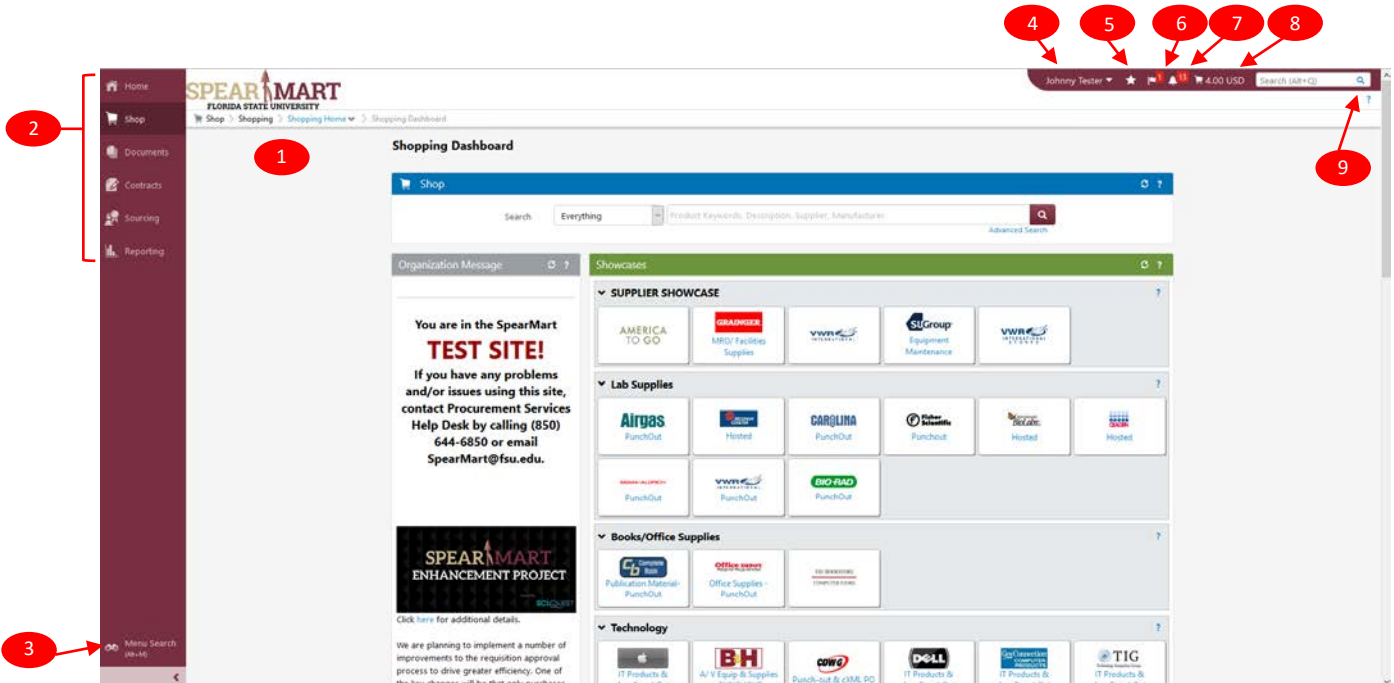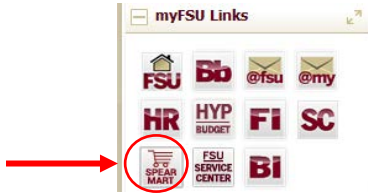Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

1. **Shopping Dashboard** (Default Homepage).
2. **Main Menu Options.** Each main menu option contains sub-menu options.
3. **Menu Search**. Very powerful search which allows you to search for specific screens and functions without the need for remembering the menu and sub-menu options.
4. **User Menu Access**. Access to User profile, pending and recently completed requisitions/purchase orders.
5. **Bookmarks**. Allows you to save commonly used pages for quick access. You create and access bookmarks from this menu.
6. **Actions Items**. Tasks that require some action on your part. (i.e. approve requisition, assigned cart, returned cart, etc.)
7. **Notifications**. These are designed to alert you when activity has taken place or something requires your attention. (i.e. Your Requisition Has Been Submitted for Approval. Your Requisition Has Completed Workflow, etc.)
8. **Cart Preview**. Allows you to get a quick view of your active shopping cart. Clicking on the shopping cart icon will display the item list with basic information such as item image, name, quantity and price. From the cart preview you can remove items, access the active cart and/or proceed to checkout.
9. **Quick Search**. Allows a variety of searches, such as Requisition, Purchase Order, Sourcing Event etc. The available searches depend upon your User Role permissions.

Scroll to the bottom of the Shopping Dashboard and you will see several helpful **Widgets** as shown below.

Your Requisitions

Your Purchase Orders

Action Items. Requesters and Shoppers will see any returned carts here. Approvers will see any pending approvals here.

Your Draft Shopping Carts

Search Your Reqs

Search Your POs

Procurement Forms