

## JOB AID UPDATING THE OWNER ON A REQUISITION

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

MYFSU LINKS					
	efsu emy	HR	9	SC MART	B

Once a cart has been assigned to you, can 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.

on •	164529688	Edit General	
C	Preview Comments 1	General	
		Cart Name *	2022-11-02 ELK03 01
20	22-11-02 ELK03 01	Description	
no valu	e	Priority	Normal
Nor	mal	Order Submitter	Geneva (Adm) Miller
	Geneva (Adm) Miller	Owner/Requester	Emily Kennelly
Emi	ily Kennelly	Budget Override Granted	false
		Request Budget Override	
	false	Request Sponsored Project Restriction Override	
	×	Supervisors	SSDIXON
		★ Required fields	Save



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

User Search				×
Last Name 🔒	johnson			Î
First Name 👔	james			
User Name 🍙				
Email 👩				
Department 👩				~
Role 🔒			~	
Results Per Page	10	~		
<				>
		5	Search	close

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.

User Search				×
New Search				
Name ↑	User Name	Email	Phone	Action
Johnson, James	jcjohnson_lu	jcjohnson@fsu.edu		+
Johnson, James C.	jcjohnson	jcjohnson@fsu.edu	+1 850-645-0407	+
Johnson, James F.	JFJOHNSON	johnson@psy.fsu.edu	+1 850-524-5379	+
				Close

Edit General		×
General		
Cart Name *	2022-11-02 ELK03 01	
Description		
Priority	Normal	~
Order Submitter	Geneva (Adm) Miller	
Owner/Requester	Johnson, James C.	٩
Budget Override Granted	false	¥
Request Budget Override		
Request Sponsored Project Restriction Override		
Supervisora	SSDIXON	٩
Required fields	Save	Close

You have successfully updated the Owner/Requester!