**Getting Started As a Georgia*FIRST* Marketplace Shopper in Self Service**

In order to begin shopping in the Georgia*FIRST* Marketplace, this job aid is designed to help you get started in the application for the first time.

**Role: Shopper**

* You are authorized to create shopping carts in the Georgia*FIRST* Marketplace and assign them to your designated Requesters for processing into Requisitions.

**Your Requesters are:**

|  |  |
| --- | --- |
| Primary: |  |
| Back-ups: |  |

**Your Default Chartfields are:**

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

**PeopleSoft Login Information:**

|  |  |
| --- | --- |
| PeopleSoft Financials Self Service URL: |  |
| PeopleSoft User ID: |  |
| Default PeopleSoft Password: |  |

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

**If you have questions or are in need of support:**

|  |  |
| --- | --- |
| <name><title> | Phone: Email:  |
| <name><title> | Phone: Email:  |
| <name><title> | Phone: Email:  |

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1. Log into PeopleSoft Financials 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.
4. Then click on the **Georgia*FIRST* Marketplace** button.
5. Click on the **profile** link next to your name.
6. Ensure your Name, Phone Number, Email Address, Business Unit, and Department are correct. If they are not, notify your ePro Administrator.
7. Select the **Personal Settings** sub-tab.
8. In the **Color Theme** drop down list, select your institution and click the **Save** button.
9. Select the **Purchasing** sub-tab.
10. Select the **Cart Assignees** sub-tab.
11. Click the **Add Assignees** button.
12. In the **Business Unit** drop-down list, select your institution.
13. (Optional) In the **Department** drop-down list, select your department.
14. Click the **Search** button.
15. Select your Primary Requester by clicking the appropriate **radio** button, and then click the **Choose Selected User** button.
16. Next to your Primary Requester’s name, select the **Preferred** radio button.
17. Click the **Add Assignees** button, search for your back-up requesters and add them to your Assignee list (complete steps 11 – 16).

You are now ready to begin building shopping carts in the Georgia*FIRST* Marketplace. Click on the **home/shop** tab to begin.