

# 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

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



Carleton Central

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### Financial Access and Approval Authorities

This section is only available to a limited number of users during the pilot stage of the project. If you wish to be part of the pilot, please contact [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).

#### Request Access

Use this option to request a new funding source security assignment for yourself, or if you are an owner, for another individual.

#### View My Access

View effective, pending and future funding source security assignments.

#### Financial Ownership and Notifications

View funding sources for which you have direct ownership. Update the owner responsible for approving new security requests or which owners should receive email notifications when a request is approved.

#### Request eShop ONLY Access

Request an eShop account for another individual who should not have access to specific funding sources. This area is restricted to funding source owners.

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- 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

 As an Owner, you may request eShop ONLY access for someone you want to

Who are you requesting access for?\*

Someone Else

Enter Carleton ID # of the individual:

100295711

Expiry Date:


29/08/2018


Submit

Submit & Add Another

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

### Submit Request?


 Are you sure you would like to submit your request?




Confirm Cancel

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

### Request Submitted

 Request Submitted.



Ok

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