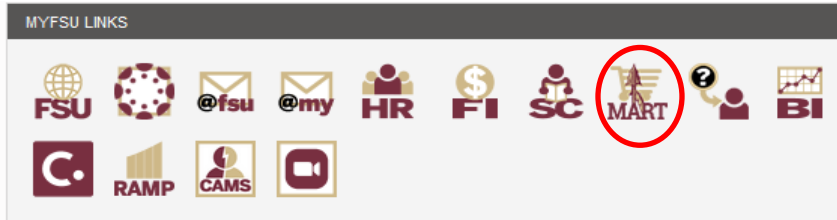


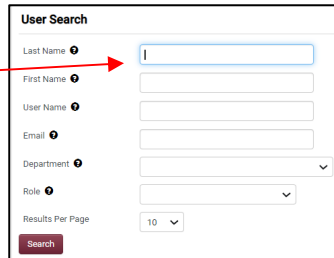
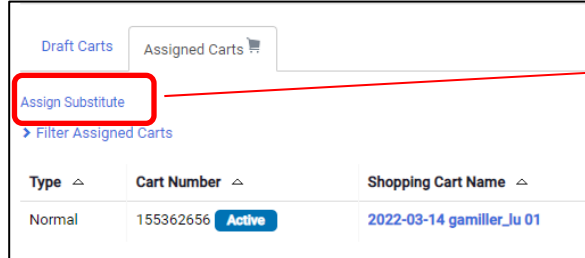
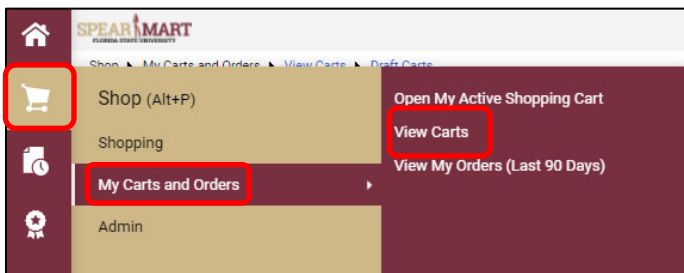
**Overview**

This Job Aid will show how Requesters can assign and unassign a substitute requester while they are out of the office for a period of time.

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:



**Assign Substitute**



- Enter Information for the Substitute Requester and Click **Search**
- On the next screen click on **Select** to the right of the person's name.

**Unassign Substitute**

