How To Set Up Your Marketplace Account

**Marketplace Agreement Form**

- Complete all grey boxes on the form.
- Obtain signatures from your organization's advisor and treasurer on both pages.
- These signatures must be in ink. They **cannot be digitally generated**.
- You must have at least a **Manager and Accountant**. They must be **different** people.

**User Roles and Access**

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Store Manager</strong></td>
<td>Create Products, Fulfill Orders, Generate Reports, Change Store</td>
</tr>
<tr>
<td><strong>Store Clerk</strong></td>
<td>Create Products, Fulfill Orders</td>
</tr>
<tr>
<td><strong>Store Contact</strong></td>
<td>Create Products, Fulfill Orders</td>
</tr>
<tr>
<td><strong>Store Accountant</strong></td>
<td>Create Products, Fulfill Orders, Generate Reports</td>
</tr>
</tbody>
</table>

*The Store Manager and Store Accountant must be two different people.*

**QR Code to take you to the Marketplace Training Video**

**Marketplace Training**

- **Every person** who will have Marketplace access must complete Marketplace Training.
- Complete the “**Marketplace Training**” underneath “Officer Training” at the following link: https://stuactonline.tamu.edu/app/training or use the QR code above.
- Please ensure you are logged in to StuAct Online before beginning the training and click “Continue to Next Step” following the video for training confirmation.
- Once you have completed training, email **sofga@stuact.tamu.edu** with your name, organization name, and that you have completed Marketplace Training.
- If you have already completed this training in the past, you do not have to do it again.

**Submit the Signed Marketplace Agreement Form to the SOFC**

- Once the completed Marketplace Agreement Form is submitted and all users have completed training, the Marketplace GA will set up the accounts and email your login information.
- If users have not completed training, they will be emailed with instructions to do so.

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**Student Organization Finance Center**

**Department of Student Activities**

235 Koldus Student Services Building  
1236 TAMU  
College Station, TX 77843-1236  
Tel. 979.845.1114  
Fax 979.862.8166  
sofga@stuact.tamu.edu  
http://studentactivities.tamu.edu