To: MT$ource New Users

Training and set-up is required before accessing the MT$ource system. If you have not already registered, please use the attached instructions to register as a new User. Then wait for an acknowledgement email from Procurement confirming your set-up. Normally training is required to use MT$ource however for the next few weeks, please use the attached instructions to guide you or reach out to Procurement for assistance.

To assure that you select the proper User role, here is a description of the three roles in MT$ource:

- **Shopper**: Any MTSU fulltime employee who can shop by using an electronic shopping cart.
- **Requester**: Fulltime MTSU employee who is an authorized Banner Finance user who can create a requisition to order suppliers and services.
- **Approver**: Consists of Department budget heads, Deans, Chairs, Grant P.I. (Principal Investigator) and others whose responsibility is to review/approve order requests/requisitions.

If you need to be a Requester you must be a Banner Finance User. If you are not currently a Banner Finance User, complete and process the Banner Finance Account Request Form located at http://www.mtsu.edu/boffice/forms.php. (Contact the Accounting Services or Information Technology Departments if you have questions about this form.)

Also, be sure to check out our Procurement Services Department web site at: http://www.mtsu.edu/procurement/index.php Here you will find links to purchasing guidelines and forms.

Another buying tool is the Purchasing Card (PCard). There is a link on our Department web page http://mtsu.edu/procurement/pcard.php to access the PCard Application. Once your application is approved and your card arrives, our PCard Administrator, Demetra Majors (ext. 5437), will contact you for PCard training and to deliver your card.

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Steps for MT$ource User activation:

**APPROVER:**
Register as a User: See attached document to Create Account in MT$ource 
Send Procurement the Indexes and/or Grants that you will be approving. Send to purchase@mtsu.edu

**SHOPPERS/REQUESTERS:**
Register as a User: See attached document to Create Account in MT$ource
Requesters should be a Banner Finance User: see information above

Someone from Procurement will contact you and forward instructions on the next steps.

Thank you for your patience and consideration.

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Procurement Logistic Services
Phone: 615.898.2944
Fax: 615.898.5597
To CREATE ACCOUNT in MT $ource

From the MTSU Home Page
Click ‘PI PELI NE’ and sign in using your PI PELI NE username & password
Click tab MTSU INFO
Click blue link ‘click here to’
Click ‘MT $ource’ in blue in the middle of the page

Click Here to create account.

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