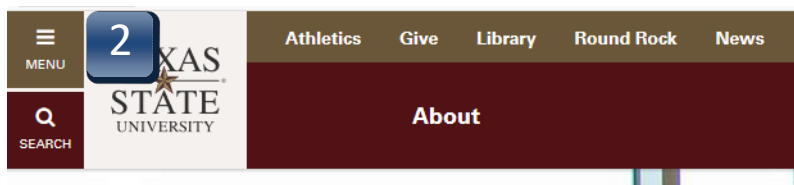


Accessing the System

STEP 1: Go to the Texas State University home page: www.txstate.edu

STEP 2: On the home page, click on the **Menu** icon, click on **Faculty & Staff** and select **SAP Portal**.

STEP 3: Log in with NetID and password.



Texas State / Texas State University / Faculty & Staff

Faculty & Staff

2



BobcatMail



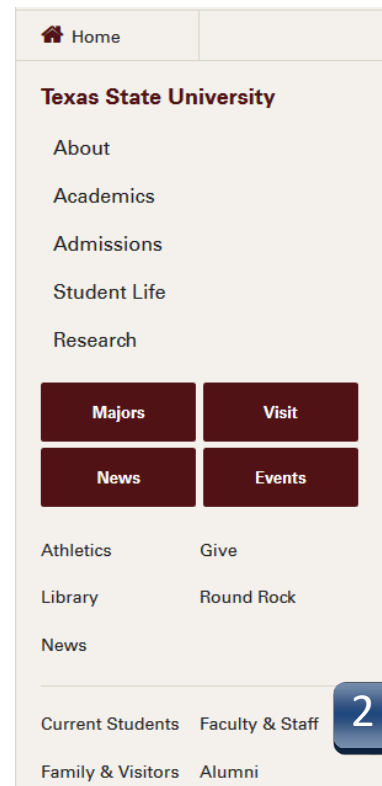
SAP Portal



CatsWeb



TRACS/Canvas



3

TEXAS  STATE®

NetID

> Forgot your password?

Password

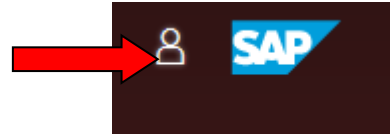
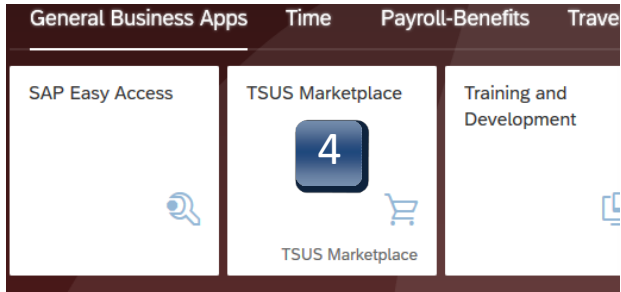
> Activate your NetID

Login

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Accessing the System

STEP 4: Click on the **TSUS Marketplace** option. If the menu does not appear, click on the person icon in the upper left-hand corner.



Accessing the System - Home Page Navigation

STEP 5: A separate browser window will open with the TSUS Marketplace home page.

- A: **Main Workspace** - changes as you access areas of the site, displays breadcrumbs at top, under TSUS Marketplace logo.
- B: **Side Navigation Menu** - remains in place, when you roll over icons, slide-out submenus display, menus grouped by related tasks.
- C: **Top Banner** - user profile customization, action items, notifications, quick view of active shopping cart, quick search of site.

The screenshot displays the TSUS Marketplace home page. On the left is a dark blue vertical navigation menu with icons and labels for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, and Administer. A callout box labeled 'B' is positioned over the Administer icon. The main content area features a top banner with the user's name 'Judith Nicholson', a shopping cart icon, and a search bar. A callout box labeled 'C' is positioned over the user name. Below the banner is a search bar with a dropdown menu set to 'Everything' and a 'Go' button. The main content is organized into several categories, each with a grid of supplier cards. The categories are: Science & Research (Fisher Scientific, SIGMA-ALDRICH, ThermoFisher Scientific, Airgas, VWR INTERNATIONAL, BIO-RAD), Technology (DELL, IBANUS, BH, CDWG, Connection, shi, GrayhaIR, ANIXER, Apple, GT Distributors, INC, HOWARD), Office & Furniture Suppliers (HBI, STAPLES, ROCKFORD, FedEx Office, business interiors), and Maintenance & Repair (MRO) (GRAINGER, SUPPLY, GUARDIAN, MCCOY'S, Sherwin-Williams, FASTENAL, WESCO). A callout box labeled 'A' is positioned over the 'business interiors' card. The top of the page includes the TSUS Marketplace logo and a breadcrumb trail: Shop > Shopping > Shopping Home > Home/Shop.