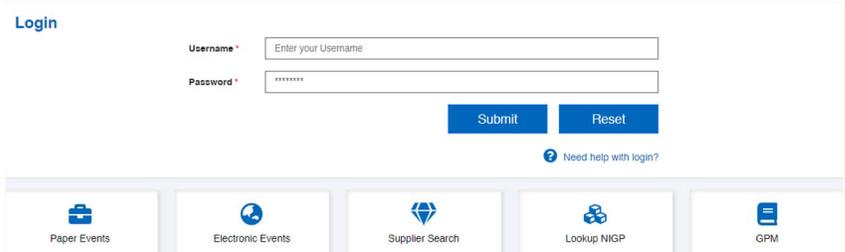
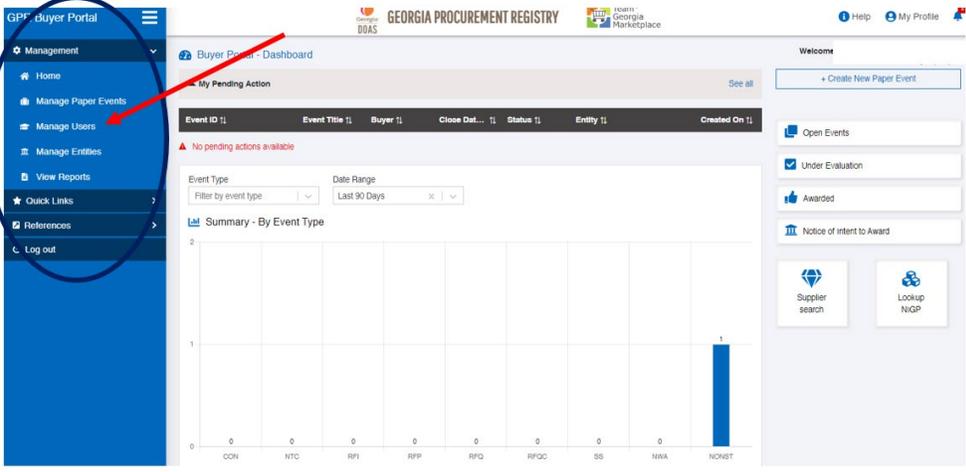


## Managing Users in Georgia Procurement Registry (GPR)

Step #	Action
1	<p>Login to Georgia Procurement Registry (GPR). Link: <a href="https://ssl.doas.state.ga.us/GPRBuyerPortal">https://ssl.doas.state.ga.us/GPRBuyerPortal</a></p> 
2	<p>Select 'Manage Users' to: (Click the links below to go directly to activity)</p> <ul style="list-style-type: none"><li>• <a href="#">Create</a></li><li>• <a href="#">Update Profile Information</a></li><li>• <a href="#">Reset Password</a></li><li>• <a href="#">Deactivate Users</a></li><li>• <a href="#">Reactivate Users</a></li><li>• <a href="#">Unlock User Account</a></li></ul> 

3

Select 'Create New User' to add user.

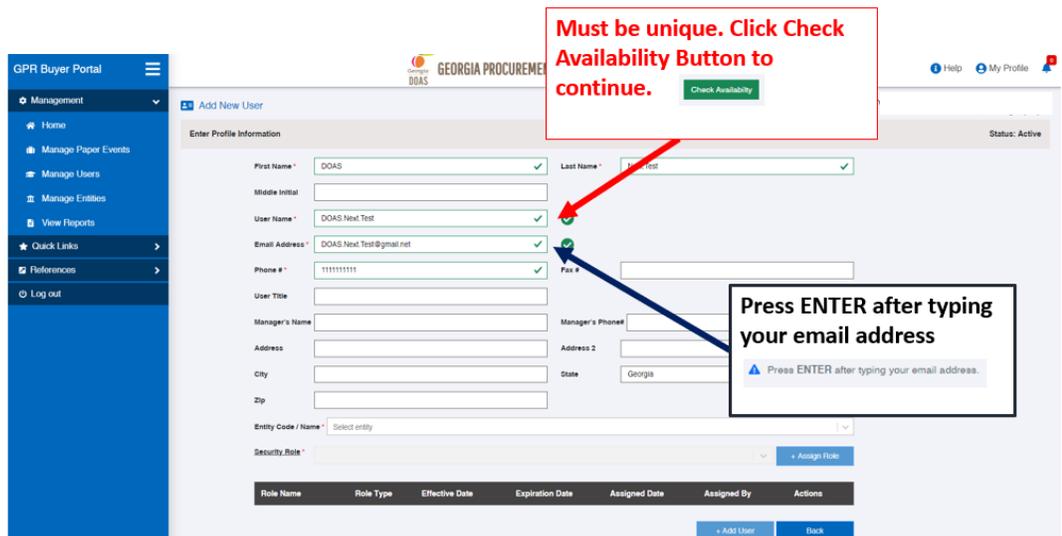


4

Enter the user profile information. (\* denotes required fields)  
User Name AND Email Address must be unique, the 'Check Availability' button must be clicked after entering User Name before you can proceed



After filling in the Email Address, press the enter key to move forward.



5

Select the entity to which the user will have access.

Entity Code / Name: Select entity

Role Name	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By	Actions
-----------	-----------	----------------	-----------------	---------------	-------------	---------

+ Add User    Back

6

Select the appropriate 'Security Role' for the User. A security role cannot be selected until an Entity has been chosen.

Entity Code / Name: Select entity

Security Role: [Dropdown]

+ Assign Role

Role Name	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By	Actions
-----------	-----------	----------------	-----------------	---------------	-------------	---------

+ Add User    Back

7-A

The Security Role(s) and associated details will appear at the bottom of the screen. Confirm the role and details; and click the '+Add User' button if there are no changes.

Click the +Add User button if the security role information is correct.

Role Name	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By	Actions
						Edit Delete

7-B

If the Effective Date needs to be changed, click the Edit link. Select 'Delete' if you need to remove the assigned Security Role.

If the 'Effective Date' need to be changed, click the Edit link to update the Effective Date.

Role Name	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By	Actions
Agency Buyer	Permanent	09-10-2023 10:17 PM	N/A	09-10-2023 10:17 PM	TestGrays User	Edit Delete

Select 'Delete' if you need to remove the assigned Security Role.

Selecting the 'Delete' link will remove the associated security role.

When the 'Edit' link is selected

The effective date can be used to delegate access to role starting on a specific date

Role Name	Role Type	Effective Date	Expiration Date	Assigned Date	Assigned By
Agency Buyer	Permanent	06-28-2023	N/A	06-28-2023 06:59 PM	gpruser

Cancel Save

7-C

Once updates to security role(s) have been completed, click the '+Update User' button.

When the edits or updates to security roles are complete select the '+Update User' button.

If there are no changes or you want to cancel any changes made, click the 'Back' button

8

The update a user profile, click on the User Name.

Click on the User Name to Edit the user profile

First Name	Last Name	User Name	Email	Entity	Status	Roles	Phone	Actions
		JWA.Helpdesk			Active			

Procurement Help Desk: 404-657-6000 | procurementhelp@bass.ga.gov

9

When you have completed editing or updating the user profile, click the '+Update User' button.

10

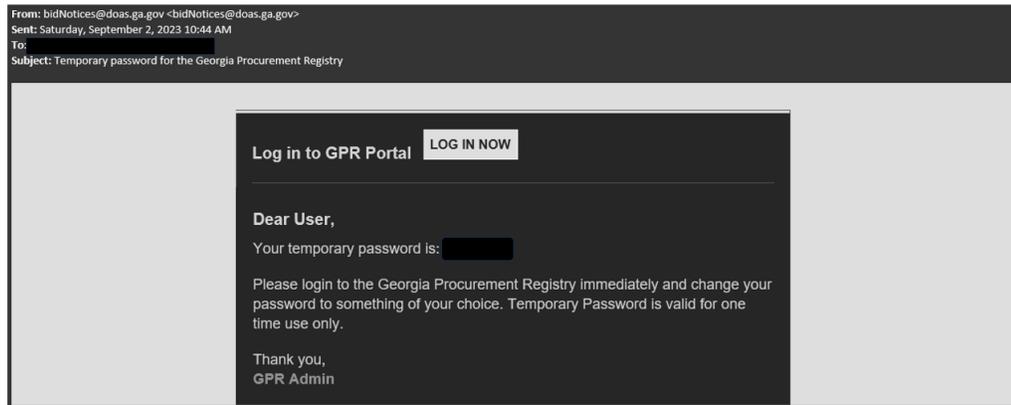
Under the Action column click  to reset the user's password.

11

After selecting the reset password icon, the GPR will display this message. Verify the email address is correct for the user and click 'OK'.

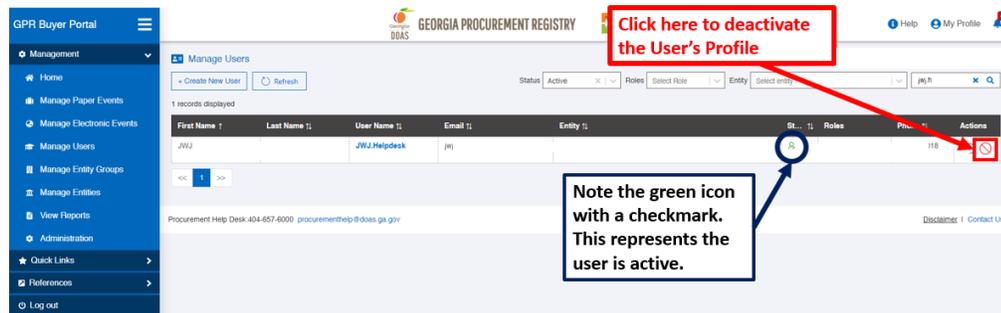
12

The user will receive their temporary password.



13

Under the Action column click  to deactivate the user's profile.



14

Click the 'Deactivate' button to confirm the user account's deactivation.



15

To reactivate a user account, under the Action column click



Click here to reactivate a user's profile

Note the red icon with an X, this represents the user is inactive

16

Click the 'Reactivate' button to confirm the user profile's reactivation.

Georgia Procurement Registry

Are you sure to reactivate user account ? Once you reactivate a user, he/she will be able to log in again to Georgia procurement registry.

Cancel Reactivate

17

Afterwards, the user will receive an email confirming the reactivation.

From: bidNotices@doas.ga.gov <bidNotices@doas.ga.gov>  
Sent: Monday, September 11, 2023 12:34 AM  
To:  
Subject: Georgia Procurement Registry Account Reactivated

Log in to GPR Portal LOG IN NOW

Dear JWJ,  
You Georgia Procurement Registry account has been reactivated. Your USERID is [redacted]

Please contact Procurement Helpdesk or your Agency Procurement Officer or your College/University Procurement Officer for any question(s).

Thank you,  
GPR Admin.

18

To unlock a user account, under the Action column click



GPR Buyer Portal

GEORGIA PROCUREMENT REGISTRY

Team - Georgia Marketplace

Help My Profile

Management

Home

Manage Paper Events

Manage Electronic Events

Manage Users

Manage Entity Groups

Manage Entities

View Reports

Administration

Quick Links

Preferences

Log out

Manage Users

+ Create New User Refresh

Status: All

1 records displayed

First Name	Last Name	User Name	Email	Entity	St...	Roles	Phone	Actions

Procurement Help Desk: 404-657-6000 procurementhelp@doas.ga.gov

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19

Click the 'Unlock' button to unlock the account.

Georgia Procurement Registry

Are you sure you want to unlock user account?

Cancel Unlock

20

Afterward the user will receive an email with a temporary password.

From: bidNotices@doas.ga.gov <bidNotices@doas.ga.gov>  
Sent: Saturday, September 2, 2023 10:44 AM  
To: [redacted]  
Subject: Temporary password for the Georgia Procurement Registry

Log in to GPR Portal **LOG IN NOW**

Dear User,

Your temporary password is: [redacted]

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

