

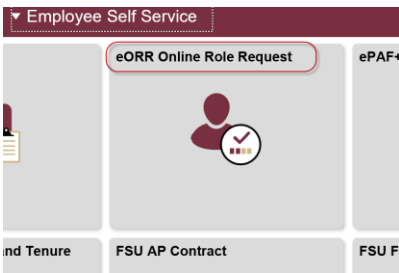
Overview

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.



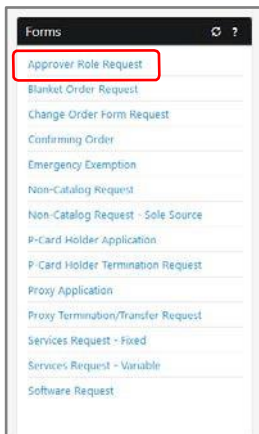
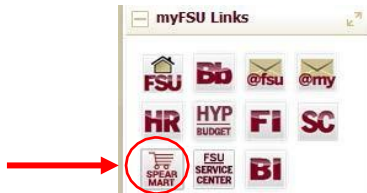
- Application = Financials
- Action = Add
- Type of Roles = Department Roles
- Select Roles
 - **Requesters**
 - FSU_PO_RECEIVER
 - FSU_PO_REQUESTER
 - FSU_PS_REQUESTER
 - **Approvers**
 - FSU_PO_APPROVER
 - FSU_PS_APPROVER
 - **Contracts**
 - FSU_PS_TCM_CNT_ADMINISTRATOR
 - FSU_PS_TCM_CONTRACT_ADMIN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



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

Approver Information

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 Testler

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.