Quick Start Guide

Approving a Requisition within Mountaineer Marketplace

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

2. Within Mountaineer Marketplace, click the flag in the upper message panel.

3. In the Action Items area, choose one of the two types of requisitions:
   - **My Assigned Approvals**: you have assigned a requisition to yourself to review/approve.
   - **Unassigned Approvals**: requisitions submitted to the EBO.

4. Depending on the information the shopper supplied, the requisitions will be assigned to one or more categories:
   - **EBO**: shopper provided all or partial funding account
   - **Acct Code Assign**: shopper provided no funding information
   - **GRANT Approval**: the funding source is a Grant.
   - Click the triangle for one of the folders to expand and view a list of the requisitions.

5. Click the requisition number to view requisition details.
6. Within the requisition, click any tab to navigate to a section.

7. Click Go adjacent to Assign to myself.

8. Make any necessary edits. If the account information is not complete, you will need to complete it before approving.

9. In Available Actions, click the dropdown arrow to view choices.

10. To approve the requisition, click Approve/Complete & Show Next or Approve/Complete Step.