

How to request Marketplace store using Workday.

We have a new site request process in Workday. We are now required to use this new request form in Workday prior to beginning project implementation.

1. Please navigate to [https://www.myworkday.com/fau/d/task/2997\\$12683.html](https://www.myworkday.com/fau/d/task/2997$12683.html).
2. Alternatively, you can search for Create Request after logging into Workday.
3. Once within the Create Request page, you will need to search for keyword "Marketplace" in the request type drop-down (as shown below).

At that point, simply click OK and follow the prompts. This will officially initiate the project. Please contact us at FIS@fau.edu directly with any questions or concerns about the project or this create request process.

The image shows two screenshots from the Workday system. The top screenshot is a blue header with the text "Create Request". Below it is a "Request Type" dropdown menu with a red asterisk, showing a selected option "X New Marketplace Site Request Form". The bottom screenshot is a page titled "New Marketplace Site Request Form" with a blue header and a left arrow. The page content includes a sub-header "This request form will be used by departments and colleges who would like to request a new TouchNet Marketplace uStore, uPay site or TouchNet Ready Partner connection." followed by a "Describe the Request" field with a red asterisk. Below that is a larger text area with the instruction "Please describe in detail the business purpose of the e-commerce site or store being requested: (Required)".