1. Accessing UMass BuyWays

Logging in

1. Open your Campus Launch Page and click on the UMass BuyWays link. [Change image below to match your campus launch page]

2. Enter your Campus User ID, Password, your Campus, and click the Login button to log into UMass BuyWays.

3. Your next screen view is that of the UMass BuyWays Homepage which defaults to the Home/Shop tab as displayed below.
Getting Started — Quick Reference Guide

**Updating Personal Information – name, email, etc...**

Your profile contains information about yourself, your default settings in BuyWays, and allows you to change the navigation setup of the site for yourself.

1. Click your user name on the upper right corner to navigate to the View My Profile button.
2. Click View My Profile
3. Click User Information and Settings

From here – you can update:
Your User Name, Phone Number, Email Address*, Language, Time zone, and Display Settings

* Your Email Preferences have been pre-set for you and it is recommended that you do not change them. If you have any questions regarding your Email Preferences, contact [Insert Campus Specific Contact Information here]

**Setting Your Ship To & Bill To Addresses**

1. Click your user name on the upper right corner to navigate to the View My Profile button.
2. Select User Information and Settings
3. Select Default User Settings
4. Select Default Addresses
5. Select Address for Profile. Notice there is a “Ship To” and “Bill To” Tab – select which address type you want to update.
6. At the Select Address Template click the dropdown for your previously chosen addresses.
7. From here you can give your address a “nickname” and you must check the box next to Default if you want to set that address as your default.
8. You can update the Attn and Rm/Flr/Suite information
9. Press the SAVE button to save your choices.

**Designating a Cart Assignee (Shopper)**

1. Click your user name on the upper right corner to navigate to the View My Profile button.
2. Select User Information and Settings
3. Select Default User Settings
4. Select Cart Assignees
5. Click the Add Assignee... button.
6. A user search screen appears. Search for who you would like to designate as your Cart Assignee.
7. Enter last and first name of the Requisitioner and click the Set as Preferred button.
8. Click the Requisitioner’s name or the action box.
9. To choose a default Requisitioner, click the action button beside their name.
10. To remove a Requisitioner from your list, click the action button beside their name.

**Designating Speedtype and Account Codes**

1. Click your user name on the upper right corner to navigate to the View My Profile button.
2. Select User Information and Settings
3. Select Default User Settings
4. Select Custom Field and Accounting Code Defaults
5. Select the Code Favorites Tab
   Note: Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout
6. You may create a new Code Favorite by clicking the “Add” button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.