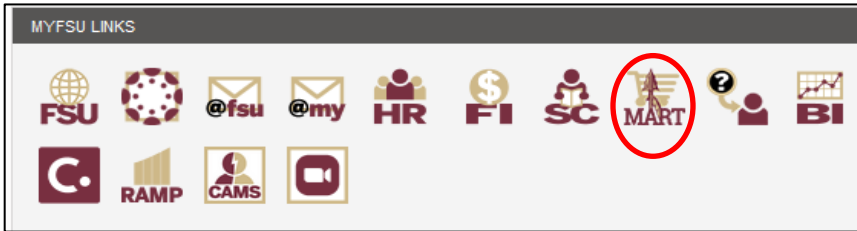
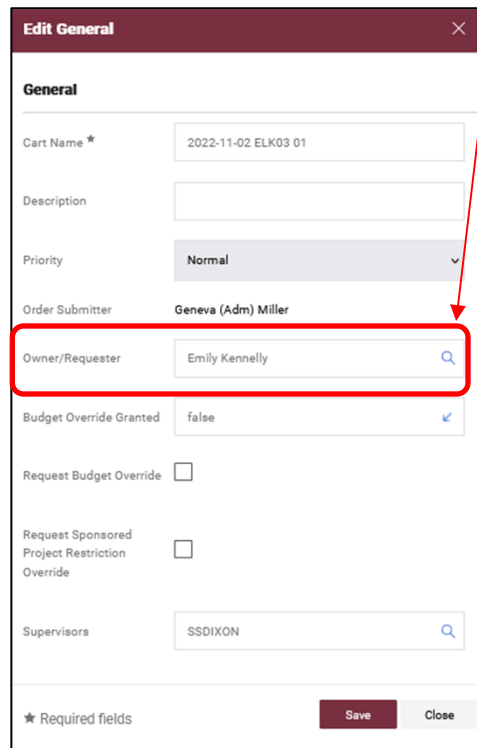
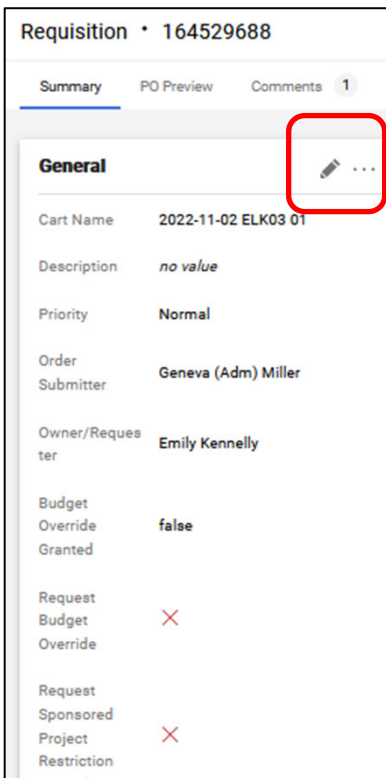


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart icon under MyFSU Links:

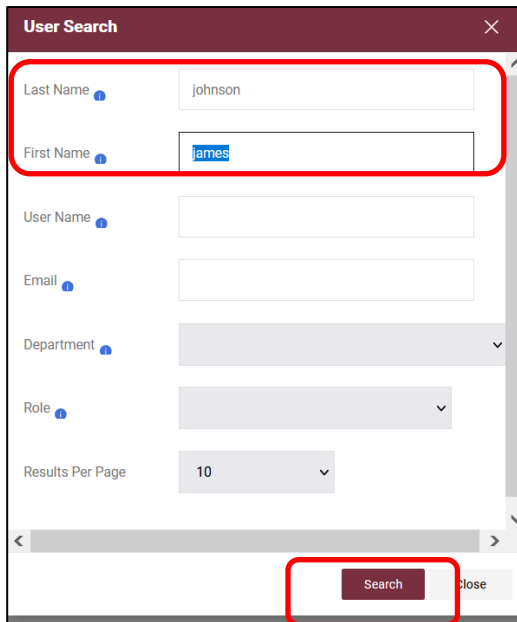


Once a cart has been assigned to you, you can edit the owner/requester once you are on the checkout screen. From there, go to the "General" Section and click on the pencil icon.

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

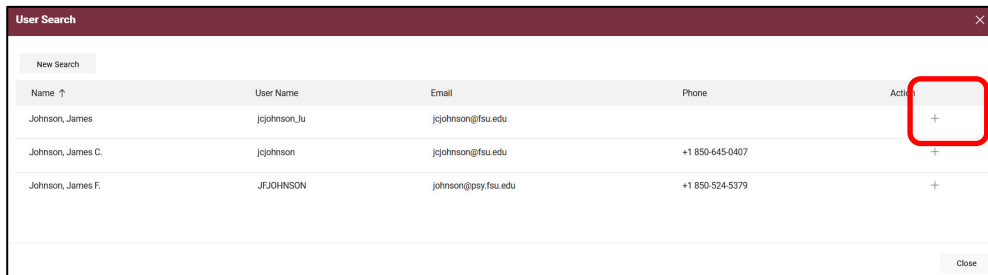


From there, enter the name of the individual that is the new owner/requester and click search.

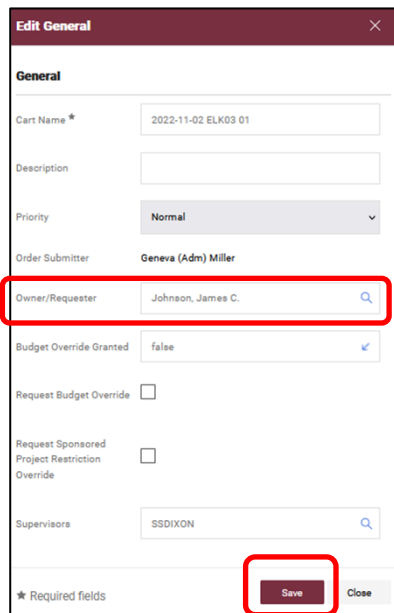


Click on the “+” to select the appropriate individual.

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



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



You have successfully updated the Owner/Requester!