

How Do I ...

Gain Access to HokieMart and Sign up for HokieMart Training

Thank you for your interest in HokieMart and HokieMart training. There are two classes offered: Requestor and Receiver training. Depending on your department's requirements, you may need to take one or both sessions. The training classes supplement and provide users with a better understanding of the e-procurement process available through HokieMart.

To Get Started

Before you attend class, you should have:

1. An established Virginia Tech PID
2. Access to HokieMart
 - a. It is highly recommended that you do this part **now**; this process will take a few days to complete.
 - b. Access Request Forms can be found at <https://www.procurement.vt.edu/hokiemart/forms.html>
 - c. Have the appropriate administrative person, department head, or supervisor in your area complete the requires Access Request Form(s)
 - d. After the form has been sent to [Cammie Tucker](#), and you have been set up in the system, you will receive an email advising you have access to login to HokieMart
3. View the tutorials and set up your User Profile in HokieMart. (Do this before attending class!)
 - a. Entering your User Profile steps include:
 - i. Adding the organization and fund(s) information required for your responsibilities

- ii. Learning how to add this information into your HokieMart profile by viewing the online training tutorial: [User Profile Notification Preferences](#)
 1. Have a piece of paper handy to jot down questions you can ask when you come to class.
 2. You can view the modules as often as necessary or refer to the online Requestor User Guide and Quick Guides
4. HokieMart Requestor and/or Receiver training sessions are now open for registration. Visit the training website to register.
 - a. Go to www.training.vt.edu
 - b. Select “View by Alpha.”
 - c. Search for the course title and select.
 - d. Select the date of the class you wish to attend and follow the on-screen instructions to complete your registration.

We strongly encourage you to consider attending the new offering, entitled **ABC’s of Procurement**; this is a two-part training course. We also offer a valuable course entitled **Contract Administrator Training**.

If you have questions, the best way is to contact us is hokiemart@vt.edu. Someone from our team will respond. Please include the nature of the question in your email.