Please read below for an abbreviated workflow of the online form:

1. Submit an online form
   a. Go to http://marketplace.gsu.edu/forms/
   b. Password is RRC1913
   c. Click TouchNet Marketplace Access Request Form
   d. Sign in using your campus id and password
   e. Requestor completes the online form
      i. Signatures
         1. Requestor
            a. Click the Sign button
         2. Approver
            a. The Requestor must insert the name of the CFO/CAO/VP (or designee) by either using the browse book or simply typing their email address.
         f. Once completed, click Submit. The form will be routed to the designated Approver.

2. Approver receives the online form
   a. Email Notification with embedded form link is sent to CFO/CAO/VP (or designee) for approval.
   b. CFO/CAO/VP (or designee) logs in with campus id
      i. Approve
         1. If Approver accepts, email notification is sent to marketplace@gsu.edu to grant user and permission access
      ii. Decline
         1. If Approver declines, email with embedded form link is re-routed to Requestor with Approver’s comments
            2. Requestor makes corrections, if applicable, and re-submits to CFO/CAO/VP (or designee) for approval

3. RRCS reviews form for final approval
   a. Approve
      i. Email from marketplace@gsu.edu is sent to Requestor with login information.
   b. Decline
      i. Email from marketplace@gsu.edu is sent to Requestor or Approver requesting additional information.

Note: TouchNet Marketplace Access Request Forms must be approved by a CFO/CAO/VP (or designee).