

eShop How-To Sheets

Signing into eShop for the First Time: Profile & Default Address

This how-to sheet outlines the steps required to:

- Log into eShop from a laptop or desktop computer.
- Review your eShop profile.
- Verify your default address (i.e. the goods you purchase will be shipped to this address).
- Log out of eShop.

What is eShop used for?

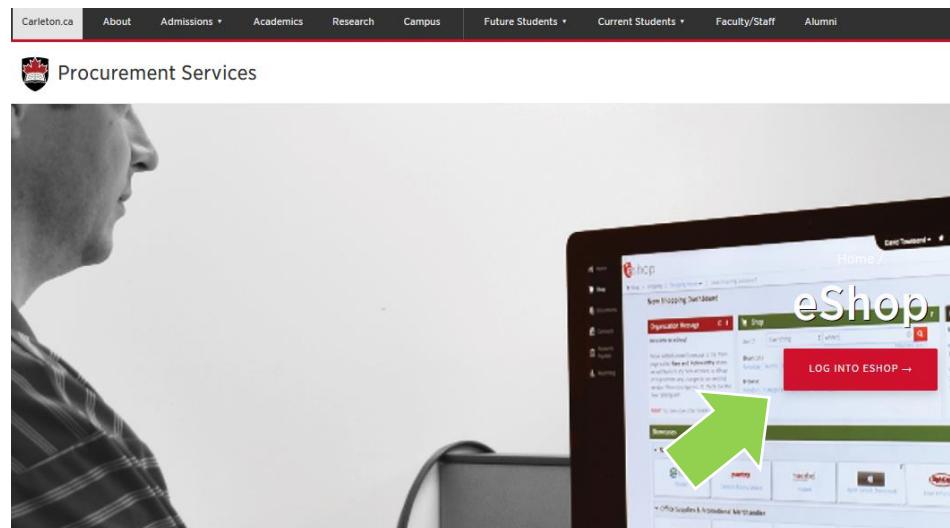
eShop is Carleton's eProcurement solution. It provides shoppers with access to online catalogues and forms to seamlessly place orders with both internal and external vendors. eShop is enabling the university to improve operational efficiencies and gain a better understanding of university spending. By simplifying and improving the purchasing process, shoppers are able to shop from anywhere and track purchases.

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Enter this URL into an internet browser.
carleton.ca/eshop/

2. When the eShop webpage opens, click on the red 'LOG INTO ESHOP' button in the banner.

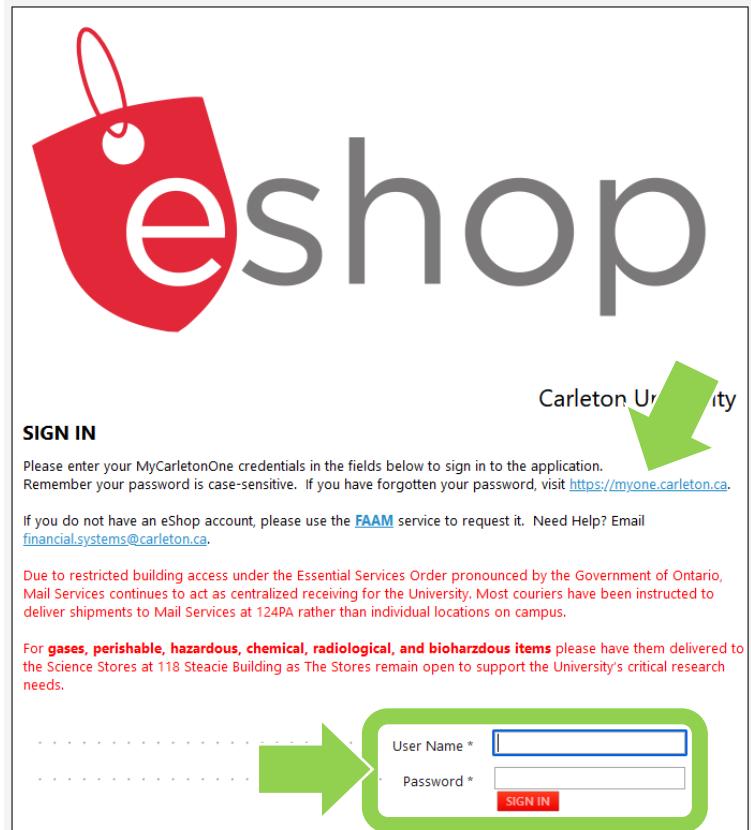
Tip: If you have an issue, take a look at the FAQs on the eShop homepage for trouble shooting tips.



-
3. Enter your MyCarletonOne credentials.

Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

If you don't know what your MyCarletonOne username and password are, click on the blue '<https://myone.carleton.ca>' hyperlink.



-
4. The eShop landing page contains a 'Need Help?' box.

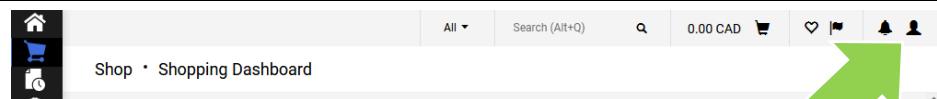
Questions? Reach out to the eShop team or visit the FACTS website for how-to sheets and user guides.

Need Help?

Email eshop@carleton.ca OR call **613-520-2600 ext. 3311**

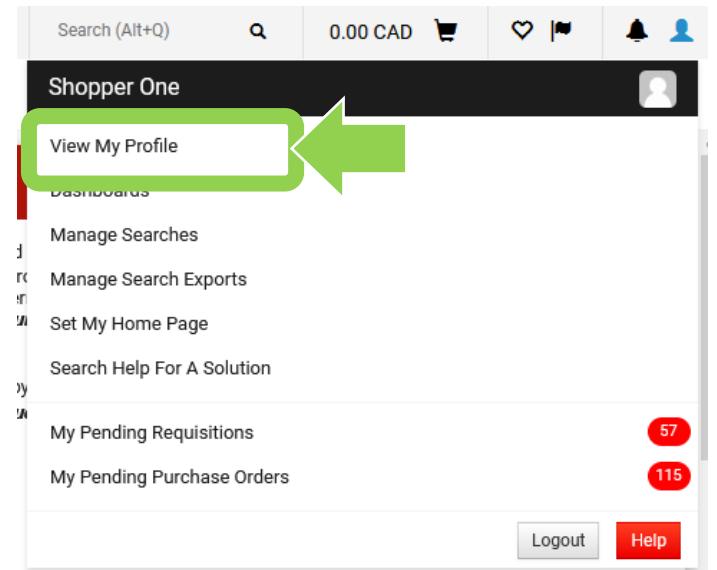
Visit the [FACTS website](#) for eShop tools and training options, including a user guide and how-to sheets.

-
5. The first time you log in, review your profile.



To find your profile, click on the person icon in the top right corner of the landing page.

6. From the drop-down menu, click on 'View My Profile'.



7. Review this information, taken directly from your Carleton records, to ensure that it is correct.

If there are any issues, email eshop@carleton.ca.

This screenshot shows the 'User's Name, Phone Number, Email, etc.' section of the profile. It displays various personal and professional details. A large green rounded rectangle highlights the entire content area of the page. At the bottom right are 'Save Changes' and 'Required' status indicators.

User's Name, Phone Number, Email, etc.	
First Name	Shopper
Last Name	One
Phone Number	+61 35202600 ext. 5555
Mobile Phone Number	-
E-mail Address *	eshop@carleton.ca
Department	Undefined for eShop Purposes (Undefined for eShop Purposes)
Position	-
Authentication Method	Local
User Name *	shopper1

8. The menu on the left-hand side of the screen allows you to find everything in your profile. In this how-to sheet, our focus is your default address.

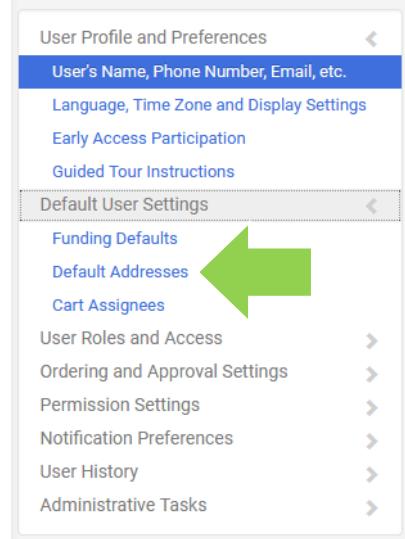
Click on 'Default User Settings'.

This screenshot shows the same profile page as above, but with a green arrow pointing to the 'Default User Settings' option in the left-hand navigation menu. The rest of the page content is visible.

User's Name, Phone Number, Email, etc.	
First Name	Shopper
Last Name	One
Phone Number	+61 35202600 ext. 5555
Mobile Phone Number	-
E-mail Address *	eshop@carleton.ca
Department	Undefined for eShop Purposes (Undefined for eShop Purposes)
Position	-
Authentication Method	Local
User Name *	shopper1

-
9. Click on 'Default Addresses'.

Tip: In the next how-to sheet, we'll review funding defaults.



-
10. The default address will be in bold font.

IMPORTANT! Ensure that your default address is correct. This is the address that all of your purchases will be shipped to. This should be the address that you want to use most of the time.

Click on the default shipping address to view the details.

Default Addresses

This screenshot shows the 'Default Addresses' page. It has tabs for 'Ship To' and 'Bill To'. Below is a list of 'Shipping Addresses' with 'Alumni Hall' highlighted. A red button labeled 'Select Addresses for Profile' is at the top right.

-
11. To choose a different 'default address', click off the check beside the word 'default' then click on the red 'Save' button.

Default Addresses

This screenshot shows the 'Edit Selected Address' interface. It lists 'Shipping Addresses' and 'Edit Selected Address' fields. The 'Default' checkbox is checked. The 'Edit Selected Address' section includes fields for Nickname (Alumni Hall), Attn: (Shopper One), Room: (B123), Contact Line 3, Address Line 1 (Alumni Hall), City (Ottawa), Province/State (ON), Postal/Zip Code (K1S 5B6), and Country (Canada). A red 'Save' button is at the bottom right.

12. To add a new address, click on the red 'Select Addresses for Profile' button and follow the prompts.

Tip: You may want to choose 'off campus' if you are shipping to your home or a field site.

Remember! Click on the box beside the word 'default' and the red 'Save' button to make the new address your default.

Note! While the default address is automatically applied, you can choose another address from your list of shipping addresses.

13. To log out of eShop, click on the person icon in the upper right-hand corner of the screen.

In the window that opens, click on the grey 'Logout' button.

Default Addresses

Ship To Bill To 

Select an address to edit  

Shipping Addresses		Edit Selected Address	
Alumni Hall		Nickname	Alumni Hall
		Default	<input type="checkbox"/>
		Current Default Address	--
ADDRESS			
Attn: *	Shopper One	Room: *	B123
Contact Line 3	Alumni Hall	Address Line 1	1125 Colonel By Drive
City	Ottawa	Province/State	ON
Postal/Zip Code	K1S 5B6	Country	Canada

Save

Search (Alt+Q) 

0.00 CAD 



Shopper One

- [View My Profile](#)
[Dashboards](#)
[Manage Searches](#)
[Manage Search Exports](#)
[Set My Home Page](#)
[Search Help For A Solution](#)

[My Pending Requisitions](#) 

[My Pending Purchase Orders](#) 

[Logout](#)

[Help](#)

What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
- Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.