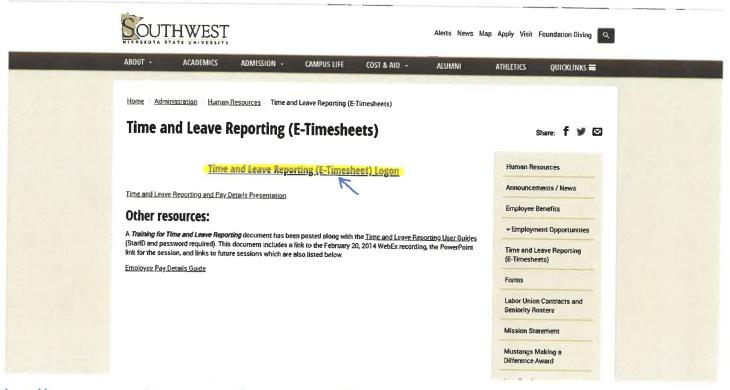
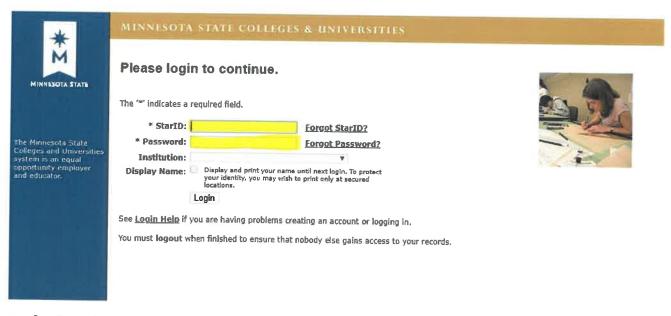
Steps to log into Marketplace

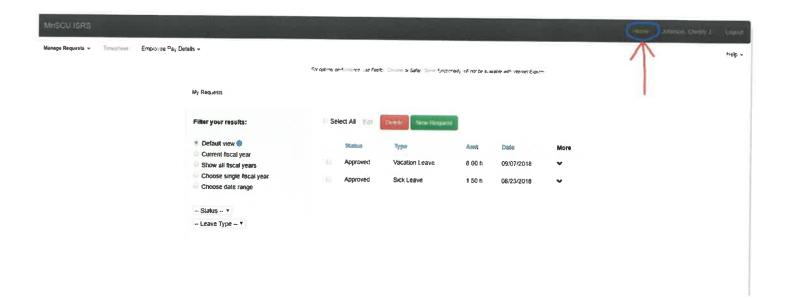


http://www.smsu.edu/administration/humanresources/time-reporting.html

1. To access Marketplace, start at our Human Resources page. Once you are at this page click on the Time & Leave Reporting (E-Timesheet) Logon.



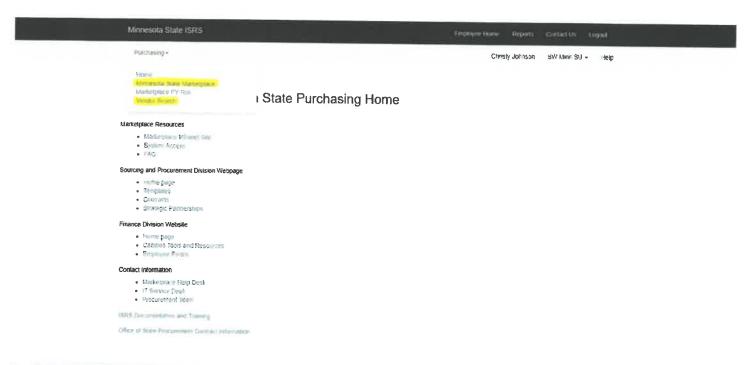
2. Enter in your StarID & Password



3. Click on the Home tab in the upper right hand corner.



4. On your Employee home page make sure that Southwest Minnesota State University is shown in the upper right hand corner. If it is not, click on the drop down arrow and select it. Then click on purchasing in the lower left hand corner.





- 5. Click on the drop down arrow next to purchasing and choose Minnesota State Marketplace.
- 6. This is also where you will do vendor searches by clicking on Vendor Search.





7. Next enter in your StarID and password again and then you will be on the Marketplace homepage.