

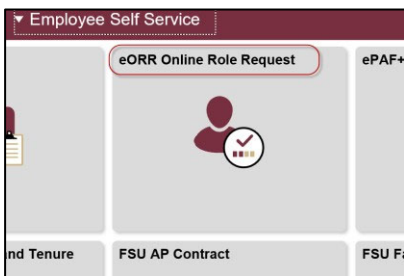
**Overview**

This Job Aid will discuss how to request Approver and Requester Roles for SpearMart. Both of these roles will require an eORR in OMNI. Only the Approver role will require an additional form which is available in SpearMart.

To submit an online Role Request, Click on **Submit Request-Add/Remove Role** from e-ORR - Online Role Requests under **HR > Submit Request-Add/Remove Role** from within myFSU.



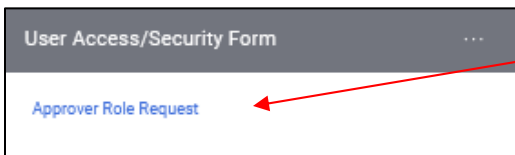
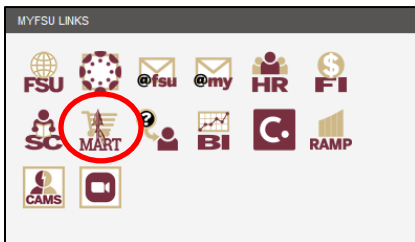
- Application = Financials
- Action = Add
- Type of Roles = Department Roles
- Select Roles
  - **Requesters**
    - FSU\_PO\_RECEIVER
    - FSU\_PO\_REQUESTER
    - FSU\_PS\_REQUESTER
  - **Approvers**
    - FSU\_PO\_APPROVER
    - FSU\_PS\_APPROVER
  - **Contracts**
    - FSU\_PS\_TCM\_CNT\_ADMINISTRATOR
    - FSU\_PS\_TCM\_CONTRACT\_ADMIN
    - FSU\_PS\_TCM\_CONTRACT\_APPROVER
    - FSU\_PS\_TCM\_CONTRACT\_MANAGER
    - FSU\_PS\_TCM\_CONTRACT\_STAKEHOLDER



For detailed instructions on how to complete an eORR in OMNI, see <https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Publications/training/SubmittingOnlineRoleRequests.pdf>

**SpearMart Approver Role Request**

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:



At the Left of the Shopping Homepage, locate the Forms Widget and click on the **Approver Role Request**.

Form · Approver Role Request ▾

**SpearMart Approver Role Request**

This form is used to setup approvers to approve SpearMart requisitions.

**PROCUREMENT SERVICES**

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**Approver Information** ⓘ

Approver Role Request \*  New Approver  
 Existing Approver - Update Dept IDs

Name of Approver \*

FSU ID (NOT Employee ID) \*

Dept ID \*

Phone Number \*

E-Mail Address \*

**Department ID(s) user will be added/removed from:**  
 (Please specify if adding or removing)

227000, 027000, 123456

978 characters remaining [expand](#) | [clear](#)

Complete all of the fields on the form and click "Add and Go To Cart."

Shopping Cart · 166080700

1 Item

Procurement Services · 1 Item · 0.00 USD

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Approver Role Request			0.00	Qty: 1	0.00

Details: Beneva (Adm) Miller, 2022-12-14 gamiller\_Ju 01, Total (0.00 USD): 0.00

Even though this is just a form request and is not a request to purchase anything, the system requires that you provide all of the same information as a purchase to move it forward (i.e. ship-to-address, Account Codes etc.) You can either Click the **Proceed to Checkout** or **Assign Cart** buttons and follow the same process as you would for any other shopping cart. For additional information on how to complete the shopping cart process, please see the shopping Job Aids.