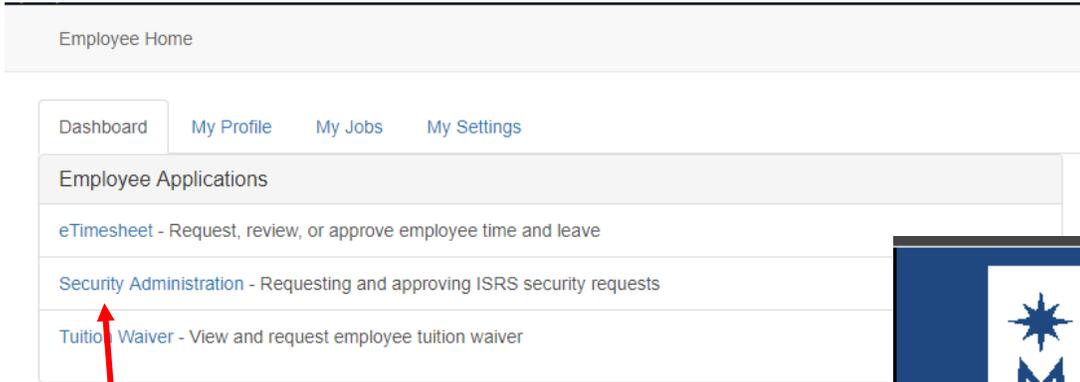




How to: Request Access to Marketplace

- Step 1: Begin at the Employee Home webpage: <https://eservices.minnstate.edu/employee/public/>
- Login using your starid credentials



- Step 2: Select "Security Administration"
 Step 3: Select "Dashboard" > "Web"
 Step 4: Select "Add Web Roles"



- Step 5: In Approval Group select "Finance"
 Step 6: In Role, Permission, or Report Name type "pc" (to filter for procurement roles) > Search
 Step 7: Select the role you need access to and click "Add Checked Web Roles" (you will receive notification once your request is reviewed approved or denied)
 Step 8: Once approved, you can log into Marketplace

