to move it forward (i.e. ship-to-address, Account Codes etc.) You can either Click the **Proceed to Checkout** or **Assign Cart** buttons and follow the same process as you would for any other shopping cart. For additional information on how to complete the shopping cart process, please see the shopping Job Aids.