

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 carleton.ca/eshop/ browser.
- 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.

Note: This system is DUO enabled (carleton.ca/its/duo).



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.

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



Shop • Shopping Dashboard

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



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 5 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.

Select an address to edit

Shipping Address
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

Default Addresses

Ship To Bill To

Select an address to edit		Selec	t Addresses for Profile	Delete Address
Shipping Addresses		Edit Selected Add	Iress	?
Alumni Hall	^	Nickname Default Current Default Address	Alumni Alumni	
		ADDRESS		
		Attn: *	Shopper One	
		Room: *	B123	
		Contact Line 3 Address Line 1	Alumni Hall 1125 Colonel By Drive	
	\checkmark	Province/State	ON	
		Postal/Zip Code	K1S 5B6	
		Country	Canada	

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.

Ship To Bill To			
Select an address to edit		Selec	t Addresses for Profile Delete Add
Shipping Addresses		Edit Selected Add	Iress
Alumni Hall	^	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
	\sim	City	Ottawa
		Province/State	ON
		Postal/Zip Code	K1S 5B6
		Country	Canada

Search (Alt+Q)	۹	0.00 CAD	Æ	♡ ■	4
Shopper One					
View My Profile					
Dashboards					
Manage Searches					
Manage Search Exp	orts				
Set My Home Page					
Search Help For A S	solution				
My Pending Requisi	tions				57
My Pending Purcha	se Orders				115
				Logout	Help

What next?

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