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:

The SpearMart Home page will open.

All catalog suppliers are shown on the main page directly under Catalog Suppliers.
Click on the “FSU Warehouse-Hosted Catalog” ICON located in the **Campus Supplies for Ramp-Up Activities** Supplier Group and search the product by typing the item description or product number in the search box, then click on the magnify icon.

**Example:** when searching for a mask, type “mask” in the search box then click on the magnify icon.

**Result:**

Set quantity then click on “Add to Cart”.

When done, click on either “Submit Cart” or “Assign Cart” to proceed with completing the requisition creation process.