

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?

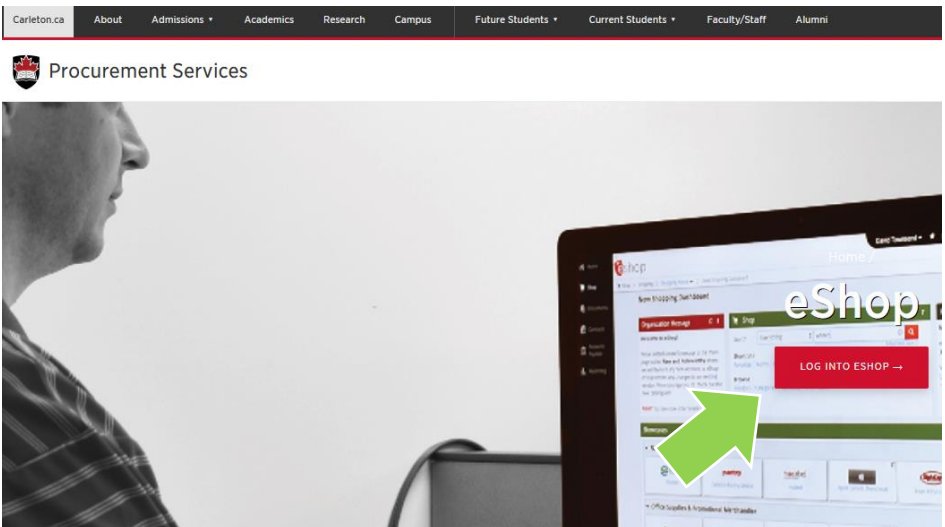
eShop is Carleton's eProcurement solution. It provides shoppers with access to online catalogues and forms to seamlessly place orders with both internal and external vendors. eShop is enabling the university to improve operational efficiencies and gain a better understanding of university spending. By 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.

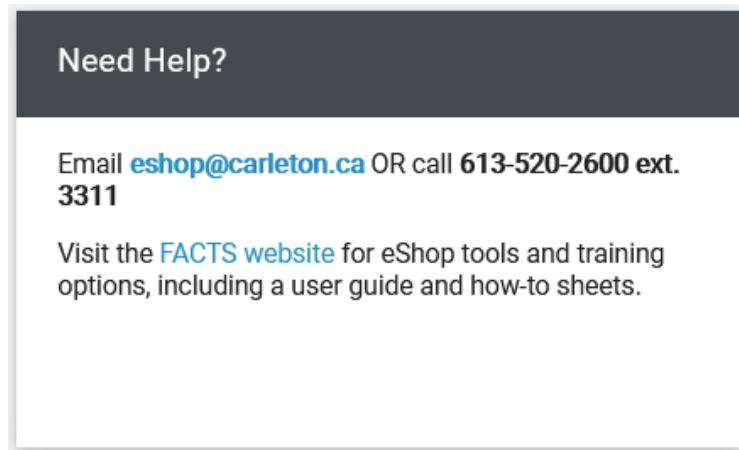
If you don't know what your MyCarletonOne username and password are, click on the blue 'https://myone.carleton.ca' hyperlink.



The image shows the eShop landing page. At the top is the eShop logo, which consists of a red shopping bag icon with a white 'e' and the word 'shop' in grey. Below the logo is the 'SIGN IN' section. It contains instructions to enter MyCarletonOne credentials, a link to the password reset page (https://myone.carleton.ca), and information about the FAAM service. There are also notices about restricted building access and delivery locations. At the bottom, there are input fields for 'User Name *' and 'Password *', and a red 'SIGN IN' button. A green arrow points to the 'SIGN IN' button.

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

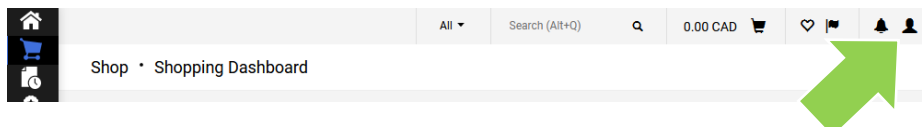
Questions? Reach out to the eShop team or visit the FACTS website for how-to sheets and user guides.



The image shows a 'Need Help?' box. It has a dark grey header with the text 'Need Help?'. Below the header, it says 'Email eshop@carleton.ca OR call 613-520-2600 ext. 3311'. At the bottom, it says 'Visit the [FACTS website](#) for eShop tools and training options, including a user guide and how-to sheets.'

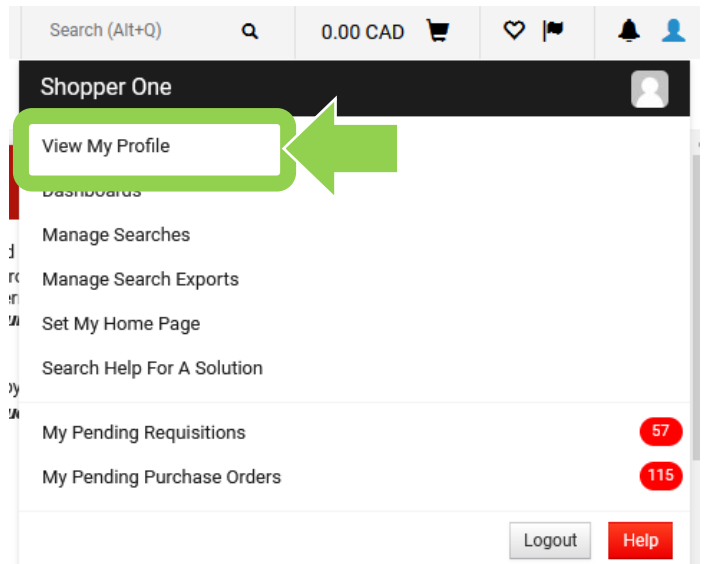
5. The first time you log in, review your profile.

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



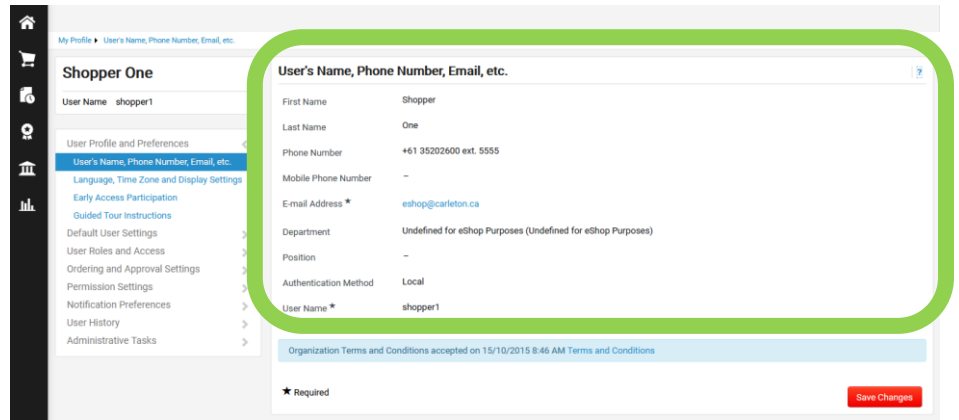
The image shows the top navigation bar of the eShop. It includes a home icon, a shopping cart icon, and a user profile icon. The text 'Shop • Shopping Dashboard' is displayed. A green arrow points to the user profile icon.

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



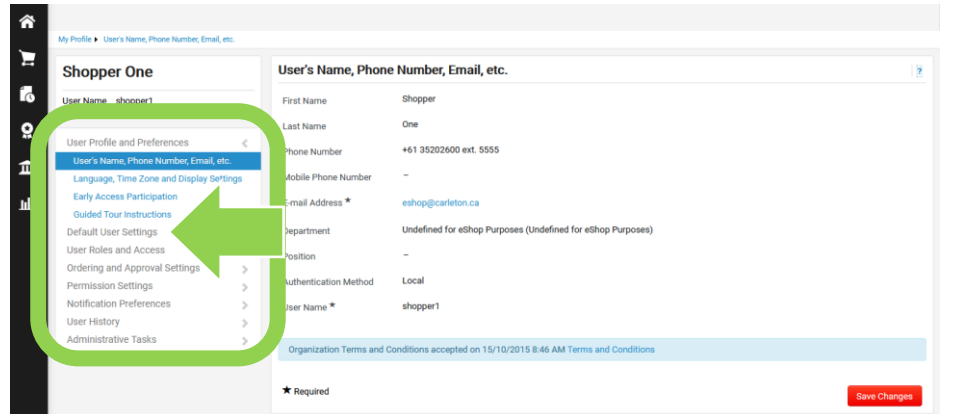
7. Review this information, taken directly from your Carleton records, to ensure that it is correct.

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



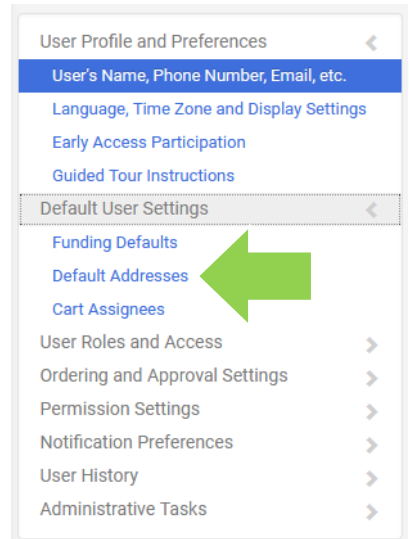
8. The menu on the left-hand side of the screen allows you to find everything in your profile. In this how-to sheet, our focus is your default address.

Click on 'Default User Settings'.



9. Click on 'Default Addresses'.

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



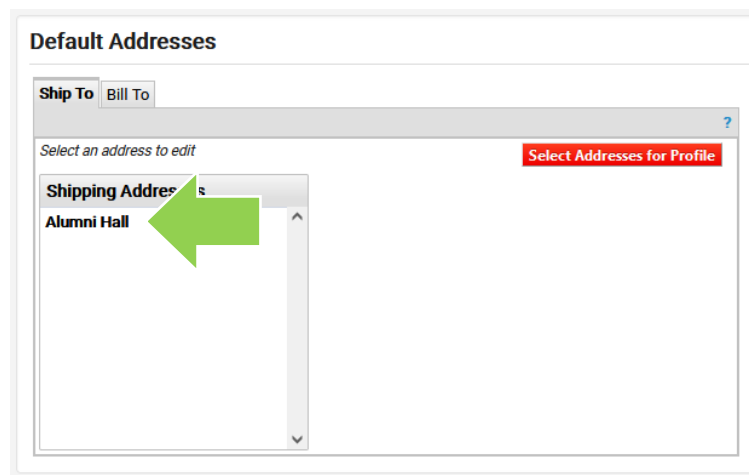
User Profile and Preferences

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- Early Access Participation
- Guided Tour Instructions
- Default User Settings
 - Funding Defaults
 - Default Addresses**
 - Cart Assignees
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History
- Administrative Tasks

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

Ship To Bill To

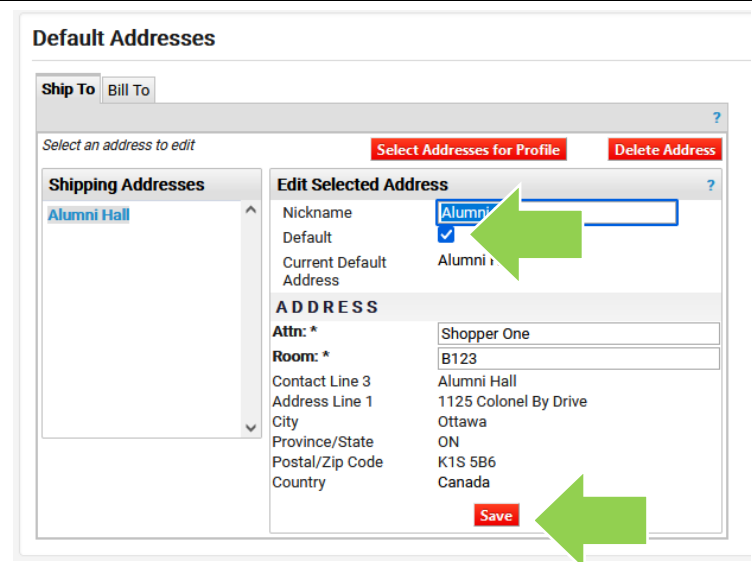
Select an address to edit

Select Addresses for Profile

Shipping Addresses

Alumni Hall

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



Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses for Profile Delete Address

Shipping Addresses

Alumni Hall

Edit Selected Address

Nickname Alumni

Default ☒

Current Default Address Alumni

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

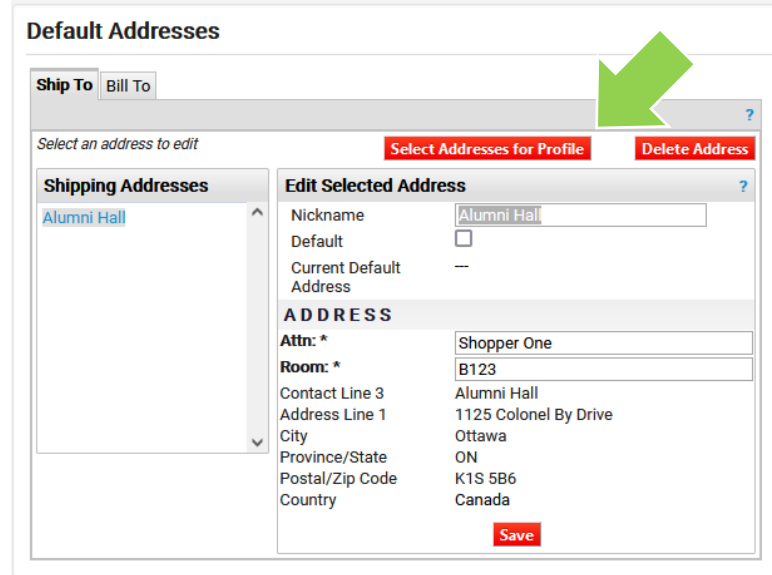
Save

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.



Default Addresses

Ship To Bill To

Select an address to edit

Shipping Addresses

Alumni Hall

Edit Selected Address

Nickname: Alumni Hall

Default: ☐

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

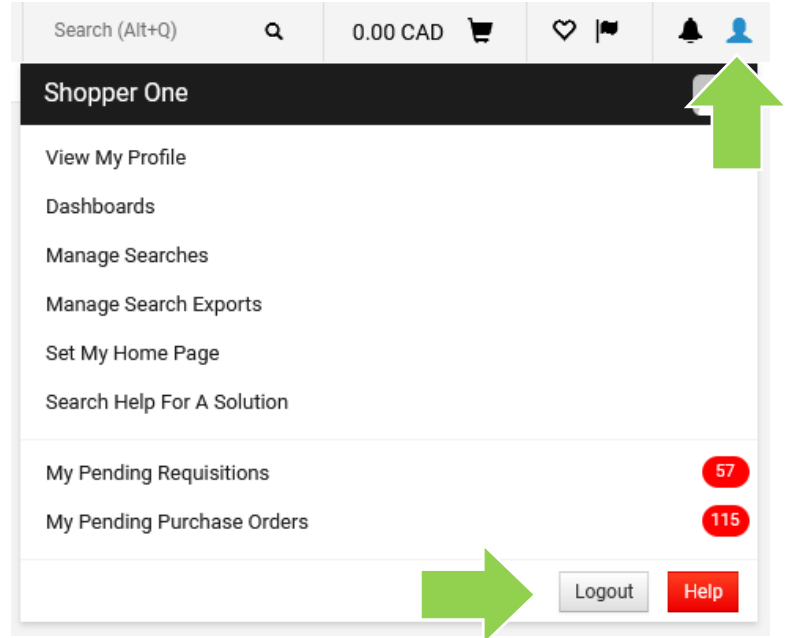
Postal/Zip Code: K1S 5B6

Country: Canada

Save

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.



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 57

My Pending Purchase Orders 115

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.