Staples Advantage User Login

1. In a web browser, go to www.staplesadvantage.com
2. Click on the Login link
3. Enter 1826802LA in the Customer ID field
4. Your campus email address is your user id, enter that in the User ID field
5. Enter your password in the Password field
   a. Your initial password when your account has been created is staples
   b. If you have a problem with your password, email ebusiness@fullerton.edu to have it reset
6. Click the login button
7. You will be brought to the home page with your Dashboard expanded.
8. In the dashboard, you can see any recent orders, the campus shared green product shopping list along with any personal shopping lists you might create, and a quick link section.

Approving an Order

1. Once you login, you will see any orders you have pending your approval on your Dashboard.
2. To review the order, you click on the order number.

3. After reviewing the order, you can either click on the Decline button to reject the order, or the Accept button to approve it.
4. If you choose to decline the order, you are provided a text field to give a brief explanation why the order is declined and click on the OK button (this information is sent to the user).

5. Once you select Accept or Decline, the order will be removed from your approval screen:
   a. Orders that are approved are then submitted to Staples for fulfillment
   b. Declined orders are returned to the user that created the order