## Assign a Shopping Cart to Another Employee

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

2. From the Mountaineer Marketplace 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.

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**MyAccess**

Login

*Mountaineer Marketplace*

Assign Cart

**Assign Cart**

**Assign Cart**

Assign

Finished
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.