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 jcjohnson
- 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.
Congratulations! You have successfully assigned your shopping cart.

<table>
<thead>
<tr>
<th>Requisition Summary</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition number</td>
<td>Create new draft cart</td>
</tr>
<tr>
<td>Cart name</td>
<td>Recent orders</td>
</tr>
<tr>
<td>Cart total</td>
<td>Return to home page</td>
</tr>
<tr>
<td>Number of line items</td>
<td></td>
</tr>
</tbody>
</table>

Requisition number: 154387390
Cart name: 2022-05-02 garnerer_fl_01
Cart total: 10.00 USD
Number of line items: 1