

CU Marketplace Training and Access

To place orders in CU Marketplace, you will need "ePro Shopper" access. This will allow you to create shopping carts and to view your previous orders you have made.

Computer Science faculty and staff may request CU Marketplace "ePro Shopper" access. Students are not allowed this access, per department policy.

Before requesting access, you will need to complete the following Skillssoft Percipio Training courses with a passing score.

- CU: Information Security Awareness
- CU Purchasing Goods and Services with CU Marketplace

To access Skillssoft Percipio:

1. Log on to your campus portal <https://my.cu.edu/>
2. Open the **CU Resources** dropdown menu
3. Select **Training**.
4. Click the **Skillsoft Percipio** tile

Once you have completed these Skillssoft courses, go to this link:

<https://identity.prod.cu.edu/identity>

Choose "CU Boulder" and login with your CU IdentiKey and password.

1. From the CU Identity Manager home page, select "Request Access" and select "Request for Self" from the dropdown provided.

The screenshot shows the University of Colorado Identity Manager home page. The header includes the CU logo and the text "University of Colorado" with subtext "Boulder | Colorado Springs | Denver | Anschutz Medical Campus". A search bar on the right contains the name "Sean Webhimer". Below the header is a "Home" tab. The main content area features five tiles: "My Information" (blue), "My Access" (blue), "Request for Self" (blue, highlighted with a red border), "Request for Others" (blue, highlighted with a red border), and "Track Requests" (green). The "Request for Self" and "Request for Others" tiles have a dropdown menu open below them, showing "Request for Self" and "Request for Others" options. The "Request for Self" option is selected. Below these tiles is a "Pending Approvals" tile (orange). The footer contains the text "© Regents of the University of Colorado".

2. A new tab with Identity Manager will open called "Request Access". Below the Instructions, select "Type" as "All". In the search box, search for "Marketplace: ePro Shopper". Select "Search". You will be presented with a list of entitlements that match your search criteria. If no values are returned, review your search parameters and make edits as needed. Find the role you are requesting and Select "+ Add to Cart".
3. Once the requested role is in the cart, you will see a cart notification counter in the top right. This is the count of roles in your cart. Elect "Next" at the top of the page.

The screenshot shows the 'Request Access' page in a web browser. At the top, there are navigation buttons: 'Back', 'Add Access', 'Checkout', 'Cancel', and 'Next'. A progress indicator shows 'Add Access' is the current step. In the top right corner, there is a 'Cart' icon with a red notification bubble containing the number '1', and the user's name 'Stephanie C Morris'.

Below the navigation is an 'Instructions' section with links for general help and specific guides. The main content area has a 'Catalog' tab and 'Request Profiles' sub-tab. Under 'Type', the 'All' radio button is selected. The search box contains 'Marketplace: ePro Shopper' and a green 'Search' button is visible below it.

At the bottom of the search results, there is a 'Categories' section with a 'Sort By' dropdown set to 'Display Name'. A blue button '+ Add Selected to Cart' is present. Below this, a list of results is shown, with one item highlighted in blue: 'MARKETPLACE : ePro Shopper' with a description 'Creates shopping carts to select goods and services. Must assign the cart' and an '+ In Cart' button.

The footer of the page contains the copyright notice: '© Regents of the University of Colorado'.

4. The cart details screen will appear. This page will list all roles requested under "Cart Items" and contains a "Justification" section at the top. Add your justification for why you need this role in the "Justification" section.

Home Request Access x

Back Add Access Checkout Cancel Next

Stephanie C Morris 1

Cart Details

Submit Save As...

Target Users + X Request Information

Name
Stephanie C Morris

* Justification
* I would like access to the CU Marketplace as an ePro Shopper.

Cart Items

Display Name
MARKETPLACE : ePro Shopper
Creates shopping carts to select goods and services. Must assign the cart to a Requestor for completion; cannot place orders directly. Users can view only their own or

Request Details MARKETPLACE : ePro Shopper Update

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5. Once the justification is entered, select "Submit". The tab will close and you will be returned to the home screen. Your request will be routed to your supervisor for approval.
6. To view your request, select the "Track Requests" tile from the home screen.
7. To view all of your requests, select the magnifying glass icon with nothing in the search field. If you know your request ID, enter that number into the search bar and select the magnifying glass icon. Your requests should appear in the table below the search criteria.

If you have questions or need help with the CU Identity Manager, this link has some helpful user guides <https://www.cu.edu/docs/process-guide-requesting-access>