

How to: Request Access to Marketplace

Step 1: Begin at the Employee Home webpage: <u>https://eservices.minnstate.edu/employee/public/</u>

• Login using your starid credentials

	Employee Home	
	Dashboard My Profile My Jobs My Settings	
	Employee Applications	
eTimesheet - Request, review, or approve employee time and leave		ave
Security Administration - Requesting and approving ISRS security requests		y requests
	Tuitio Waiver - View and request employee tuition waiver	× M
Step 2: Se	elect "Security Administration"	MINNESOTA STATE
Step 3: Se Step 4: Se	elect "Dashboard" > "Web" elect "Add Web Roles"	(expand all)
		Home
		Dashboard
Web Dashbo	ard	Uniface
My Web Roles -		Web
Add Web Roles	🤪 🥥 Remove Web Roles 🛛 🙀 View All Web Request History	User Maintenance
Status Type	Web Role Name Start Date/Time End Dat AC REPORTS OUERTES COA VIEW Image: Col (01/01/2018 00:00:01 10/201/201) 10/201/201	
Active		Web Roles >

- Step 5: In Approval Group select "Finance"
- Step 6: In Role, Permission, or Report Name type "pc" (to filter for procurement roles) > Search
- Step 7: Select the role you need access to and click "Add Checked Web Roles" (you will receive notification once your request is reviewed approved or denied)
- Step 8: Once approved, you can log into Marketplace

Select Web Roles to Add Approval Group: Finance Role, Permission, or Report Name/Number: pc* Search Clear 17 Web Roles found (Add checked Web Roles) Web Role Nam Approval PC_MARKETPLACE_BUYER Buyer Finance PC_MARKETPLACE_CONTRACT_ADMIN Contract Administrator Finance PC_MARKETPLACE_CONTRACT_MGR Contract Manager Finance PC_MARKETPLACE_DEPT_APPROVER Department Approver Finance PC_MARKETPLACE_INST_SYS_ADMIN Institution System Admin Finance PC_MARKETPLACE_PAYMENT_VOUCHER 🖓 Accounts Payable Finance PC_MARKETPLACE_PURCHASING_LEAD 🤛 Purchasing Lead Finance PC_MARKETPLACE_PURCHASING_TEMP Ϙ Purchasing Temp Finance PC_MARKETPLACE_RECEIVING Receiving Finance PC_MARKETPLACE_REQUESTOR Requester Finance PC MARKETPLACE SHOPPER Shopper Finance PC_MARKETPLACE_SOURCING_VIEW Sourcing Read Only Finance PC MARKET CONTRACT APPROVER Contract Approver Finance PC_MARKET_CONTRACT_READ_ONLY Contract Read Only Finance PC_MARKET_SOURCING_EVENT_MGR 🖓 Sourcing Event Manager Finance

Sourcing Approver

Sourcing Event Creator

PC MRKTPLACE SOURCING APPROVER

PC_MRKT_SOURCING_EVENT_CREATOR 🤛

Finance

Finance