

# Getting Started Shop

---

This job aid is designed to help you complete the first time.

## Role: Shopper

You are authorized to

them to your

You are authorized to

is a separate

## Your Requesters are

Primary:

Back up:

## Your Default Chartfields

Business Unit:

Department:

Fund Code:

Class Fund:

Program:

Project:

## PeopleSoft

PeopleSoft

PeopleSoft

Default

## You will need

### If you have

Name:

Email:

Name:

Email:

‡ — ‹ • ‰  
Š ‘ ’

---

1. Log into Pe
2. Ensure you
3. Click on the
4. Click on the
5. Click on you  
select View
6. Select the l  
name, phor  
correct. No
7. Select the L
8. Select your
9. Select the [
10. Select the C
11. Click the Ac
12. Click the Se
13. Select your  
Set As Pref
14. Select your  
Search for y  
added to yc

You are now  
Mar