## Overview

This Job Aid will show how Requesters can assign and unassign a substitute requester while they are out of the office for a period of time.

Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:
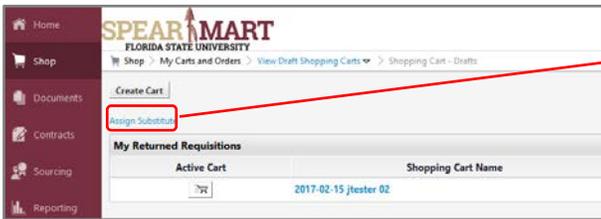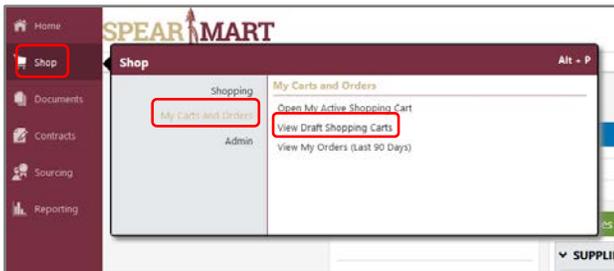
Assign Substitute

- Enter Information for the Substitute Requester and Click **Search**

- On the next screen click on **Select** to the right of the person's name.

Unassign Substitute