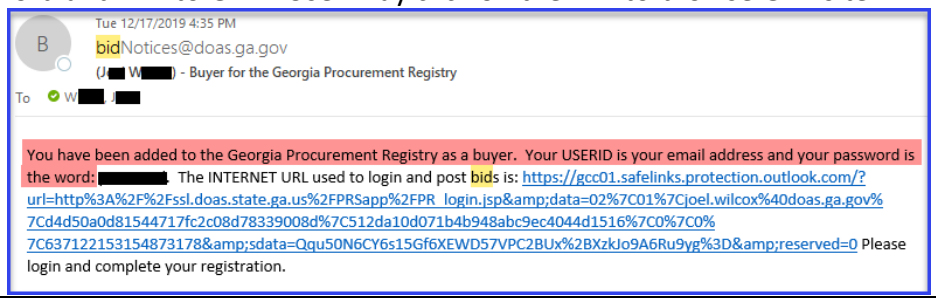
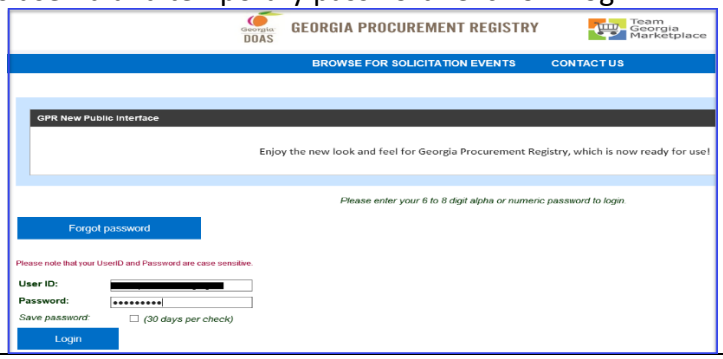
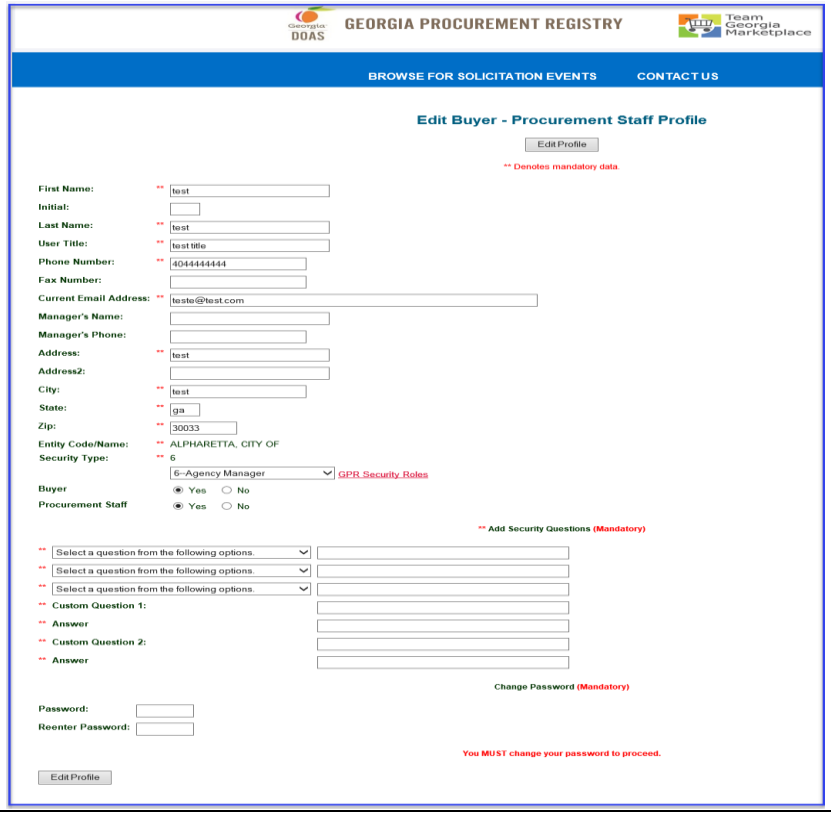
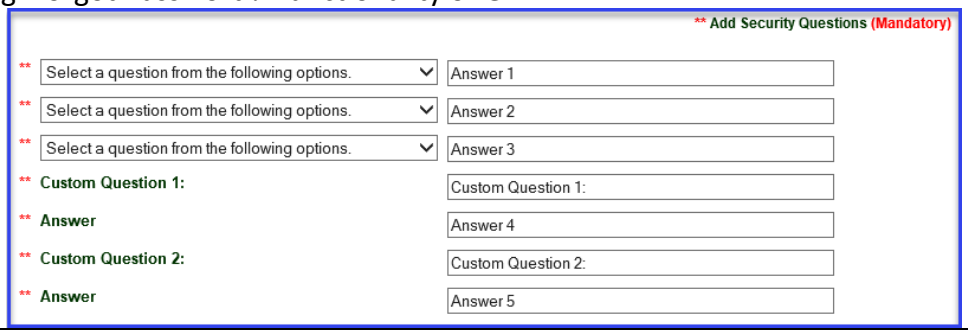
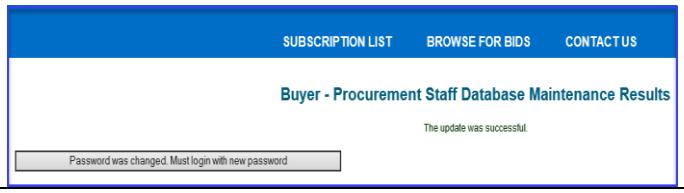
Initial user login to Georgia Procurement Registry(GPR) and rest password

Step #	Action
1	User will get email notification as confirmation for registration with temporary password and link to GPR. User may click on the link to browse GPR site.  Tue 12/17/2019 4:35 PM bidNotices@doas.ga.gov (J[redacted] W[redacted]) - Buyer for the Georgia Procurement Registry To W[redacted] J[redacted] You have been added to the Georgia Procurement Registry as a buyer. Your USERID is your email address and your password is the word: [redacted]. The INTERNET URL used to login and post bids is: https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fssl.doas.state.ga.us%2FPRSapp%2FPR_login.jsp&data=02%7C01%7Cjoel.wilcox%40doas.ga.gov%7Cd4d50a0d81544717fc2c08d78339008d%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C637122153154873178&sdata=Qqu50N6CY6s15Gf6XEWD57VPC2BUx%2BXzkJo9A6Ru9yg%3D&reserved=0 Please login and complete your registration.
2	Enter email as user id and temporary password. Click on 'Login'.  GEORGIA PROCUREMENT REGISTRY BROWSE FOR SOLICITATION EVENTS CONTACT US GPR New Public Interface Enjoy the new look and feel for Georgia Procurement Registry, which is now ready for use! Please enter your 6 to 8 digit alpha or numeric password to login. Forgot password Please note that your UserID and Password are case sensitive. User ID: Password: Save password: (30 days per check) Login
3	System will take use to 'Edit Buyer-Procurement Staff Profile' page.  GEORGIA PROCUREMENT REGISTRY BROWSE FOR SOLICITATION EVENTS CONTACT US Edit Buyer - Procurement Staff Profile Edit Profile ** Denotes mandatory data. First Name: test Initial: Last Name: test User Title: test title Phone Number: 4044444444 Fax Number: Current Email Address: teste@test.com Manager's Name: Manager's Phone: Address: test Address2: City: test State: ga Zip: 30033 Entity Code/Name: ALPHARETTA, CITY OF Security Type: 6 6--Agency Manager GPR Security Roles Buyer Yes No Procurement Staff Yes No ** Add Security Questions (Mandatory) Select a question from the following options. Select a question from the following options. Select a question from the following options. Custom Question 1: Answer Custom Question 2: Answer Change Password (Mandatory) Password: Reenter Password: You MUST change your password to proceed. Edit Profile

4	You will have required to fill in security questions and answers. Click on drop down to select question. System will ask you to answer these questions while using 'Forgot Password?' functionality of GPR. 
5	Enter password (your new password must be 6 to 8 characters) and click on 'Edit Profile' to save changes.
6	User will get on screen confirmation of password change and will required to log back in with new password after clicking on 'Password was changed, Must login with new password.' button. 
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