Setting Up a U Market Profile

This job aid provides instructions for setting up a U Market Profile upon login to the **Home/Shop** page for the first time and later for modifying your profile.

1. From your department, get the name of the requisition preparer who will be processing your shopping cart. This person is also known as the requester or the assignee in U Market.

2. To navigate to the **Home/Shop** page, go to umarket.umn.edu, click **<Shop>**, and log in using your Internet ID.

3. Select “View My Profile” from the drop-down menu under your name.

4. Click **<User Information and Settings>**.
Setting Up a U Market Profile (cont.)

5. Click <Cart Assignees> under the heading “Default User Settings.” On this page, select the name of the assignee (requisition preparer) who will complete your requisitions in EFS for your department.

6. Click <Add Assignee…>. Enter a name, user name, or email, and then click <Search>.

7. Click <[select]> for your assignee from the Action column.

8. Click <Set as Preferred> to use the selected assignee for your carts.