



Access Spartan Marketplace

Overview: This job aid demonstrates the various ways employees can access Spartan Marketplace.

Via EBS

1. Log in to ebs.msu.edu.
2. Click the **Spartan Marketplace** tile.

The screenshot shows the Michigan State University EBS homepage. At the top, there are links for Home, My Approvals & Workflow, My Time & Payroll, and My Personal Information. Below these are two rows of tiles. The first row contains five tiles: U-Track Campus Package, Spartan Marketplace One-Stop Order Portal (highlighted with a red arrow), Applicant Tracking System PageUp, Financial System, and Business Intelligence and Analytics. The second row contains five tiles: Research Administration, Research Compliance Click™, Travel and Expense SAP Concur, Non-Stock Orders (Open Orders), and Action List: Finance; Research. Each tile has a small icon and a 'New Window Opens' link below it.

Via Direct Link

1. Go to marketplace.msu.edu.
2. On the login page, enter your MSU NetID and password.