
eSHOP Profile Management

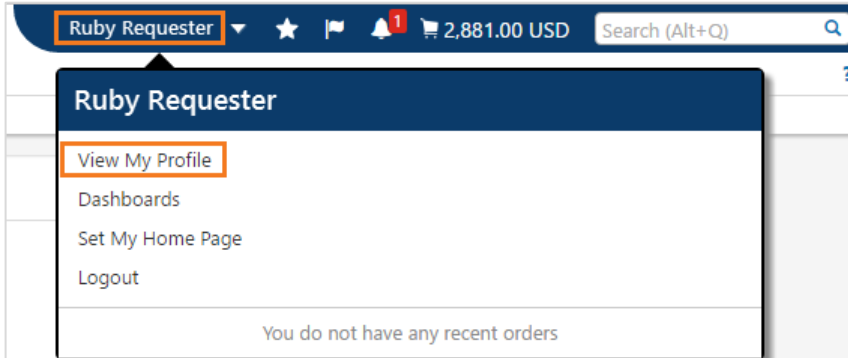
Table of Contents

User Profile and Preferences	2
Update your name, phone number or email addresses.	2
Cart Assignees	3
Add Assignee to Profile	3
Notification/Email Preferences	5
To access your notification/email preferences:.....	5

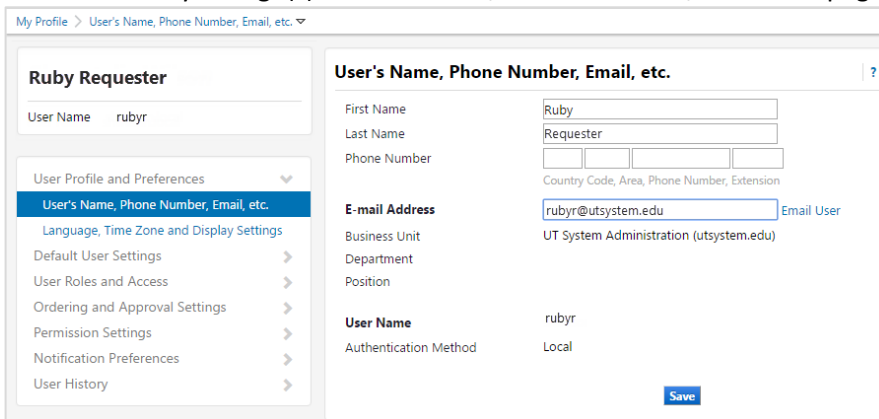
User Profile and Preferences

Update your name, phone number or email addresses.

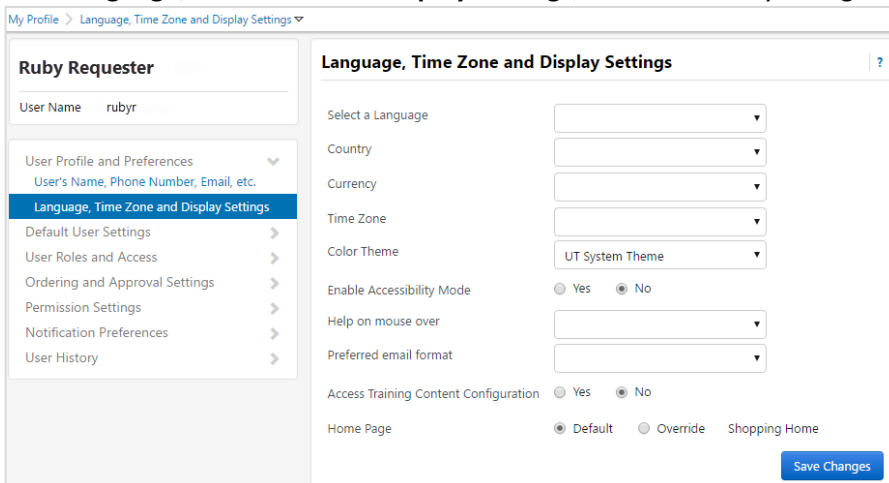
1. Click your name in the Top Banner



2. Click **View My Profile**
3. Make necessary change(s) to **User Name, Phone Number, Email etc.** page



4. Click Save
5. Click **Language, Time Zone and Display Settings**, make necessary changes to that page.



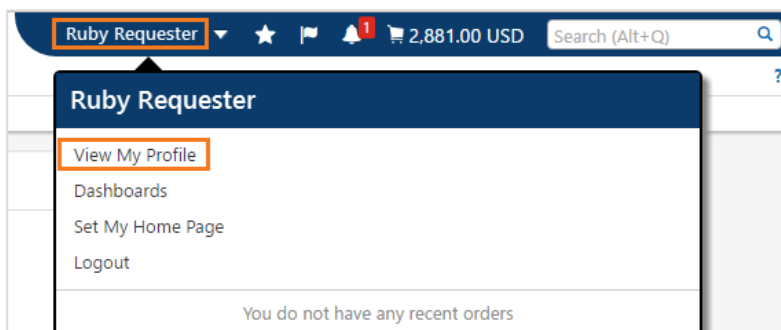
6. Click Save Changes

Cart Assignees

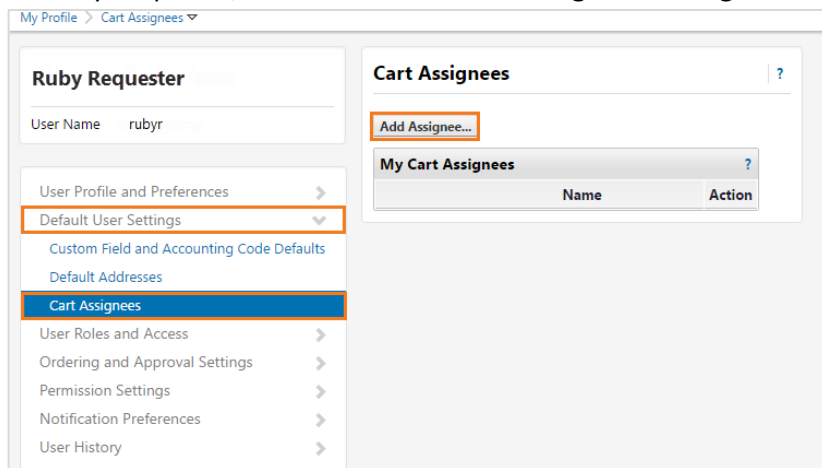
A Cart Assignee is a Requester who can submit carts into UT Share/PeopleSoft. When you select a Requester and specify him/her as your preferred Cart Assignee, the cart for all of your subsequent orders will automatically be assigned to that Requester. When submitting the cart, you can reassign any of these carts to a different Requester, if needed.

Add Assignee to Profile

1. From the eSHOP homepage, access your profile by clicking your name and selecting the **View My Profile** link.



2. Within your profile, click on **Default User Setting > Cart Assignees**.



3. Click the **Add Assignee** button.

- In the resulting pop-up window, enter the search criteria and press the **Search** button.

User Search ?

Last Name

First Name

User Name

Email

Business Unit

Results Per Page

- In the resulting window, click the [select] link next to the desired Requester.

<input type="button" value="New Search"/>				
Name ▲	User Name ▲	Email ▲	Phone	Action
Requester, Ruby	rbyr	rbyr@utsystem.edu		[select]
Requester, Rob	robrequester	robreq@utsystem.edu	+469 (284) 7386	[select]

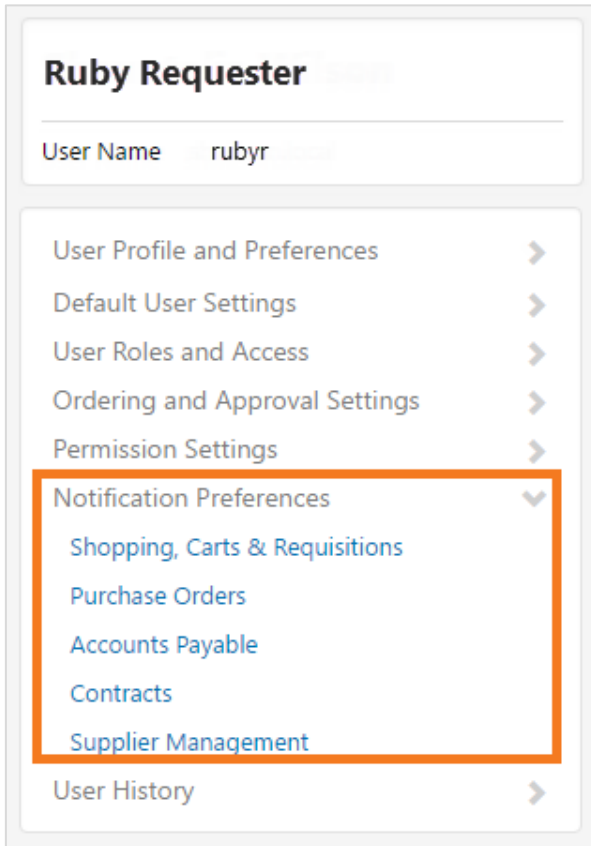
Notification/Email Preferences

For each system generated notification/email message, you have the ability to choose the way you want to receive the information. The options are:

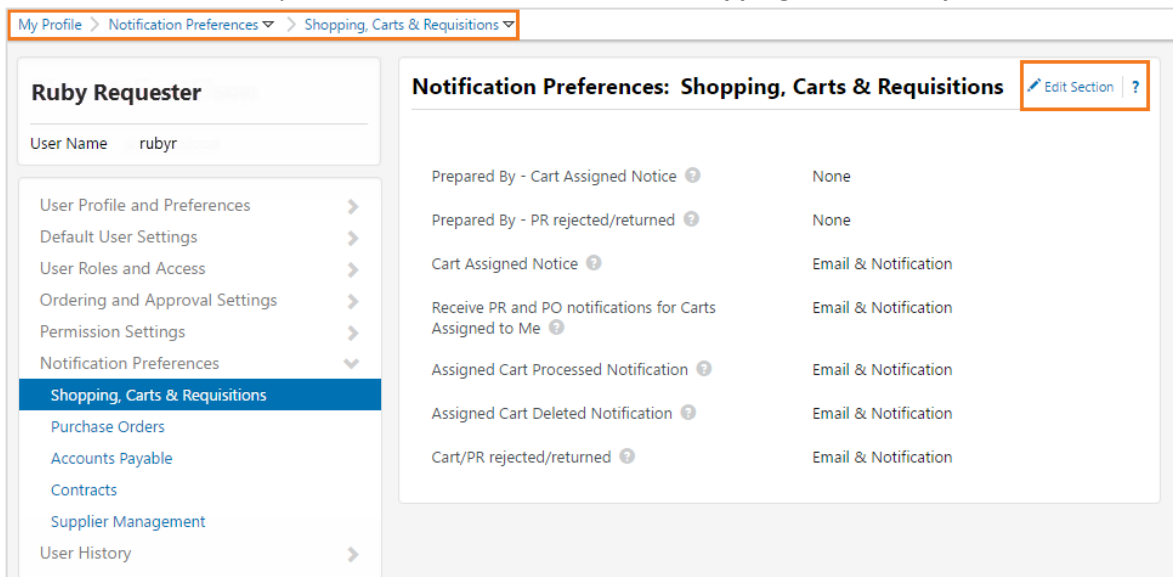
- None – no message is sent
- Email – a message is sent to the email address stored in your eSHOP profile
- Notification – a message is available under Notifications in the eSHOP Top Banner
- Email & Notification: a message is sent via email AND displayed under Notifications in the eSHOP Top Banner

To access your notification/email preferences:

1. Click your name in the banner
2. Click View **My Profile**
3. Click **Notification Preferences** in the side menu, a sub menu of links will display.

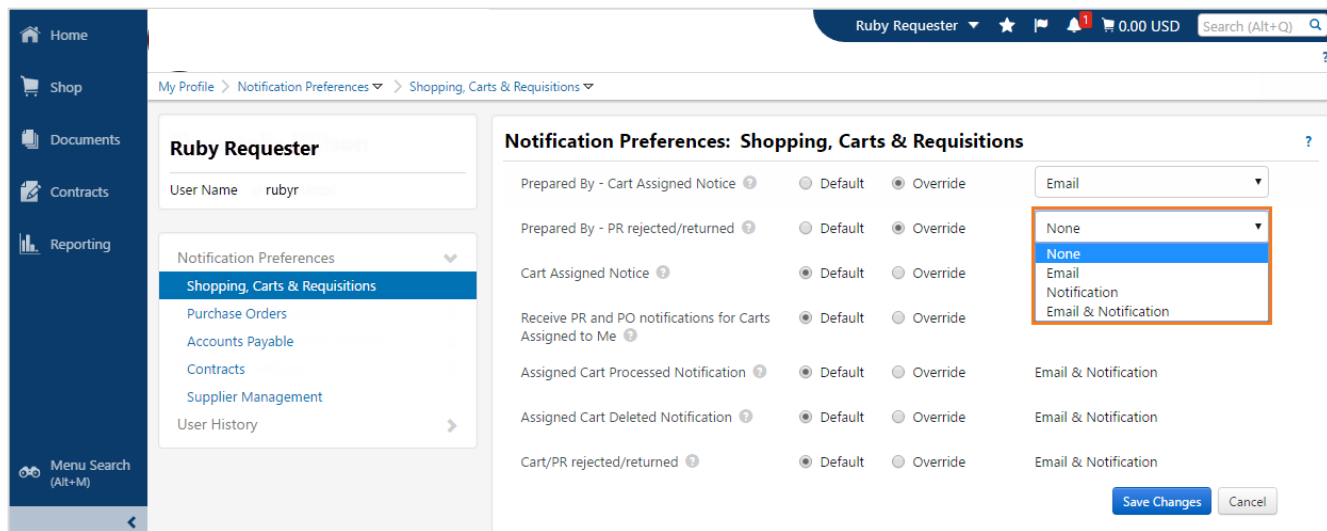


4. Click the area in which you wish to set a notification, i.e. **Shopping, Carts & Requisitions**



5. Click **Edit Section** to make changes

In Edit Mode, you can choose the system default, or override the default with your choice from the drop down list.



6. Click **Save Changes** when finished