ACCESSING THE SYSTEM…
1. Open your web browser.
2. Navigate to the following web address: http://firefly.nebraska.edu
3. Enter your user ID and password and click the button.
4. From within Firefly, select the tab, followed by the button to launch eSHOP.

UPDATING YOUR PROFILE
Your Profile contains information about yourself, your default settings in eSHOP, and allows you to change the navigation setup of the site for yourself. You can access your profile by clicking the dropdown menu to the right of your name and selecting View My Profile.

SETTING YOUR DEFAULT COST OBJECTS
You have access to add cost objects to your profile and set one as your default.
1. From your profile, under Default User Settings click on Customer Field and Accounting Code Defaults.
2. Click on the tab.
3. Click the button next to the code that you wish to update.
4. To make a code your default, click the next to Default and click on Save

ADDING AN UNLOADING POINT TO YOUR PROFILE
The Unloading Point is a required field that tells the supplier exactly where the item should be sent.
1. From your profile, under Default User Settings click on Customer Field and Accounting Code Defaults.
2. Click on the tab.
3. Click the button and Create New Value.
4. Enter the Unloading Point in the Value field. This should be the Building and Room number and campus zip code.
5. Check the Default checkbox to make this your default.
6. If necessary, repeat the process to add additional Unloading Points.
7. Click the button when you are finished.

ADDING A NEW SHIP-TO AND BILL-TO ADDRESS TO YOUR PROFILE
You may add any of the Ship-to addresses in the system to your profile, and make one of them your default. There is one Bill-to address per campus, so once you set it, you should never have to change it.
1. From your profile, under Default User Settings click on Default Addresses.
2. Click on the Ship-to or Bill-to tab.
3. Click the button.
4. Search for the appropriate address and then click in the radial button next to the address you wish to add to your profile.
5. To make an address your default, click the next to Default.
6. Verify the address is correct and click the button.

DESIGNATING A CART ASSIGNEE
You can set a default Cart Assignee to streamline the process of assigning a cart.
1. From your profile, under Default User Settings, click on Cart Assignees.
2. Click and search to find the desired person. Click by their name.
3. To choose a default, click Set as Preferred beside their name.