

Youngstown State University

Marketplace

Thank you for your interest in Touchnet's Marketplace at YSU. If you have any questions feel free to contact Sue Beiling, Bursar at 330-941-3142.

Marketplace is a TouchNet product that allows the development of an online site, called a uStore, to collect University funds. The following is the process to develop a Marketplace "uStore".

1). Using the form below, request an online "uStore" be set up to collect University funds. The form is sent to the University Bursar, Meshel Hall room 227. If there are any clarifications needed the Bursar will contact the requesting party.

2). Prior to the u Store being developed the following must occur.

A). Requester must complete the Request for Revenue Producing Program.

<https://cms.ysu.edu/sites/default/files/documents/reqrevprodprog.pdf>

B). A completed Signed Marketplace u Store Agreement.

C). A completed Signed appropriate use and security of confidential and sensitive agreement by any users of the u Store. Any added users will first be required to sign the agreement.

Please note: Bursar Office needs a minimum of three (3) weeks to develop your store. Development of u Stores are completed in the order that they are received.

New Store Information – needed for the development of the uStore.

DEPARTMENT INFO.	
DEPARTMENT NAME.	DEPARTMENT CONTACT NAME.
E-MAIL.	PHONE NUMBER.

Product Information	
PRODUCT TYPE (Event Registration, Donation, Item, etc.)	PRODUCT PRICE (Please list all pricing options)
WILL THE PRODUCT REQUIRE SHIPPING? <input type="checkbox"/> Yes <input type="checkbox"/> No	WILL SALES TAX NEED TO BE ADDED TO THIS ITEM? <input type="checkbox"/> Yes <input type="checkbox"/> No

Product Information – con’t

PRODUCT DESCRIPTION (Please attach any fliers, brochures, registration forms, etc. that contains relevant information)

ARE THERE LIMITS TO YOUR PRODUCT? (SIZE, QUANTITY RESTRICTIONS, INVENTORY, COLOR)

ADDITIONAL INFORMATION TO BE COLLECTED FROM THE BUYER (EXCLUDING MAILING ADDRESS, NAME, AND BILLING INFORMATION) *FOR EXAMPLE: HAVE YOU ATTENDED YSU BEFORE? HAVE YOU DONATED TO YSU BEFORE?*

Date your Store need to go live: (please note: Bursar needs minimum 3 weeks to develop)

List of any Users in the uStore.

Name.	Email Address.

Please Note: If any of the Users will be a Student Worker they must complete the Appropriate Use and Security of Confidential and Sensitive Information. Understanding The Family Educational Rights and Privacy Act (FERPA). Form to be kept in the Bursar Office.

STORE INFORMATION.

IF A CUSTOMER IN THE STORE HAS A QUESTION, TO WHAT E-MAIL ADDRESS SHOULD THE QUESTION BE SENT?

RETURN POLICY. (please list your return policy to be published on the site)

E-MAIL ORDER ANNOUNCEMENT. *example*

Thank you for shopping at The YSU Online Marketplace.

Go Penguins!



MESSAGE WILL APPEAR HERE

----- ORDER #34 -----

Date: Nov 03, 2009 11:23 AM CST

Store: Alumni Store

For questions, comments, or order status, send e-mail

Payment Method:

Payment Type: MasterCard

Credit Card Number: xxxxxxxxxxxx5454

Credit Card Authorization Code: 112341

Credit Card Merchant Id: XXXYYYZZZ

*** Card Not Present ***

E-Mail Fulfillment Announcement (ONLY IF YOU WILL BE SHIPPING ORDERS) example.

Order #36 from The Alumni Store

Thank you for your order. It is on its way!



MESSAGE WILL APPEAR

Order Date: 11/04/2009, 8:15:21 AM CST

Credit Card Type: MasterCard

Credit Card Number: xxxxxxxxxxxx5454

Credit Card Authorization Code: 081522

*** Card Not Present ***

Shipment #39

DeliveryMethod: Fed Ex

E-MAIL CANCEL ORDER ANNOUNCEMENT. Example

Thank you for shopping at The Alumni Store.

Sorry we were unable to fulfill your request and your order was canceled.



MESSAGE WILL APPEAR

----- ORDER #38 -----

Store: The Alumni Store (for questions, comments, or order status, send e-mail to jejenyk@ysu.edu)

Shipping Address:

Jonathan Jenyk

1 test lane

Youngstown OH

44555

PLEASE NOTE:

Include any relevant information about the product that was not asked for in this form.

If your product is discontinued or needs to be purchased by a certain date, please be sure to inform Jonathan at extension 3144 prior to its discontinuation.

Marketplace u Store Agreement.

You are requesting the set-up of Marketplace uStore titled _____ . It is the responsibility of all signatory to be aware of and report changes in procedures, inactivity, or reassignment of store duties to the Bursar's office. This includes the departure of anyone authorized to view or make changes in TouchNet.

_____	_____	_____
Requester Name (Print)	Requester Signature	Date
_____	_____	_____
Administrator Supervisor (Print)	Administrator Supervisor Signature	Date



Office of University Bursar. (330) 941-3142.

MEMORANDUM

Form to Be Completed only by Student Worker to be given access to TouchNet.

Appropriate Use and Security of Confidential and Sensitive Information.

Understanding The Family Educational Rights and Privacy Act (FERPA).

Your access to TouchNet has been granted based on business need and it is your responsibility to ensure the information you access is used appropriately.

- 1) Do not share your passwords or store them in an unsecured manner. Do not leave your workstation unattended while logged on to administrative information systems. You are responsible for any activity that occurs using your logon ID.
- 2) Exit out of account information as soon as complete. Do not leave information up for everyone to view.
- 3) Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- 4) Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- 5) Secure reports containing confidential and sensitive information i.e. FERPA, HIPPA protected data.
- 6) When disposing of reports containing confidential or sensitive information, shred the documents in a timely manner.

___ I understand that by the virtue of my access to TouchNet system I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosures by me of

this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that violation to the above items could constitute just cause for disciplinary action including review by the student judiciary committee.

Name (Printed)

Date

Signature