

# Financial Access and Authority Management (FAAM) Service How-to Sheets

## Requesting Shopper Access for Someone Else in eShop

#### What is a Shopper Account in eShop?

- A user with a Shopper Account does not have access to an index in eShop.
- Without access to an index, users with a Shopper Account can log into eShop, browse the site, and add goods and/or forms to a cart. However, they are not able to submit a cart (i.e. check out). Instead, they must assign their cart to a user with a Requisitioner role in eShop (i.e. a user who can submit a cart).

#### Who can request a Shopper Account in eShop?

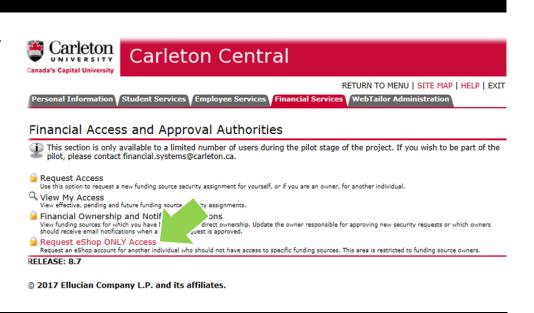
- Only an Owner can request a Shopper Account.
- Once set up, the Shopper Account can be active for up to a year.

#### This how-to sheet outlines the steps required for:

An Approver to request a Shopper Account in eShop for someone else.

#### **STEPS**

 Once you have accessed FAAM, click on the 'Request eShop ONLY Access' text.



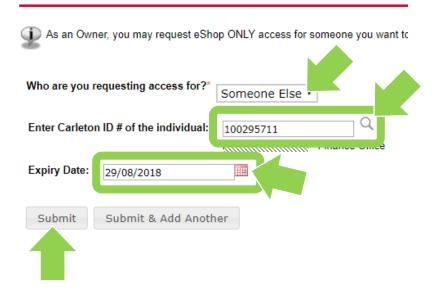
2 Choose 'Someone Else' from the 'Who are you requesting access for?' field.

Enter a Carleton ID # for the user you are requesting a Shopper Account for. If you do not know the Carleton ID #, you can search for the user by clicking on the magnifying glass icon.

The expiry date will default to 3 months from the date of request. You can choose an expiry date of up to a year from the date of request.

Click on the grey 'Submit' button.

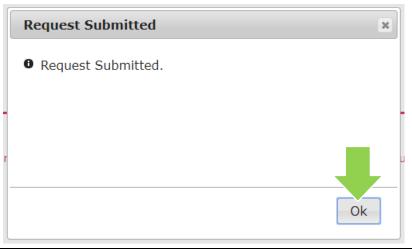
### eShop ONLY Access Request



3 In the 'Submit Request?' window that appears, click on the grey 'Confirm' button.



4 In the 'Request Submitted' window that appears, click the grey 'OK' button.



**What Next?** The individual for whom you requested access for will receive an email notification regarding the request status.