

How to Assign a Cart in Rowdy Exchange

STEP 1

Log in to UTShare/PeopleSoft

FACULTY/STAFF RESOURCES

- ▶ WebMail
- ▶ OneDrive for Business
- ▶ UTSA SharePoint
- ▶ Faculty Center
- ▶ Human Resources
- ▶ UTShare/PeopleSoft
- ▶ Interim Workflow Solutions
- ▶ Account Passphrase Reset
- ▶ DigitalMeasures
- ▶ Academic Calendar

STEP 4

Choose Items, Fill Cart, and Checkout

SHOPPING CART CHECK OUT

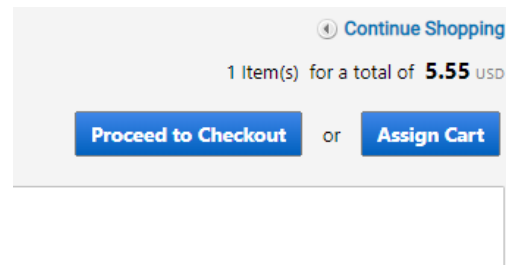
STEP 2

Choose UTSA Business Solutions Center



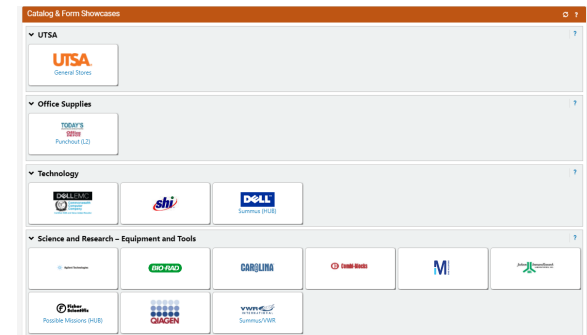
STEP 5

Assign Cart to BSC Specialist



STEP 3

Choose Catalog Option



STEP 6

Detailed Instructions (Cost Center/Project ID)

