### Setting Up a Default Cart Assignee

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

2. **In the upper right corner panel of Mountaineer Marketplace, click the dropdown arrow by your name.**

3. **Choose View My Profile.**
   - **THEN**
   - Default User Settings
   - **THEN**
   - Cart Assignees

4. **To set up an assignee, click Add Assignee.**

5. **Enter text in any field and then click Search.**

6. **After locating an assignee, click select.**
7. The employee is set up as a designee. You can set up additional assignees, and select one to be the preferred designee.