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How to Change Your Default Persona/Business Unit

CSUBUY🛒
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Overriding your default business unit allows you to shop in multiple business units.

Follow the steps to override your default business unit:

1. Navigate to **User** > **Change Shopping Persona**

2. Click the **Change Shopping Persona**.

3. Select your persona based on the Business Unit you are shopping for.

Change Shopping Persona   ✕

Select a shopping persona from the list below

- ⦿ Default Profile
- ◯ HMXDV - Cal Poly Humboldt FND P2P
- ◯ HMXEH - Cal Poly REH P2P
- ◯ HMXMP - Cal Poly Humboldt P2P
- ◯ HMXPF - Cal Poly SPF P2P
- ◯ HMXSB - Cal Poly Humboldt AS P2P

[Close]

4. You are now ready to shop. To verify, look at the top of your screen for Shopping As:

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ⓘ Shopping As: HMXDV - Cal Poly Humboldt FND P2P Business Unit: Cal Poly Humboldt FND P2P