Step # **Action** Login to GPR. Link: <u>https://ssl.doas.state.ga.us/GPRBuyerPortal/</u> 1 Click on 'Manage Users' (Left Side of the screen under the Management Menu group) 2 GEORGIA PROCUREMENT REGISTRY 🚯 Help 😝 My Profile 样 B B See al + Create New Paper Event Open Events Under Evaluation Date Range Last 90 Days vent Type Filter by event type Awarded Summary - By Event Type 1 Notice of Intent to Award ⇔ 2 Supplier Lookup NIGP Click on 'Create New User' 3 GEORGIA PROCUREMENT REGISTRY 🚯 Help 😝 My Profile 📕 CENTRY Select er C) Refresh V Roles Select Role Status Active iick Links R (U Log out

Add new buyer / procurement staff in Georgia Procurement Registry (GPR)

4	 Fill in the information for user such as First name, Last name, email, Title, Phone number, Address. (All field with * are mandatory.) User Name and Email Address must be unique. Select the Entity associated with the user from the dropdown menu. (<i>Entity cannot be selected until initial information entered.</i>) 						
5	After the entity has been selected, you will be able to add the Security Role. Chose the appropriate security role from the dropdown menu. Click '+ Assign Role' to assign security role to user.						
6	Role Name ', with the option to Edit or Delete the security role. Role Name Role Type Effective Date Assigned Date Assigned By Actions Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox Image: Colspan="3">Image: Colspan="3">Colspan="3">Edit Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox Image: Colspan="3">Image: Colspan="3">Image: Colspan="3">Colspan="3">Colspan="3">Colspan="3" Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox Image: Colspan="3">Image: Colspan="3" Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox Image: Colspan="3">Image: Colspan="3" Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox Image: Colspan="3">Image: Colspan="3"						

7 Verify the profile information and security role before selecting '+ Add User' the new user.							
	Role Name Role Type Effective Date Expiration Date Assigned Date Assigned By Actions						
	Agency Buyer Permanent 09-04-2023 07:05 PM N/A 09-04-2023 07:05 PM Joel Wilcox 🖉 Edit						
	+ Add User Back						
8	The User will need to have the password reset. (The user can reset this themselves from the login page) Select Manage Users and use the search filter to locate newly created user.						
	GPR Buyer Portal 🚍 EBORGIN ROCUREMENT REGISTRY 🕎 Remaining and Portal Protocol & May Protocol &						
	© Management Wildow State Wildow State						
	Image Paper Events 200 Honde deplayed Image Execution Events Free Name 1: User Name 1: Exectly 1: Exectly 1: Exectly 1:						
	Manage blass Manage Entry Coops						
	Manage Entities Vew Reports of Anternation						
	* Coeki Linka > Iz Pohrencos >						
	© Logost						
9	Once user has been located select the 'Reset Password' option under the Actions						
5	column.						
	GEDRGIA PROCUREMENT REGISTRY General Manaceptace General Manacept						
	Control Here Union Control Here Union Control Here Union Control Here Union Status Active X Relies Status						
	First Name (Last Name (i) Email (i) Entity (i) St (i) Roles Phone (i) Actions User NonDPA User NonDPA Line 10 first com 0. Additions						
	Procurement Help Desk 404-657-6000 procurementhep-Bitoss ga gov Discatter 1 Contact Us						
10	You will receive the message informing that the temporary password will be sent via						
	Georgia Procurement Registry ×						
	Would you like to reset password for jwjhelpdesktest@nomail.com ?						
	Cancel OK						

11	User v	vill get email noti	ification with temporary password and li	nk to GPR.			
	From: bidNotice:@doas.ga.gov toitNotice:@doas.ga.gov> Sent: Saturday, September 2, 2023 10:44 AM To: Test., FRV - GeRAND - GERANDD -						
	Subject. Temporary password for the Georgia Procurement Registry						
			Log in to GPR Portal				
			Dear User, Your temporary password is: liljqda\$7				
			Please login to the Georgia Procurement Registry immediately and change your password to something of your choice. Temporary Password is valid for one time use only.				
			Thank you, GPR Admin				
	End pr	rocess.					