Assign a Shopping Cart to Another Employee

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. From the shopping cart, click **Assign Cart**.
   - If you have designated a cart assignee, go to step 3.
   - If you have **not** designated a cart assignee, go to step 5.

3. If you have set up a cart assignee:
   - your **preferred** assignee (if you set one up) will be displayed here.
   - you can select a different assignee by clicking the dropdown arrow.

4. Click the correct assignee and click **Assign**.
   - Go to step 9.

   ![Assign Cart Process](image)
5. If you have not set up a cart assignee, you will be prompted to search for an assignee. Click **Search for an assignee**.

6. Enter text in any field and click **Search**.

7. Click **select** in the row with the correct employee.

8. You may add a note. Then click **Assign**.

9. You will see the following message.