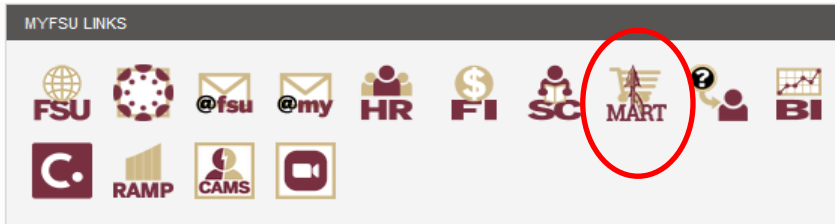


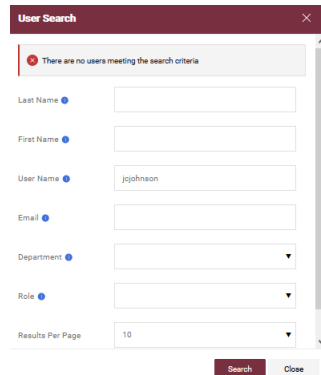
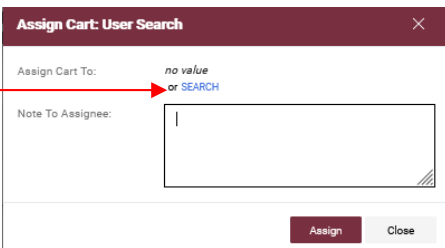
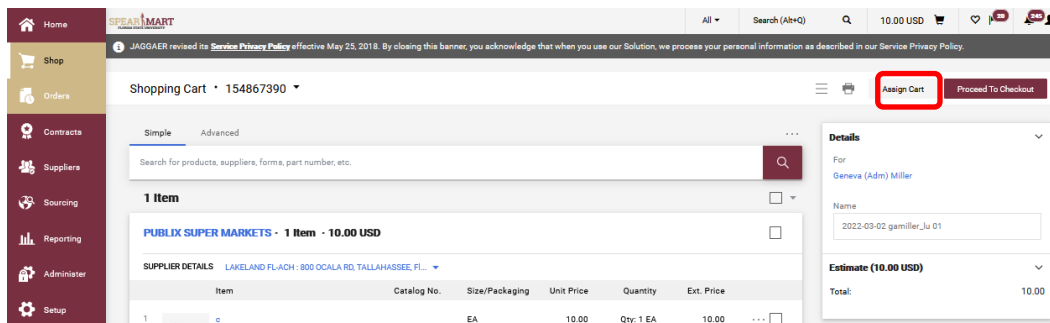
**Overview**

This Job Aid will discuss how you can assign a shopping cart to another user.

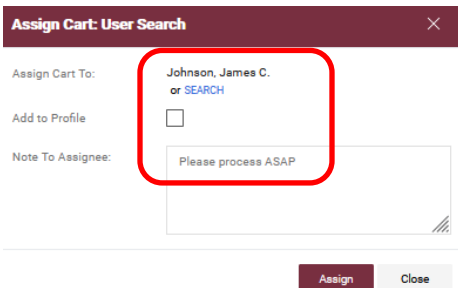
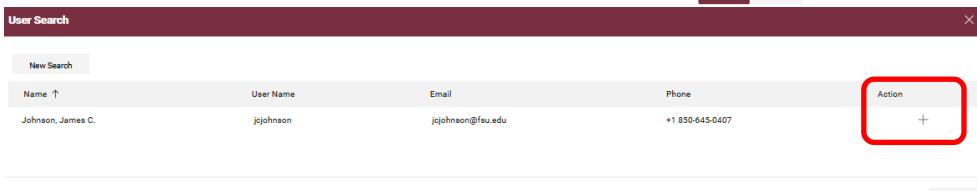
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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 jjohnson
- 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.

✔ Cart Assigned

**Requisition Summary**

Requisition number 154867390  
Cart name 2022-03-02 gamiller\_lu 01  
Cart total 10.00 USD  
Number of line items 1

**Options**

[Create new draft cart](#)  
[Recent orders](#)  
[Return to your home page](#)

Congratulations! You have successfully assigned your shopping cart.