Getting Started as the Requester in the Georgia*FIRST* Marketplace

This job aid is designed to help you begin shopping in the Georgia*FIRST* Marketplace for the first time.

Role: Requester

- You are authorized to build requisitions from shopping carts in the Georgia*FIRST* Marketplace assigned to you by shoppers, as well as to shop and create requisitions for yourself. You are also able to create Special Request Requisitions.
    - Marketplace Requisition: Created from items selected in the Georgia*FIRST* Marketplace.
    - Special Request Requisitions: Created from items not selected in the Georgia*FIRST* Marketplace (non-contract/catalog items).
- You must log into the Georgia*FIRST* Marketplace at least once to establish your Requester profile in order to shoppers to be able to assign a cart to you.

Your Default Chartfields are:

Business Unit:
Department:
Fund Code
Class Field:
Program:
Project:

PeopleSoft Login Information:

PeopleSoft Financials Core URL:
PeopleSoft Financials User ID:
Default PeopleSoft Financials Password:

You will be required to change your default password. Keep your new password protected.

If you have questions or need support:

Name:	Title:
Email:	Phone:

Name:	Title:
Email:	Phone:

Getting Started as a Georgia*FIRST* Marketplace Shopper in PeopleSoft Financials Core

1. Log into PeopleSoft Financial through the URL on page 1.
2. Ensure your **pop-ups** for the PeopleSoft site are disabled.
3. Click on the **Georgia*FIRST* Marketplace** link from the menu.
4. Click on the **Georgia*FIRST* Marketplace** button.
5. Click on your **Name**, found in the banner at the top right of the page, then select **View My Profile**.
6. Select the **User's Name, Phone Number, Email, etc** link to ensure your name, phone number, email address, business unit and department are correct. Notify your ePro Administrator if there is something incorrect.
7. Select the **Language, Time Zone and Display Settings** link.
8. Select your institution from the **Color Theme** drop down list. Click **Save**.
9. Select the **Default User Settings**.
10. Select the **Cart Assignees** link found in the **Default User Settings** section.
11. Click the **Add Assignees** button.
12. Click the **Search** button.
13. Select your primary requester by clicking on their name and selecting the **Set As Preferred** action button.
14. Select your backup requesters by clicking the **Add Assignees** button. Search for your backup requester and click on their name. They will be added to your list of requesters.

   You are now ready to begin building shopping carts in the Georgia*FIRST* Marketplace. Click on the Home Icon from the left menu to begin shopping.