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:

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

Assign Substitute

Unassign Substitute