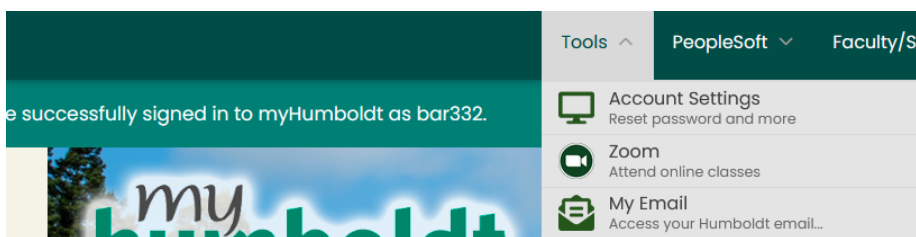


# Requesting P2P Shopper/ Requisitioner Access

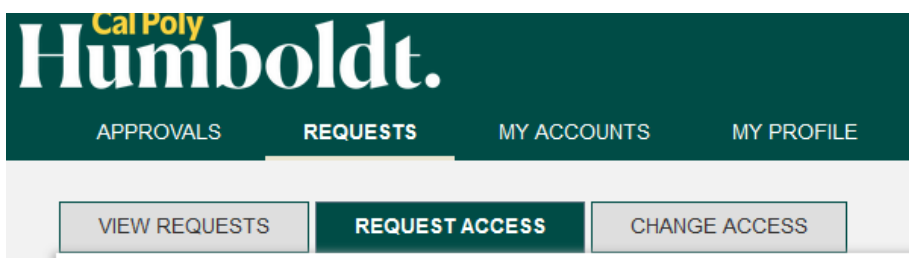


This guide is intended for requesting the ability to be a Shopper or a Requisitioner in P2P. A Shopper may create carts and assign them to another employee who will submit the Requisition on the shopper's behalf. A Requisitioner can submit carts (Requisitions) that will turn into POs once approved.

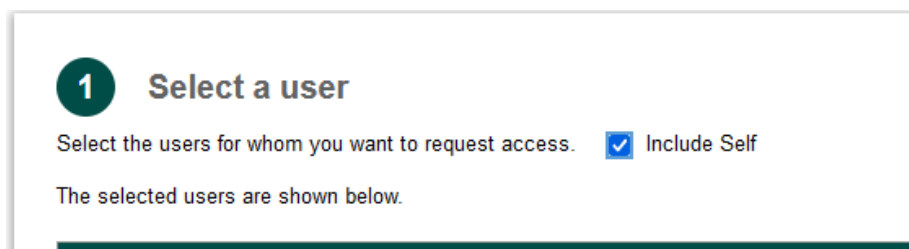
From the MyHumboldt portal, select the **Tools** drop down, and select **Account Settings**.



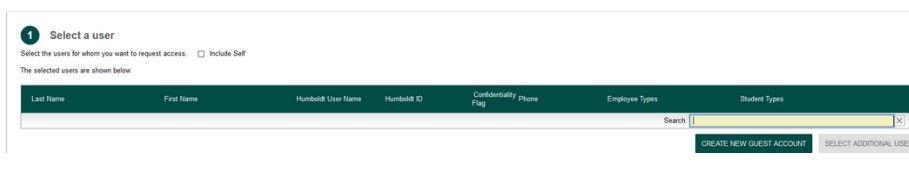
Select the **Requests** tab, then under that select **Request Access**.



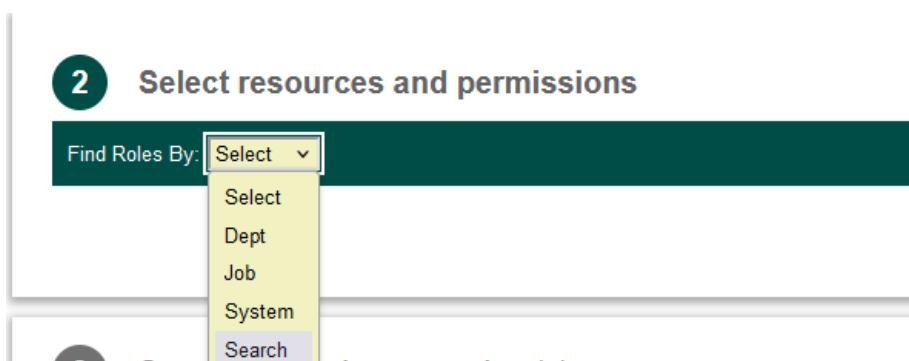
If you are requesting access for yourself, click the box for **Include Self**, and it will autopopulate your information. If you are requesting access for someone else, skip to the next step.



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 “**Shopper/ Reciever**”, hit enter. (CFS/P2P Shopper/Reciever) should appear, **click the box to the left**. **Click Continue**.

**2 Select resources and permissions**

Find Roles By: Search

Name	Description	Supervisor	Approval
<input type="checkbox"/> (CFS/P2P) Shopper/Receiver	Ability to shop and receive items in P2P	Required	Required

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 (CFS/ P2P) Department Requisitioner should appear, **click the box to the left**. **Click Continue**.

**2 Select resources and permissions**

Find Roles By: Search

Name	Description	Supervisor	Approval
<input type="checkbox"/> (CFS/P2P) Department Requisitioner	Department Requisitioner and P2P Requestor	Required	Required

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
Rapp	Bethany	bar332

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

**4 Specify access period**

Rapp, Bethany Start: 07/25/2025 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.**