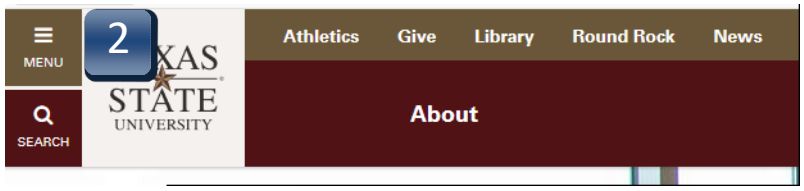
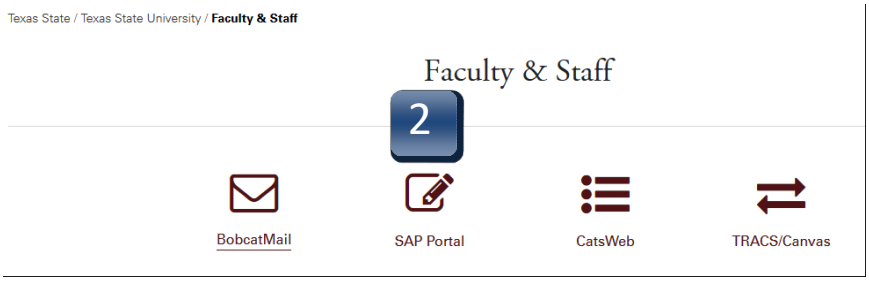
Accessing the System

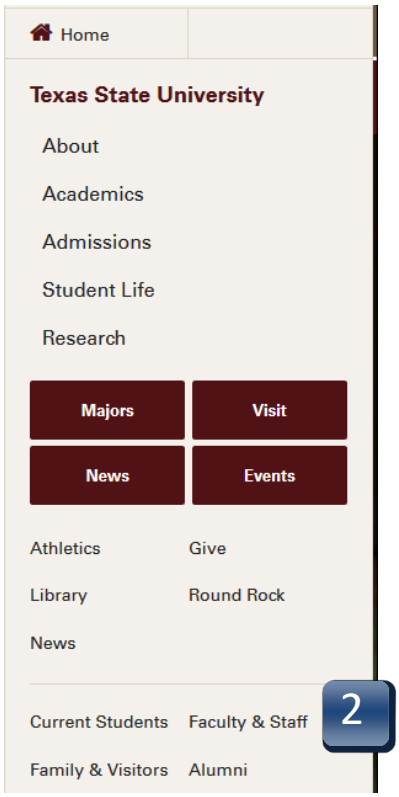
STEP 1: Go to the Texas State University home page: www.txstate.edu

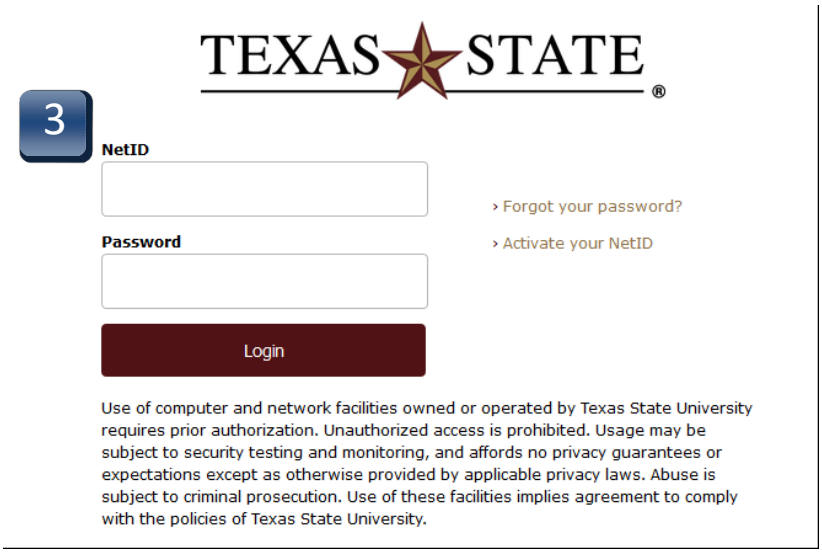
STEP 2: On the home page, click on the **Menu** icon, click on **Faculty & Staff** and select **SAP Portal**.

STEP 3: Log in with NetID and password.



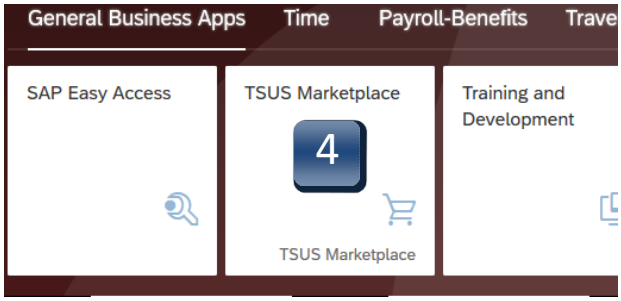


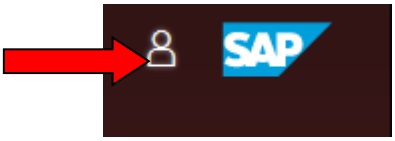




Accessing the System

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.

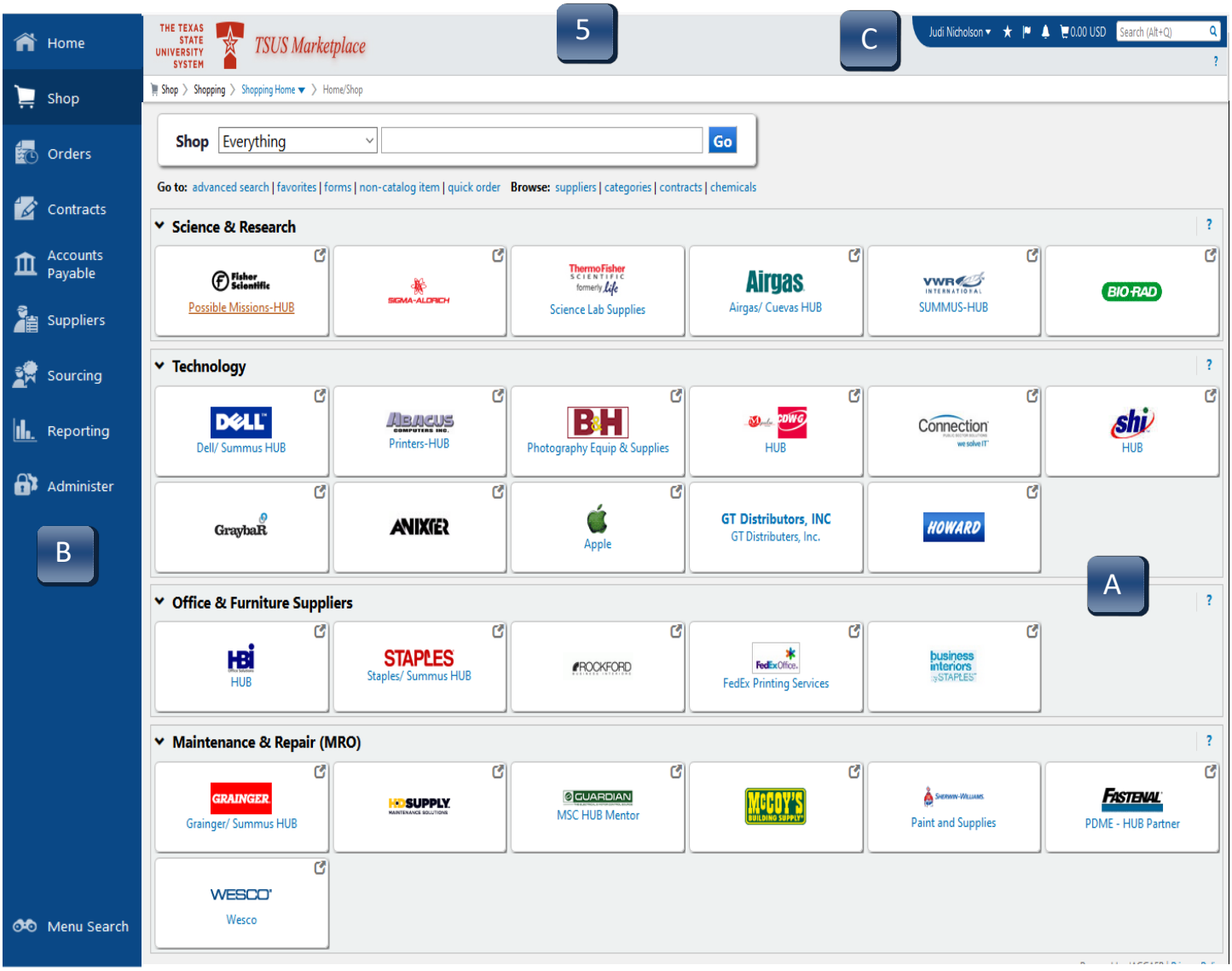




Accessing the System - Home Page Navigation

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 viewof active shopping cart, quick search of site.