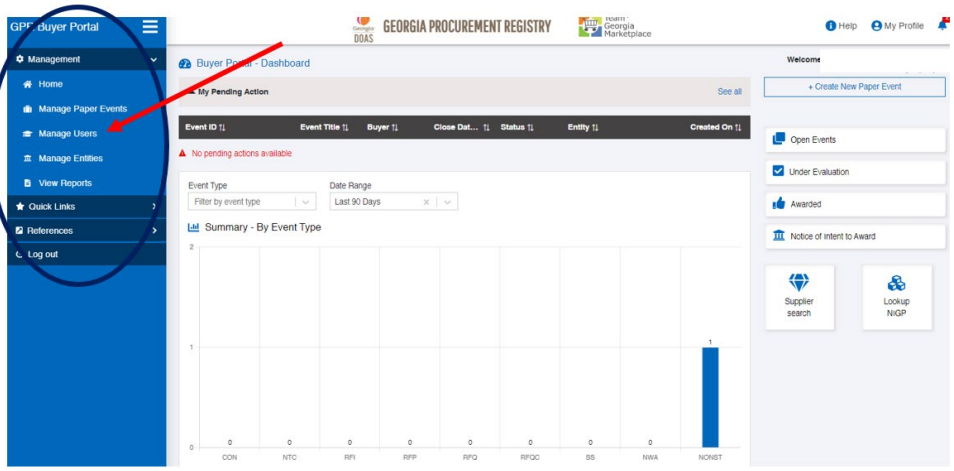
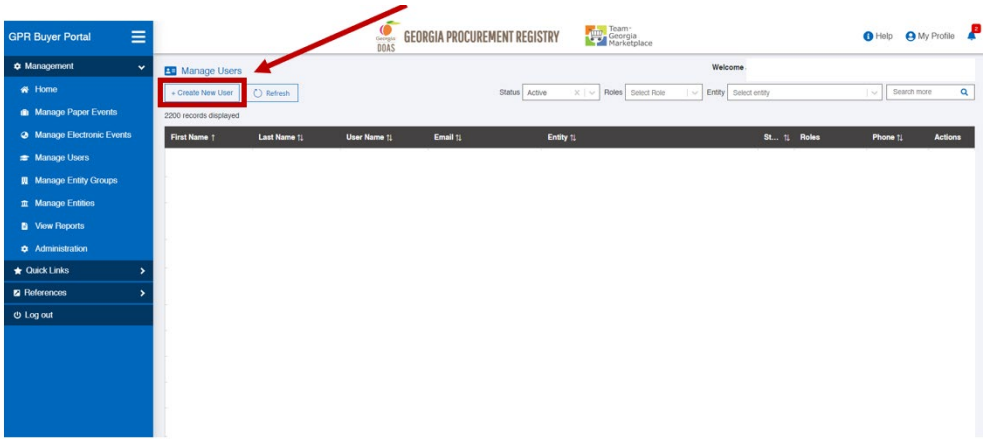
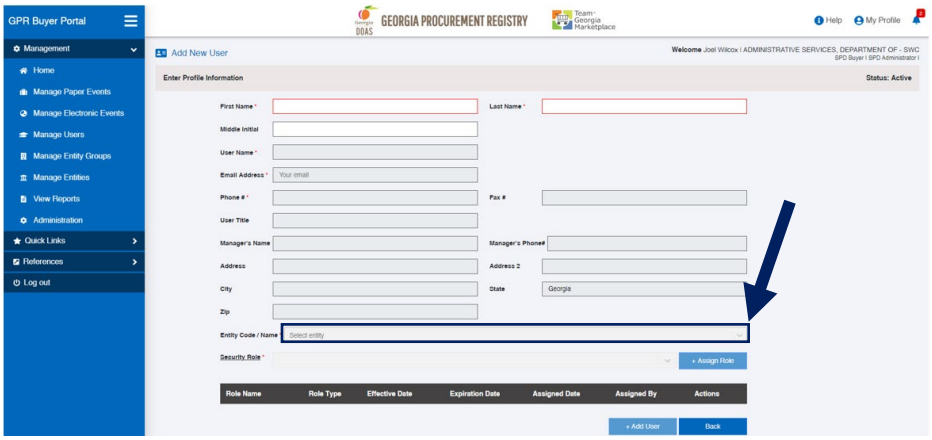
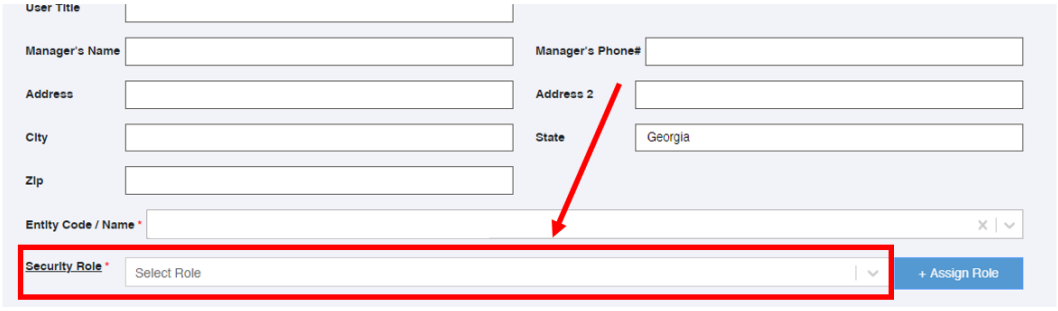
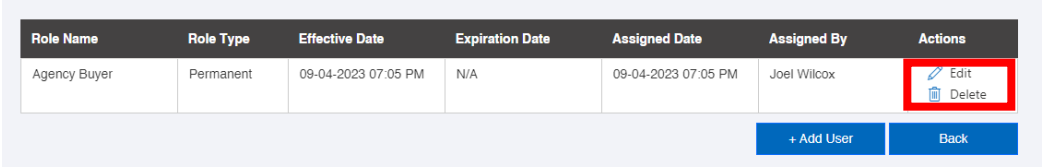
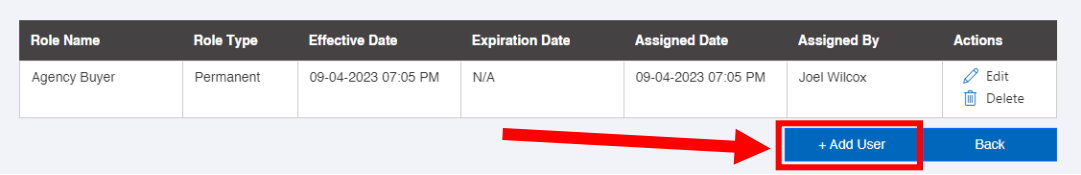
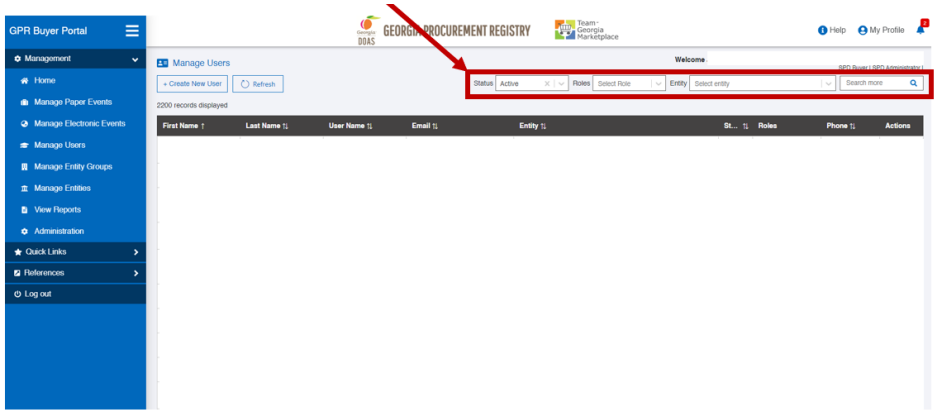
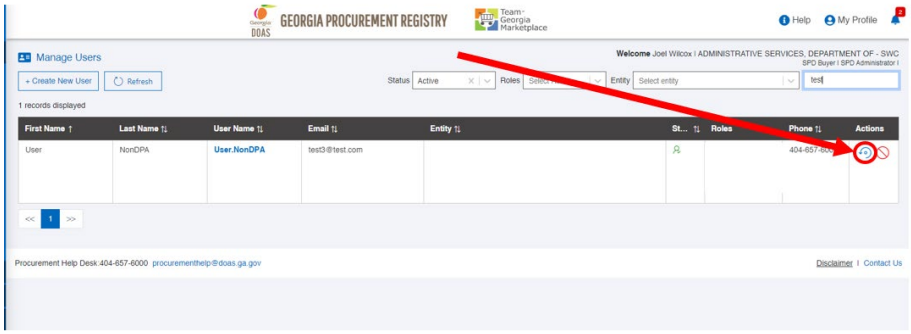
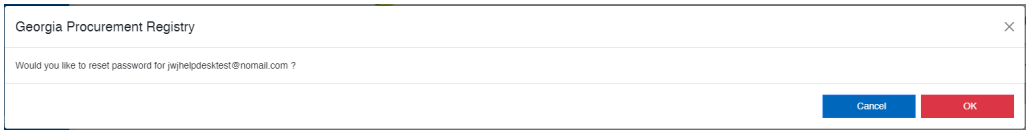
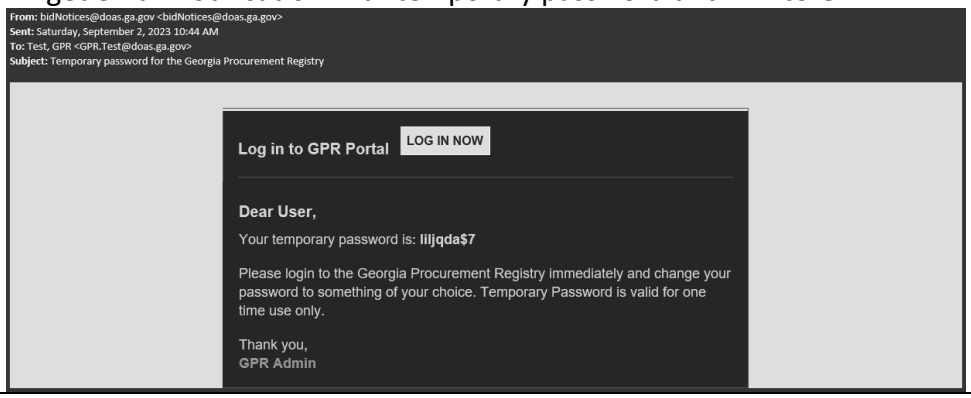
Add new buyer / procurement staff in Georgia Procurement Registry (GPR)

Step #	Action
1	Login to GPR. Link: https://ssl.doas.state.ga.us/GPRBuyerPortal/
2	Click on 'Manage Users' (Left Side of the screen under the Management Menu group) 
3	Click on 'Create New User' 

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. (*Entity cannot be selected until initial information entered.*) 
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	The chosen security role will appear under 'Role Name', with the option to Edit or Delete the security role. 

7	Verify the profile information and security role before selecting '+ Add User' to create the new user. 
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. 
9	Once user has been located select the 'Reset Password' option under the <u>Actions</u> column. 
10	You will receive the message informing that the temporary password will be sent via email to the user's email address. Click 'OK' 

11	User will get email notification with temporary password and link to GPR. 
	End process.