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INTERNAL CONSULTING



User Manual for Requesting Access

Internal Consulting Department

APRIL 5, 2023

INTERNAL CONSULTING DEPARTMENT, NORTHEASTERN UNIVERSITY
177 Huntington Ave, Boston, MA 02115



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Section 1: Overview of myMarketplace

MyMarketplace is Northeastern University's e-commerce tool for faculty and staff. MyMarketplace is primarily used to:

- Purchase goods
- View your purchase order history
- Create and manage favorites list that would be Supplier Specific based on individual preferences.

The Internal Consulting department is responsible for managing access myMarketplace. They also provide system support related to any technical issues users experience. The Procurement department provides assistance with issues related to suppliers and orders specifically (e.g. failed orders).

Note:

- *Purchases made on myMarketplace are not encumbered in Banner Finance. The cost will be reflected when invoiced from the supplier. Weekly invoicing will occur.*
- *Please contact Procurement Services if you need assistance with ordering:*
procurement@northeastern.edu, 617-373-2135.

This document will provide information on how to request access to myMarketplace, how to edit your myMarketplace access. Once you have access granted, please review documentation on how to use myMarketplace.

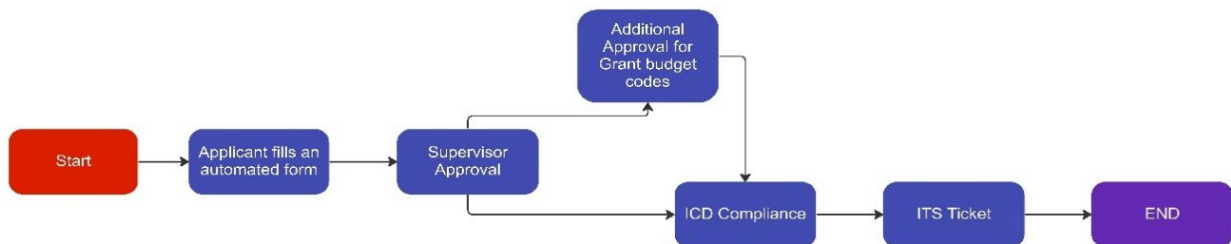


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Section 2: How to request access for myMarketplace

Access request workflow:



The workflow involves **Two Levels** of approval:

1. Supervisor
2. Additional Approval (*required only for Grant budget codes (Grant Index codes start with 5)*)

Level 1 – Supervisor:

Every user (also known as Applicant) who requests access to myMarketplace must have their supervisor approve the User Access Request Form. This can only be filled digitally.

Level 2 – Additional Approval:

The applicant is also required to get an additional approval if the requested index(es) is related to grants or student activities. This can also be approved digitally as well.

Note:

- *Even if the Supervisor and Grant approver are same, approval is required from the approver at each stage to access the grant-related index codes.*
- *If you need assistance locating an index code, please visit ([Finance Program Guide](#)) for further information.*



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How to sign into the myMarketplace Access Dashboard

- Step 1: Go to user profile page.
- Step 2: Log in to Microsoft account.
- Step 3: Sign in with your organizational account.
- Step 4: Sign in with Duo Mobile.

Walkthrough:

Step 1: Go to the User Profile Page

User Profile link- (<https://northeastern.onk2.com/Runtime/Runtime/Form/myMarketplace.Dashboard/>)

Note: The system is best compatible for use on the latest Firefox, Chrome, Edge, or Safari browsers. The system is not responsive on mobile / tablet screens.

Step 2: Log in to Microsoft account

Email ID: This is your Northeastern email username with "@northeastern.edu".

(For example- user.name@ northeastern.edu)

Once selected, the organization sign-in will redirect you to the next sign-in page.

Step 3: Sign in with your organizational account

Input the following:

Email ID: This is your Northeastern email username.

Password: This is your Northeastern email password.

Note: For Students/Co-Ops and Temporary Employees– a Sponsored Account is mandatory



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Sign in with your organizational account

[Sign in](#)

Please sign in using your Office 365 (@kyln.neu.edu) username and your myNEUKyln password.

Once the above details are entered click on [Sign in](#) to enter the system.

Step 4: Sign in with Duo Mobile

Set up Duo Mobile to sign into the account for second level of authentication.

You can use three options:

- Enable Push notification to Login.
- Enter Password as displayed in Duo for account.
- Use call to validate the login.

Note: The same Duo authentication options can be used for future sign-ins.



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Understanding the myMarketplace Access Dashboard

The figure below is an overview of the myMarketplace dashboard for access requests. This dashboard is where employees can request myMarketplace access, request edits to their current access, and approve access requests for other employees.

At the top, you will see an option to create a new request.

Below, “My Worklist Items”, which are the requests awaiting action (approve/deny).

Finally, “My Request” is a historical summary of your submitted requests along with their current status.

The screenshot shows the myMarketplace Dashboard for user Zulkanthiwar, Saurabh. At the top, there is a 'New Request' button. Below it is the 'MY WORKLIST ITEMS' section, which contains a table of pending requests. At the bottom is the 'My Request' section, which contains a table of the user's own submitted requests. Red dashed boxes and arrows highlight these sections with callouts: 'Create a new request.' points to the 'New Request' button; 'Requesting your approval' points to the 'MY WORKLIST ITEMS' table; and 'Your history Request.' points to the 'My Request' table.

| ACTIVITY NAME | FOUO | TASK START DATE | WORKFLOW NAME |
|------------------------|---|-----------------|---------------|
| Supervisor Review | New Access Request #206 Submitted For Zulkanthiwar, Saurabh | 4:11 PM | myMarketplace |
| Supervisor Review | New Access Request #205 Submitted For Pandey, Vishal | Yesterday | myMarketplace |
| Supervisor Review | New Access Request #204 Submitted For Pandey, Vishal | Yesterday | myMarketplace |
| Rework from Supervisor | New Access Request #203 Submitted For Pandey, Vishal | Yesterday | myMarketplace |
| Supervisor Review | New Access Request #201 Submitted For Pandey, Vishal | Yesterday | myMarketplace |

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|------------------------|
| 206 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Boston Main | Zulkanthiwar, Saurabh | 2/22/2023 | Supervisor Review |
| 205 | Full Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |
| 204 | Student | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |
| 203 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Rework from Supervisor |
| 202 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Reject |
| 201 | Full Time Faculty/ Staff | Pandey, Vishal | Boston Main | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |

My Worklist Items

This section contains requests awaiting your review for approval. You can navigate and double-click on a particular request to open it for further details and make edits to the request.




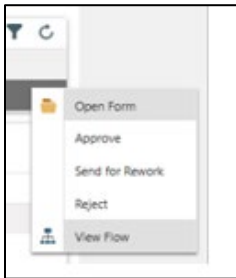
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| ACTIVITY NAME | FOLD | TASK START DATE | WORKFLOW NAME |
|------------------------|---|-----------------|---------------|
| Supervisor Review | New Access Request #206 Submitted For Zulkanthiwar, Saurabh | 4:11 PM | myMarketplace |
| Supervisor Review | New Access Request #205 Submitted For Pandey, Vishal | | myMarketplace |
| Supervisor Review | New Access Request #204 Submitted For Pandey, Vishal | Yesterday | myMarketplace |
| Rework from Supervisor | New Access Request #203 Submitted For Pandey, Vishal | Yesterday | myMarketplace |
| Supervisor Review | New Access Request #201 Submitted For Pandey, Vishal | Yesterday | myMarketplace |

Note:

- Unread requests have a  symbol
- Click the right > arrow to open a menu of quick actions



My Request

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|------------------------|
| 208 | Full Time Faculty/ Staff | Pandey, Vishal | Downtown Campus | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Review |
| 207 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Review |
| 206 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Boston Main | Zulkanthiwar, Saurabh | 2/22/2023 | Supervisor Review |
| 205 | Full Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |
| 204 | Student | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |
| 203 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Rework from Supervisor |
| 202 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Reject |
| 201 | Full Time Faculty/ Staff | Pandey, Vishal | Boston Main | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |

To view your submission history and status, see “My Request”. To view details of the request, double-click on the request number. The “name” field shows the approver your request is/was being reviewed by, and “status” is the stage.

Note:

- Requests under this section are view-only and cannot be edited.



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How to raise a request on behalf of an individual

If you would like to submit a request for new or edited access to myMarketplace *on behalf of another individual*, you can do so by checking the following checkbox: in the request form.

Please ensure to input the applicant's name (the individual you are completing a request for). Once the name is populated, all other details will auto-populate. Click on the "Supervisor Name" field to refresh the information as well.

Click on check box to raise access request on behalf of another individual.

| Application Information | |
|--|--|
| <input checked="" type="checkbox"/> Please check the box if you are submitting the request on-behalf of someone else and enter Applicant Name below. | |
| Applicant Name <u>Pandey, Vishal</u> | |
| myNEU Username v.pandey@kyln.neu.edu | NUID 001030327 |
| E-mail v.pandey@northeastern.edu | Department Internal Consulting |
| Phone 1234567890 | Position Title Project Coordinator |
| Building Name Test | Rm# 123 |
| Supervisor Name <u>Zulkanthiwar, Saurabh</u> | Supervisor Phone 1234556780 |

If you would like to want to raise your own request, make sure to turn off the delegation feature by unchecking the box under Application Information.



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How to create a request

Step 1: Click on “New Request”.

Step 2: Select request type (New Access / Edit Access)

Step 3: Select Employee type

Step 3: Application information

Step 4: Shipping Information

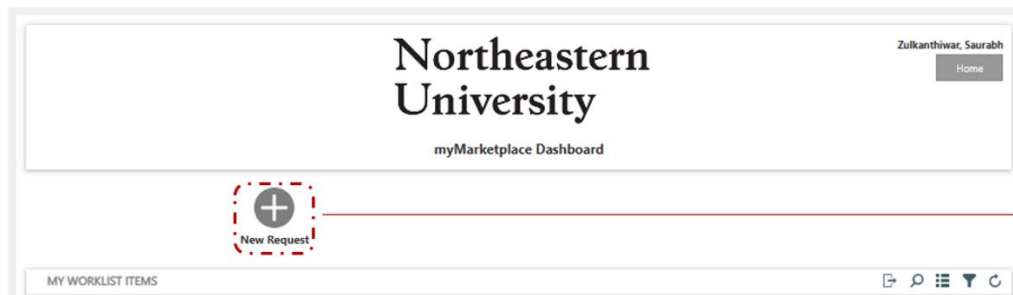
Step 5: Select Index code.

Step 6: Agree to terms and conditions.

Step 7 (optional): Add comments

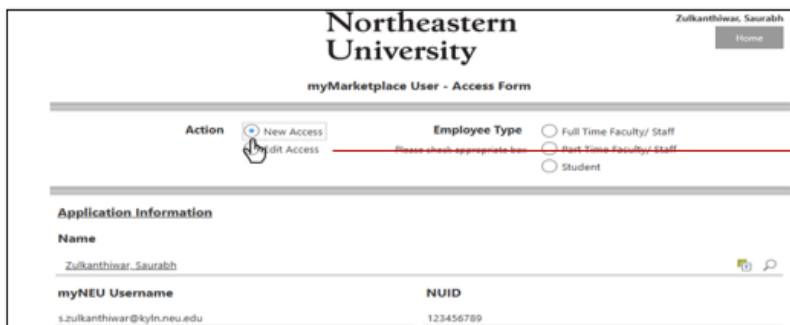
Walkthrough

Step 1: Click “New Request” on the myMarketplace Dashboard.



Create a new request.

Step 2: Select “New Access” or “Edit Access” depending on your requirement.



Click on new access.



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Action New Access Edit Access

Employee Type Full Time Faculty/ Staff Part Time Faculty/ Staff Student

Please check appropriate box

Click on edit access.

Note – Select “New Access” if you would like to request new access to myMarketplace, and do not currently have access.

Select “Edit Access” if you (or the person you are submitting on behalf of) currently have access and would like to add/edit/remove Shipping Campuses, Default Shipping Campus, or Indexes.

Step 3: Select the correct employee type

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Zulkanthiwar, Saurabh

Home

myMarketplace User - Access Form

Action New Access Edit Access

Employee Type Full Time Faculty/ Staff Part Time Faculty/ Staff Student

Please check appropriate box

For this request we are selecting full time faculty/staff

Application Information

Name

Zulkanthiwar, Saurabh

Step 4: Application information

The application information will be auto populated based on your system information:



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| <u>Application Information</u> | |
|---|---|
| Name <u>Zulkanthiwar_Saurabh</u> | |
| myNEU Username s.zulkanthiwar@kyln.neu.edu | NUID 123456789 |
| E-mail s.zulkanthiwar@kyln.neu.edu | Department Test |
| Phone 8888888888 | Position Title Business Analyst |
| Building Name Test | Rm# 123 |
| Supervisor Name <u>Zulkanthiwar_Saurabh</u> | Supervisor Phone 8888888888 |

Step 5: Shipping information

Select the campus(es) you will ship your myMarketplace orders to.

For existing users (edit access) select the campus(es) you will be using for shipments. This will **replace** any elected shipping campuses from your prior access.

| Shipping | |
|---|---|
| Campus Ship to Addresses <ul style="list-style-type: none"><input checked="" type="checkbox"/> Boston Main<input checked="" type="checkbox"/> Burlington<input type="checkbox"/> Charlotte, NC<input type="checkbox"/> Dedham<input type="checkbox"/> Downtown Campus<input type="checkbox"/> Holyoke<input type="checkbox"/> Marlborough<input type="checkbox"/> Miami<input type="checkbox"/> San Jose<input type="checkbox"/> Seattle, WA<input type="checkbox"/> Warehouse | Default Ship to Campus Burlington |

Note: A Default Ship to Campus is required for new access requests



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Note:

- Default campus can be selected only from the selected "Campus Ship to Addresses".

Step 6: Select index code

Enter the 6-digit index code in index id# field to which you would like to gain access to.

The *Description* and *division* fields will be auto-populated based on the index code selected.

Select whether the index needs to be default one or not.

myMarketplace Access

Enter your 6 digit index number. Check off whether you are adding or deleting the index. myMarketplace requires a default index. Index 1 will be your default index. You can have unlimited indexes.

If you require more indexes than what the space provides please attach additional applications with appropriate signatures.

NOTE: You need to specify your individual indexes. myMarketplace does not link to Banner Finance security.

NOTE: Default account code is "office supplies." If you choose a grant as your default index, your account will default to "lab supplies".

NOTE: Use of Student Activities Business Office (SABO) Indexes must be approved by SABO Office.

Index ID#:

Description:

Division:

Is Default? Yes No

- Please select Index below and click "Edit Index" or "Edit link"

| INDEX | DESCRIPTION | DIVISION | IS DEFAULT |
|--------|-------------------------|----------|------------|
| 015004 | Student Refund Clearing | GL | Yes |
| 235000 | Theater | DIV38 | No |

Add Index to List

Note:

- Only one index id can be selected as default and select whether the index should be set as default.
- For new users, it is mandatory to select at least one index id while, for existing user enter to which you would like to gain access to.
- Selecting an index code is optional for existing user.
- If you are submitting an access request only to update your default shipping campus, index is not required.



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Step 7: Agree to terms and conditions

Account Agreement

myMarketplace Accounts:

- Per University procurement guidelines, authorized users will be able to make purchases ≤ \$9,999.99 on the listed indexes. Purchases ≥ \$10,000.00 will be routed for approval through Procurement Services.
- By acknowledging and submitting this application you authorize to purchase from multiple vendors and categories.
- When placing orders on myMarketplace no funds will be encumbered in Banner. The cost will be reflected when invoiced from the vendor.
- By acknowledging and submitting this application I agree I will comply with all cost principles that apply to federal grants.
- Specifically, I will not purchase office supplies, books, subscriptions, laptops and other administrative type costs on a grant unless an approved and documented Cost Accounting Exception is on file in the Office of Research Administration and Finance.
- By signing and submitting this application I agree to abide by all Northeastern University procurement and department policies and procedures with regard to the purchasing of goods and services in the conduct of university business. Misuse or fraudulent use of any university system or credit card may result in loss of privileges or possible termination of employment.
- University systems are to be used according to the terms of the Appropriate Use Policy. By requesting access, I agree to the terms of the Appropriate Use Policy, and further agree to: access, use, distribute and share data only as needed to conduct University business as specified in my position/engagement description, to respect the confidentiality and privacy of individuals whose records or data I access, to observe all ethical and legal restrictions that may apply to data I view or handle, to protect my password and be personally accountable for all work performed under my user IDs and passwords, to logout when leaving my workstation, to report knowledge of security breaches or information security policy violations to NU Information Security, and to comply with all department and University policies and procedures.



Please check here to confirm that you have read, understand, and agree to the above, and that the information provided on this form is true and correct to the best of your knowledge.

Step 7 (optional): Add comments

COMMENTS

Dear team
I need access to Index id 61230 to fulfill my day-to-day operations.
kindly grant me access to the same.
Thank you |

Submit request

Click on  button to submit the request to your supervisor.

If you would like to *save* your request **without** submitting it, click the  button.



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The request will be saved as a draft which can be located for under “My Request” for further edits:

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|-------------------|
| 131 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Zulkanthiwar, Saurabh | 1/19/2023 | Draft |
| 130 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Zulkanthiwar, Saurabh | 1/17/2023 | Supervisor Review |
| 127 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Pandey, Vishal | 1/10/2023 | Admin Review |

The request draft can be accessed by double-clicking it.

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|-------------------|
| 131 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Zulkanthiwar, Saurabh | 1/19/2023 | Draft |
| 130 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Zulkanthiwar, Saurabh | 1/17/2023 | Supervisor Review |
| 127 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Pandey, Vishal | 1/10/2023 | Admin Review |



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Supervisor Review

Approve – Request is approved and sent to the next approver (*Admin or Additional Approver(s), if applicable*)

Send for Rework – Request is sent back to originator for edits. Once re-submitted, the request will be sent to Supervisor or Admin (depending on who sent the request for rework).

Reject – Request is rejected and cannot be altered. New request must be submitted.

This section will outline the steps for a supervisor to review myMarketplace requests in the Dashboard.

For individuals with the Supervisor role, requests can be found under “My Worklist Items”.

| ACTIVITY NAME | FOLIO | TASK START DATE | WORKFLOW NAME |
|-------------------|---|-----------------|---------------|
| Supervisor Review | New Access Request #130 Submitted For Zulkanthiwar, Saurabh | Tuesday | myMarketplace |

You may double-click on one of the items, or use the Quick-action menu (> button on the right-hand side) to take action on the request.

Quick action menu

The screenshot shows the 'MY WORKLIST ITEMS' dashboard. A table lists a request for review. A red dashed box highlights the 'Supervisor Review' activity name and the '>' button. A quick action menu is open, showing options: Open Form, Approve, Send for Rework, Reject, and View Flow.

| ACTIVITY NAME | FOLIO | TASK START DATE | WORKFLOW NAME |
|-------------------|---|-----------------|---------------|
| Supervisor Review | New Access Request #130 Submitted For Zulkanthiwar, Saurabh | Tuesday | myMarketplace |

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|--------|
| 131 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Burlington | Zulkanthiwar, Saurabh | 1/19/2023 | Draft |

From here, the supervisor can either approve, send for rework, or reject the request. To view the entire form, select “Open Form”.



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Open Form

After reviewing, the supervisor can action on the form in “Action Detail” -> “Action”. If necessary, comments may be made as well.

Action Detail

Step: Supervisor Review

Action: Please Select one

Comments:

- Approve
- Send for Rework
- Reject

The supervisor can either **reject, approve, or send to applicant for rework** under “Action”. Comments should be added to provide information about requests that are rejected or sent back for rework.

Approve Request

If the supervisor approves the request for myMarketplace access request, it will then be routed to the Internal Consulting Department (ICD) for final approval. The status of the request under “My Request” will be updated to “Admin Review” at this stage.

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|------------------------|
| 210 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Charlotte, NC | Zulkanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 209 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Charlotte, NC | Zulkanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 208 | Full Time Faculty/ Staff | Pandey, Vishal | Downtown Campus | Zulkanthiwar, Saurabh | 2/23/2023 | Rework from Supervisor |
| 207 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Reject |
| 206 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Boston Main | Zulkanthiwar, Saurabh | 2/22/2023 | Supervisor Review |
| 205 | Full Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/21/2023 | Supervisor Review |



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Send for Rework

Supervisors and Admins may select “Send for Rework” for a request to be sent back to the original applicant. This can be selected if the request is incomplete or has invalid information.

In this scenario, the application status will be updated in “My Request” and “My Worklist Items” (for the applicant) as **“Rework from Supervisor”**.

Note:

- For supervisors and admins – Please use the “comment” field to provide additional information on requests that are sent back for rework or rejected.

Reject

If the supervisor rejects the request for myMarketplace access, the applicant will receive an email notification and the request status will be updated to “Supervisor Reject”.

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|-----------------------|-----------------|-----------------------|-------------|------------------------|
| 212 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Boston Main | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Reject |
| 211 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Boston Main | Zulkanthiwar, Saurabh | 2/23/2023 | Rework from Supervisor |
| 210 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Charlotte, NC | Zulkanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 209 | Full Time Faculty/ Staff | Zulkanthiwar, Saurabh | Charlotte, NC | Zulkanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 208 | Full Time Faculty/ Staff | Pandey, Vishal | Downtown Campus | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Review |
| 207 | Part Time Faculty/ Staff | Pandey, Vishal | San Jose | Zulkanthiwar, Saurabh | 2/23/2023 | Supervisor Reject |

To view comments left by the supervisor, double-click on the request and scroll down to “



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If your request has been sent back for rework

- Step 1: View request in dashboard
- Step 2: Open request and review comments
- Step 3: Edit request
- Step 4a: Re-submit request
- Step 4b (Optional): Cancel request

Walkthrough

Step 1: View request in dashboard

The request will appear under “My Worklist Items” if further review is required. Note the “Activity Name” is “Rework from Supervisor”, which indicates that the supervisor has sent this request for rework.

| ACTIVITY NAME | FOLIO | TASK START DATE | WORKFLOW NAME |
|------------------------|--|-----------------|---------------|
| Rework from Supervisor | New Access Request #208 Submitted For Pandey, Vishal | 11:45 AM | myMarketplace |
| Supervisor Review | New Access Request #206 Submitted For Zulkhanthiwar, Saurabh | Yesterday | myMarketplace |
| Supervisor Review | New Access Request #205 Submitted For Pandey, Vishal | Tuesday | myMarketplace |
| Supervisor Review | New Access Request #204 Submitted For Pandey, Vishal | Tuesday | myMarketplace |
| Rework from Supervisor | New Access Request #203 Submitted For Pandey, Vishal | Tuesday | myMarketplace |
| Supervisor Review | New Access Request #201 Submitted For Pandey, Vishal | Tuesday | myMarketplace |

You can also see the status of this request under your history, in “My Request”. Note the “Status” here is also “Rework from Supervisor”.

| REQUEST # | EMPLOYEE TYPE | NAME | DEFAULT SHIP TO | SUBMITTED BY | SUBMIT DATE | STATUS |
|-----------|--------------------------|------------------------|-----------------|------------------------|-------------|------------------------|
| 211 | Full Time Faculty/ Staff | Zulkhanthiwar, Saurabh | Boston Main | Zulkhanthiwar, Saurabh | 2/23/2023 | Rework from Supervisor |
| 210 | Full Time Faculty/ Staff | Zulkhanthiwar, Saurabh | Charlotte, NC | Zulkhanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 209 | Full Time Faculty/ Staff | Zulkhanthiwar, Saurabh | Charlotte, NC | Zulkhanthiwar, Saurabh | 2/23/2023 | Admin Review |
| 208 | Full Time Faculty/ Staff | Pandey, Vishal | Downtown Campus | Zulkhanthiwar, Saurabh | 2/23/2023 | Supervisor Review |



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Step 2: Open request and review comments

Double click on the myMarketplace request to further access it.

Comments left by the Supervisor or Admin can be seen under “Action History” at the bottom of the form.

| Action History | | | | |
|----------------|-----------------------|-----------------|-----------------------|-------------------------------|
| ACTION DATE | STEP | ACTION | ACTIONED BY | COMMENT |
| 2/23/2023 | New Request Submitted | Submit | Zulkanthiwar, Saurabh | |
| 2/23/2023 | Supervisor Review | Send for Rework | Zulkanthiwar, Saurabh | Please revised the index code |

Note: In the example above, the Supervisor has asked the applicant to change the index code requested.

Step 3: Edit request

Update your application as needed. Once the necessary changes are made, use the “Comments” field in “Action Detail” section to provide comments.

Action Detail

Step: Rework from Supervisor

Action: Send back to Supervisor

Comments: index code updated as per request.

Step 4a: Re-submit request

To re-submit the request, select action “Send back to Supervisor” and click **Submit** button.

Step 4b (Optional): Cancel the request

If you would like to cancel or withdraw your request during the rework stage, select action “cancel request” under action detail and **Submit** button.