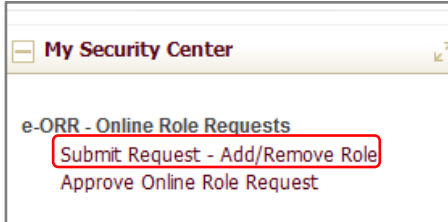


Overview

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** from e-ORR – Online Role Requests under **My Security Center** from within myFSU.

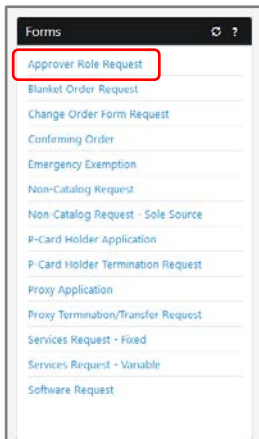
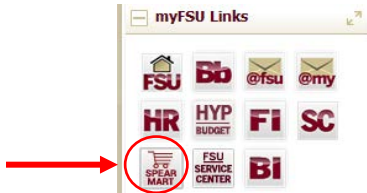


- Application = Financials
- Action = Add
- Type of Roles = Department Roles
- Select Roles
 - **Requesters**
FSU_PO_RECEIVER
FSU_PO_REQUESTER
 - **Approvers**
FSU_PO_APPROVER

For detailed instructions on how to complete an eORR in OMNI, see <http://hr.fsu.edu/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 Bottom of the Shopping Homepage, locate the Forms Widget and click on the **Approver Role Request**.

Approver Role Request

Available Actions: Add and go to Cart **Go** Close

SpearMart Approver Role Request
This form is used to setup users to approve SpearMart requisitions.

Approver Information

Approver Role Request: New Approver Existing Approver - Update Dept IDs

Name of Approver: Annabelle Approver

OMNI User ID: aaprover123

Dept ID: 029000

Phone Number: 644-6850

E-Mail Address: aaprover123@fsu.edu

Department ID(s) you will be an Approver for:
029000, 010008

986 characters remaining [expand](#) | [clear](#)

**** PROCUREMENT USE ONLY ****

Supplier	Procurement Services
Fulfillment Address	Fulfillment Center 1:
Commodity Code	99999999 (740231)
Total	
0.00	

Complete all of the fields on the form and click the **Go** button

Shopping Cart for Johnny Tester

1 Item(s) for a total of 0.00 USD

Proceed to Checkout or **Assign Cart**

Product Description	Unit Price	Quantity	Total
Approver Role Request Commodity Code: 99999999 (740231)	0.00 USD	1	0.00 USD

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.