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.

- Enter your search criteria (last name, first name etc.). In our example, we are looking for User Name user14
- Click the Search Button

- 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.