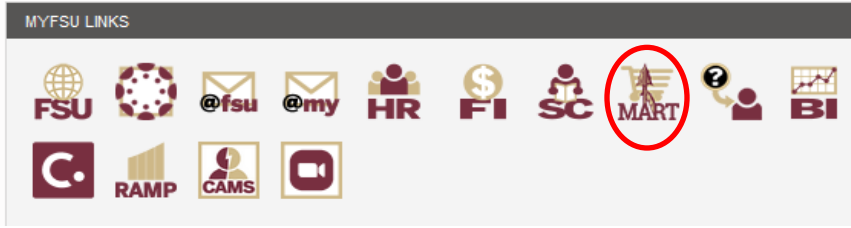
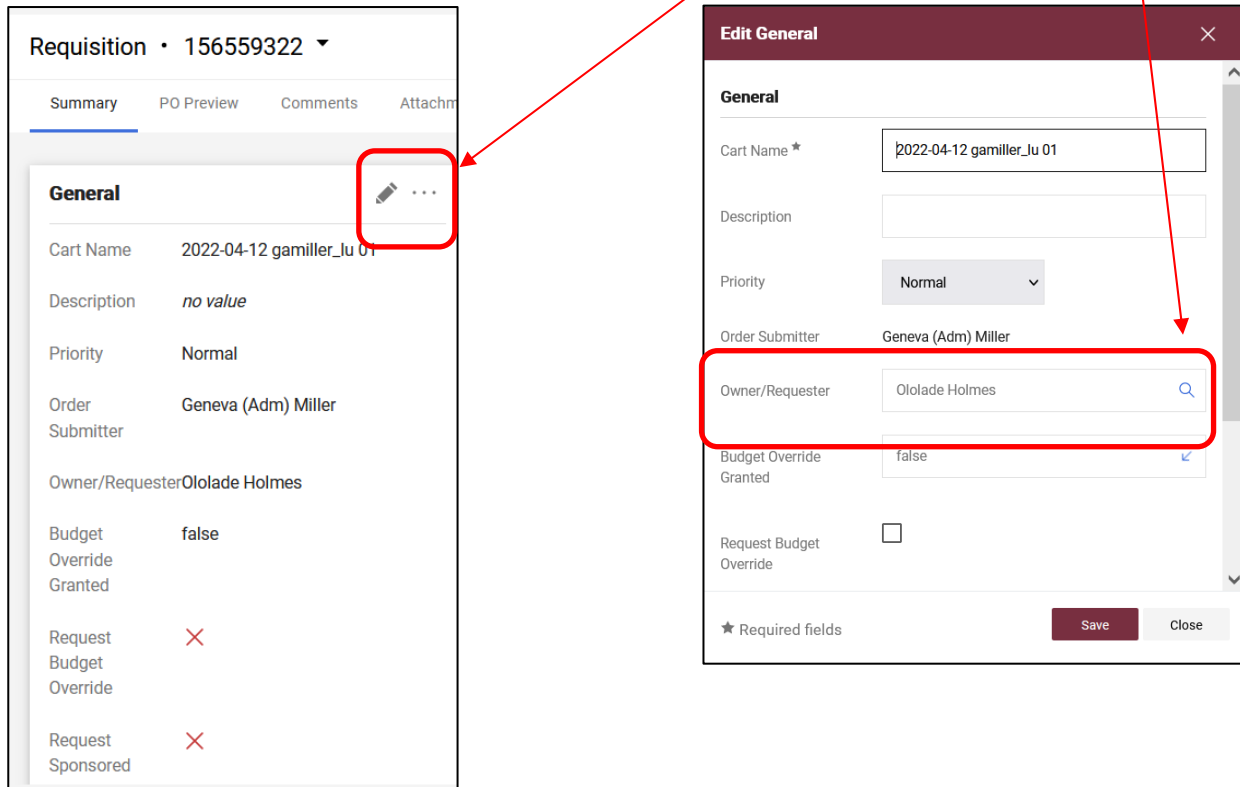


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



Once a cart has been assigned to you, you can edit the owner/requester once you are on the checkout screen. From there, go to the "General" Section and click on the pencil icon.

Once selected, a pop box will appear, and you will click on the magnifying glass to the right of the "Owner/Requester" box.



From there, enter the name of the individual that is the new owner/requester and click search.

The screenshot shows a 'User Search' dialog box with the following fields: Last Name (johnson), First Name (james), User Name, Email, Department, Role, and Results Per Page (10). A red box highlights the Last Name and First Name fields. Another red box highlights the Search button at the bottom.

Click on the “+” to select the appropriate individual.

Once that is selected, the new name will populate the owner/requester field and you will click save.

Name ↑	User Name	Email	Phone	Actions
Johnson, James	jjohnson_ju	jjohnson@fsu.edu		+
Johnson, James C.	jjohnson	jjohnson@fsu.edu	+1 850-645-0407	+
Johnson, James F.	JFJOHNSON	johnson@psy.fsu.edu	+1 850-524-5379	+

The screenshot shows an 'Edit General' dialog box with the following fields: Cart Name (2022-04-12 gamillier_ju 01), Description, Priority (Normal), Order Submitter (Geneva (Adm) Miller), Owner/Requester (Johnson, James C.), Budget Override Granted (false), and Request Budget Override (checkbox). A red box highlights the Owner/Requester field. Another red box highlights the Save button at the bottom.

You have successfully updated the Owner/Requester!