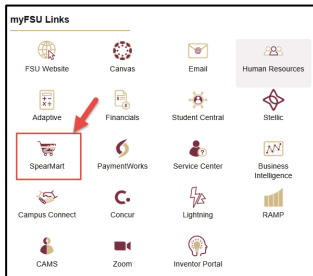


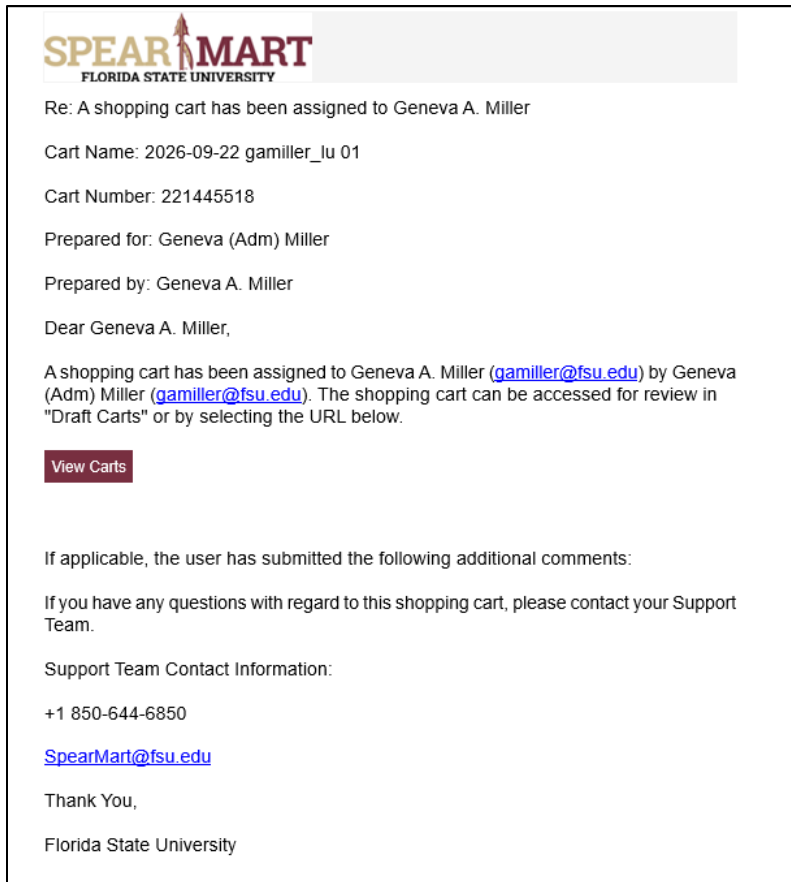
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



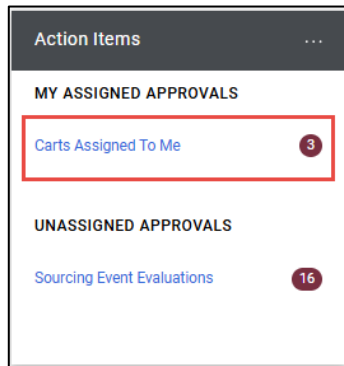
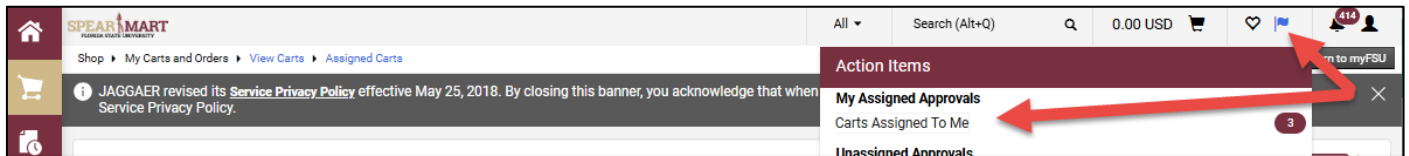
There are a few ways SpearMart will notify you that you have a cart assigned to you:

Email  
Action Item  
Notification

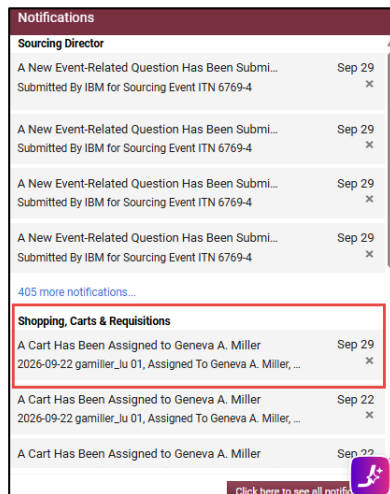
### **Email**



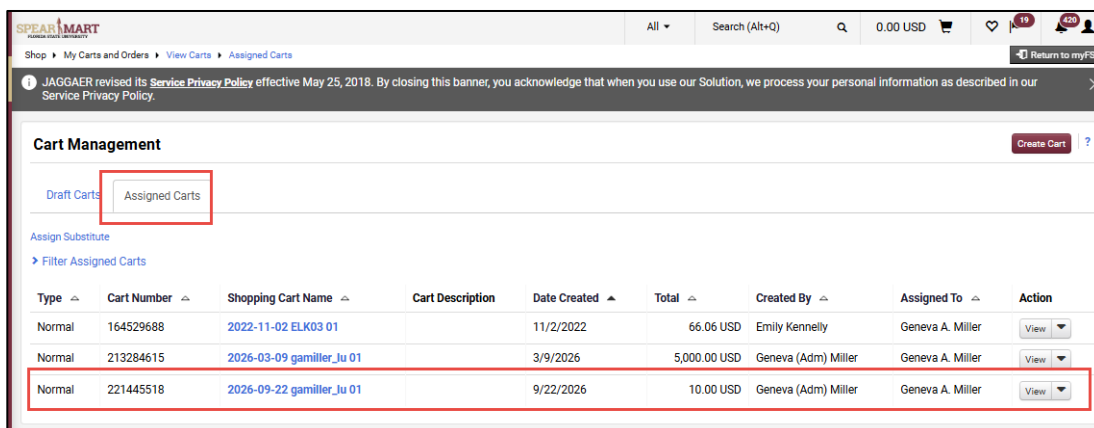
**Action Item**

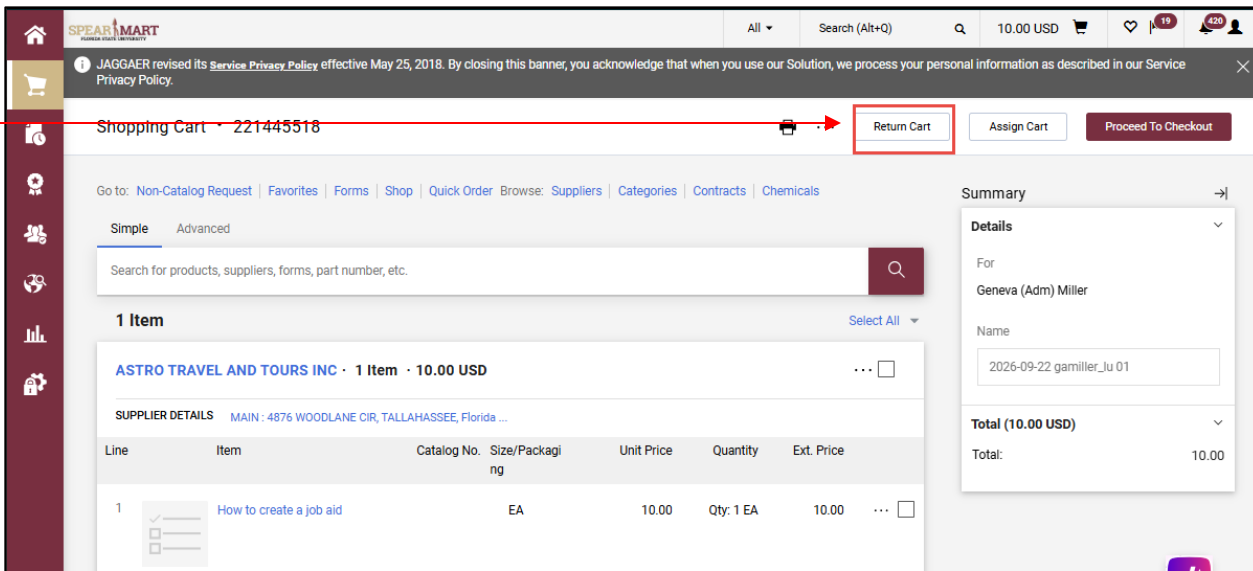


**Notification**



Clicking on any of the links within the above examples will bring you to your draft shopping carts screen





The cart that was assigned to you now becomes your active cart. You can return the cart back to the shopper, add additional items to your cart, remove selected items, **Proceed to Checkout** or **Assign Cart** to another user.

- Click Return Cart to send back to the Shopper.
- To remove an item, check the box to the right of the item and then select "Remove Selected Items"

