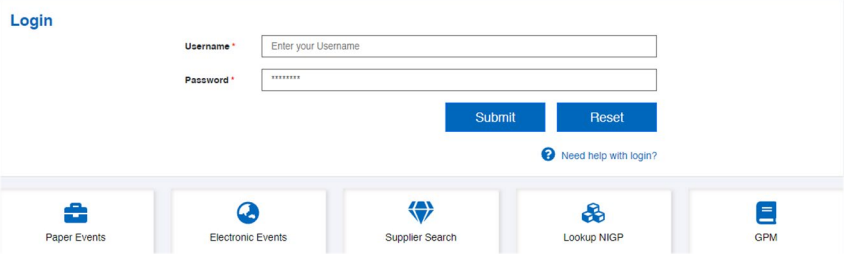
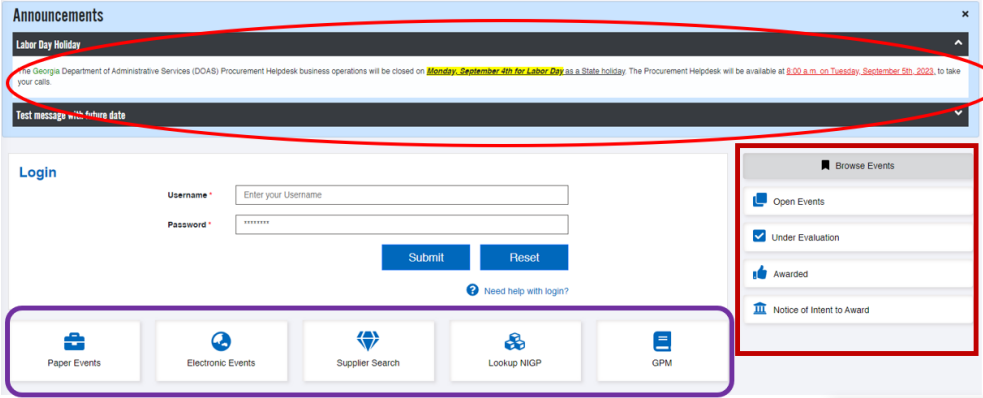
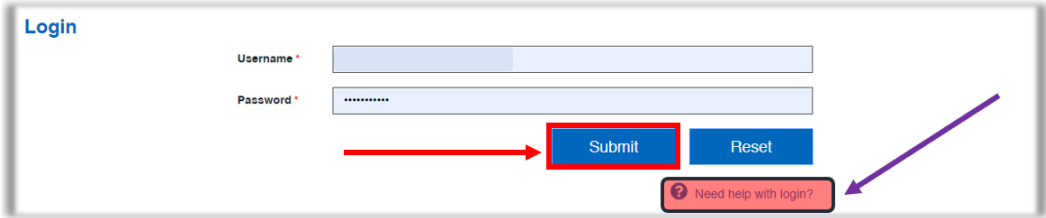
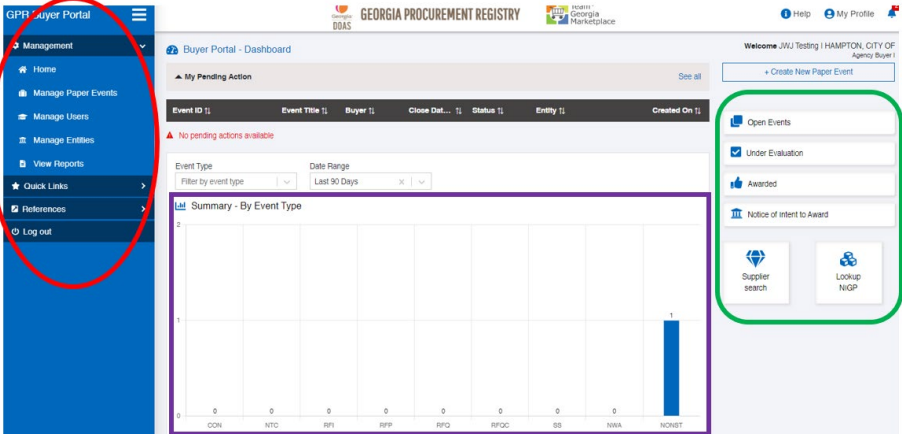
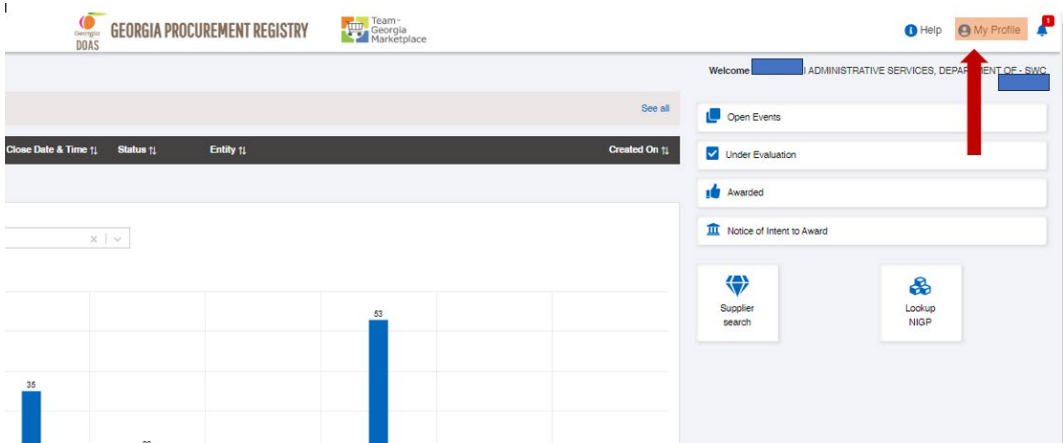


Dashboard Navigation and Login Activity in Georgia Procurement Registry (GPR)

Step #	Action
1	<p>Login to Georgia Procurement Registry (GPR). Link: https://ssl.doas.state.ga.us/GPRBuyerPortal</p> 
2	<p>On the Home Page you have the ability:</p> <ul style="list-style-type: none"> • Browse Events • View Announcements • Lookup NIGP codes • Direct link to the Georgia Procurement Manual (GPM) 
3	<p>Enter Username and Password and select Submit. You are able to select Need help with login? if you require password assistance.</p> 

4	Please skip to Step 8 if you select 'Need Help with Login'
5	<p>Once logged into the GPR you will see a Summary by Event Type in the center of the screen. Menu options on the left and the links to browse events on the right.</p> 
6	<p>You can update your profile by selecting the 'My Profile' link at the top right corner of the screen.</p> 
7	<p>In your profile you will have the option to update your contact details, Change your Password,</p>

Georgia Procurement Registry

Team Georgia Marketplace

Help My Profile

Management

- Home
- Manage Paper Events
- Manage Users
- Manage Entities
- View Reports
- Quick Links
- References
- Log out

First Name *

Last Name *

User Name *

Email Address *

Phone # *

Fax # *

User Title *

Manager's Name *

Manager's Phone *

Address *

Address 2 *

City *

State *

Zip *

Entity Code / Name *

Role Name ?	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By

Manage Security Questions *

☒ Change Password *

New Password *

Confirm Password *

Enter new password

Enter confirm password

Or Manage your Security Questions

Georgia Procurement Registry

Team Georgia Marketplace

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Management

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- Log out

Phone # *

User Title *

Manager's Name *

Manager's Phone *

Address *

Address 2 *

City *

State *

Zip *

Entity Code / Name *

Role Name ?	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By

Manage Security Questions *

1. CUSTOM Question *

2. CUSTOM Question *

3. CUSTOM Question *

4. CUSTOM Question *

5. CUSTOM Question *

8

When resetting the password, you will be prompted for your username, to select your entity from the dropdown, and your last name. Click Next →

Georgia Procurement Registry

Team Georgia Marketplace

Help My Profile

Quick Links

- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace - Bidder and Supplier Portal
- References

Reset your password

1 2 3

Username *

Entity *

Last Name *

Forgot Username?

Back to login

Next

Paper Events

Electronic Events

Supplier Search

Lookup NIGP



GPU

Procurement Help Desk 404-687-8000 procurementhelp@doas.ga.gov

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9

The next step requires that your security questions be answered.

	
10-A	<p>With successfully answered security questions, enter you new password. Your password must contain:</p> <ul style="list-style-type: none"> • at least 8 characters • no spaces • at least one number • at least one special character (\$, !, @, -, _ ., %, &) • at least one lower case • at least one upper case • NO part of the Username • No reference to the most recent 6 passwords  <p>Click Submit</p>
10-B	<p>After submitting the new password, you will have the option to update your profile. Make any necessary updates and click 'Update My Profile'. (You should click 'Back to login' if no changed are required.)</p>

