# CU Marketplace How-to: Adding SpeedTypes to Your Profile [1]

Your CU Marketplace profile makes shopping easier and faster by displaying lists of your frequently-used values, such as your commonly used SpeedType(s).

# Read the procedures

**To add a SpeedType to your Profile**

1. In CU Marketplace, click the User icon, located in the ribbon at the top of the screen, and select **View My Profile**.

2. Use the menu on the left to click **Default User Settings**, then **Custom Field and Accounting Code Defaults**.

3. Click the **Codes** tab. Then, click the SpeedType **Edit** button.

4. Click **Create New Value** to add a SpeedType to your profile.

5. Enter some or all of your SpeedType number in the **Value** field.

6. Click **Search**.

7. Select the box to the left of the appropriate SpeedType(s) and click **Add Values**. Your SpeedType(s) will appear in the box on the left side of the page.

8. The SpeedType(s) will be available to you in a dropdown list on your shopping carts.

**To make a SpeedType default to your shopping cart**
*If you use multiple SpeedTypes, you may not want to designate any SpeedType as a default.*

1. Select the SpeedType you want as default from the box located on the left side of the page.

2.

The **Edit Existing Value** box appears on the right side of the page.

3.

Check the **Default** box and click **Save**.

**To remove your SpeedType from your profile…**

1.

Select the SpeedType from the box located on the left side of the page.

2.

The **Edit Existing Value** box appears on the right side of the page. Click the **Remove** and then click **Close**.

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**Links**
[1] https://www.cu.edu/psc/training/cumarketplace/adding-speedtypes-your-cu-marketplace-profile