<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shopping in Mountaineer Marketplace</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **1. Access Mountaineer Marketplace:** | ![Login to Mountaineer Marketplace](image)
  - Log in at myaccess.wvu.edu
  - Click the Mountaineer Marketplace tab
  - Click the Mountaineer Marketplace button |
| **2. In the search box at the top of the Mountaineer Marketplace home page, enter an item in the text field and then click the magnifying glass.** | ![Search in Mountaineer Marketplace](image)
| **3. You can narrow your search results by:** | ![Filter Results](image)
  - using the **Filter Results** area on the left side of the search results page OR
  - clicking the **Advanced Search** link below the simple search box. |
| **4. Within Advanced Search, you can limit results to items whose name meets the specified criteria:** | ![Advanced Search](image)
  - Part Number
  - Supplier
  - Manufacturer
  - Exact Phrase
  - Any of these Words
  - Exclude Words |
| **5. When you find an item you would like to order, click the **Add to Cart** link.** | ![Add to Cart](image)
| **6. To checkout, click the shopping cart in the upper right corner that shows the price for the items in the cart.** | ![Checkout](image)
7. Click the link to **Checkout**.

8. Click the link to **Submit the Requisition** or to **Assign the Cart**.
   - *Submit the Requisition* sends a notification to your supervisor and forwards the cart to your EBO; next steps will depend on the item and its price.
   - *Assign Cart* brings up a screen where you will enter the name of the person who will receive the cart