

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 Training courses with a passing score.

- Information Security and Privacy Awareness (_scorm12_cu_u00063_0001)
- CU Marketplace – Shopper (_scorm12_cu_u00080_0001)

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 CU Identity Manager home page. The header includes the University of Colorado logo and the text "University of Colorado Boulder | Colorado Springs | Denver | Anschutz Medical Campus". The user name "Sean Welzhimer" is visible in the top right. The main content area contains four tiles: "My Information" (blue), "My Access" (purple), "Request Access" (blue), and "Track Requests" (green). The "Request Access" tile is highlighted with a red border, and a dropdown menu is open below it, showing "Request for Self" and "Request for Others". The "Request for Self" option is also highlighted with a red border. Below the "Request Access" tile 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.

Home Request Access x

Back Add Access Checkout Cancel Next

Cart 1
Stephanie C Morris 1

Instructions
 For general help with CU Identity Manager: [CU Identity Manager FAQ](#)
 For Finance and Marketplace role descriptions: [FIN 9.2 Role Definitions and Access Request Guide](#)

Catalog Request Profiles

Type All Application Entitlement Role

Search Marketplace: ePro Shopper

Search

Categories Sort By Display Name

Select All
 Entitlement (1)

MARKETPLACE : ePro Shopper
 Creates shopping carts to select goods and services. Must assign the cart

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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

Cart Details

Submit Save As...

Target Users + X Request Information

Name Stephanie C Morris

* Justification 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>