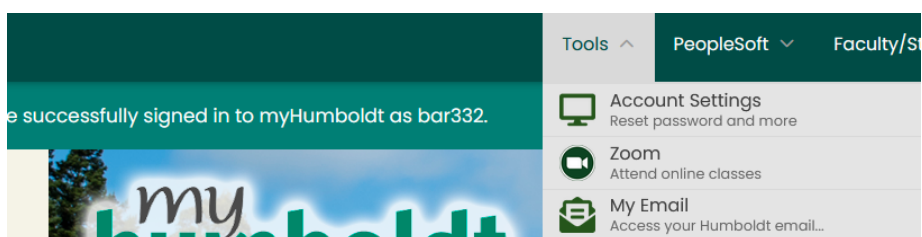


Requesting P2P Shopper/ Requisitioner Access

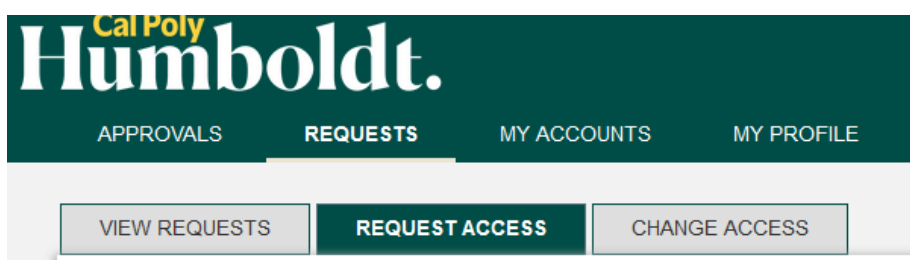


This guide is intended for requesting the ability to be a Shopper and/or a Requisitioner in P2P. A Shopper may create carts and assign them to another employee who will submit the Requisition on the shopper's behalf. A Requisitioner can submit carts (Requisitions) that will turn into POs once approved.

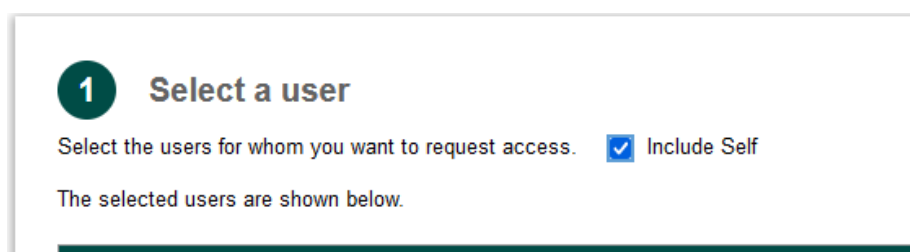
From the MyHumboldt portal, select the **Tools** drop down, and select **Account Settings**.



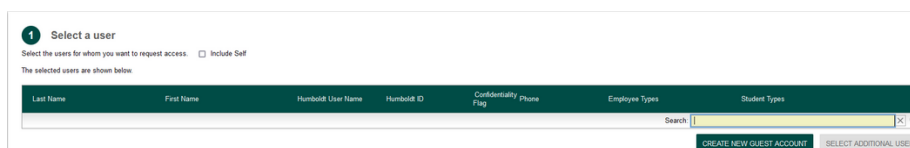
Select the **Requests** tab, then under that select **Request Access**.



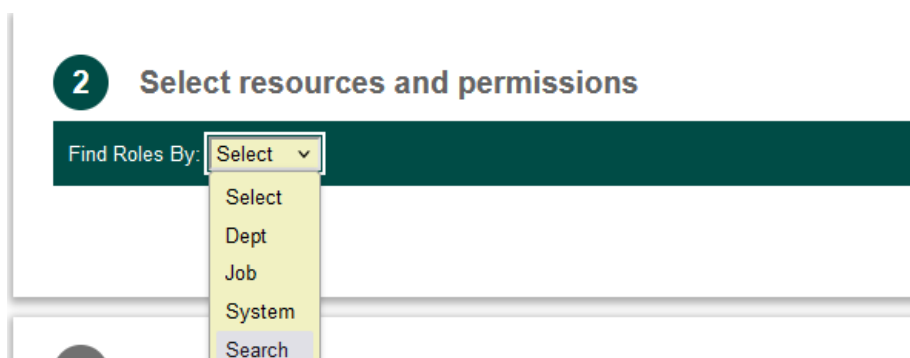
If you are requesting access for yourself, click the box for **Include Self**, and it will autopopulate your information. If you are requesting access for someone else, skip to the next step.



To request access for another employee, use the search box or magnifying glass on the right to select the employee.



Under the next section, (2 Select Resources and Permissions), use the drop down to select **Search**.



For SHOPPER Access: Under the **Name Search**, type “**Department Analyst**”, hit enter. (CFS) Department Analyst should appear, **click the box to the left**. **Click Continue**.

2 Select resources and permissions

Find Roles By:

Name	Description
<input type="text" value="Department A"/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> (CFS) Department Analyst	Department Analyst and P2P Shopper

1 Total

Please note: Shopper access is intended for employees to create carts, then assign those carts to an employee with Requisitioner status. Shoppers cannot submit carts into Requisitions.

For REQUISITIONER Access: Under the **Name Search**, type “**Department Requisitioner**”, hit enter. (CFS) Department Requisitioner should appear, **click the box to the left**. **Click Continue**.

2 Select resources and permissions

Find Roles By:

Name	Description
<input type="text" value="Department R"/>	<input type="text" value=""/>
<input checked="" type="checkbox"/> (CFS) Department Requisitioner	Department Requisitioner and P2P Requestor

1 Total

Please note: A Requisitioner does not need to request Shopper access. A Requisitioner will be able to shop, create carts, and submit the carts into Requisitions.

In the next section, **click on the person icon with the exclamation mark** to the left of the employee’s name.

3 Specify approving supervisor(s)

The list of users to specify resource sponsorship. ☐ Select self for all users

Last Name	First Name	Humboldt User Name
<input type="button" value="!"/> Rapp	Bethany	bar332

One or more required sponsors have not been assigned

In the list of supervisors, use the magnifying glass to the right to search and select the supervisor then click **Continue**.

Select Supervisor

Last Name	First Name	Job Department	Job Title	Email Address
<input type="text" value=""/>				

In section 4, you may leave the selection as defaulted, then click **Submit Request** below section 5.

4 Specify access period

Rapp, Bethany Start: End: Permanent ☒

Format: mm/dd/yyyy

5 Submit request

Enter optional comments below, then click Submit Request.

These requests require approval before an overnight feed to sync the systems. Access is not instantaneous.