### Shopping in Mountaineer Marketplace

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

3. **You can narrow your search results by:***
   - using the **Filter Results** area on the left side of the search results page
   - 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:
   - 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.

6. **To checkout,** click the shopping cart in the upper right corner that shows the price for the items in the cart.
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.