Managing Users in Georgia Procurement Registry (GPR)

<mark>Step #</mark>	Action
1	Login to Georgia Procurement Registry (GPR).
	Link: <u>https://ssl.doas.state.ga.us/GPRBuyerPortal</u>
	Login
	Username* Liner your username Password * ******
	Submit Reset
	Need help with login?
	Paper Events Electronic Events Suppler Search Lookup NIGP GPM
2	Select 'Manage Users' to: (Click the links below to go directly to activity)
	• <u>Create</u>
	<u>Update Profile Information</u>
	<u>Reset Password</u>
	Deactivate Users
	Deactivate Users Reactivate Users
	 <u>Deactivate Users</u> <u>Reactivate Users</u> <u>Unlock User Account</u>
	 <u>Deactivate Users</u> <u>Reactivate Users</u> <u>Unlock User Account</u>
	 <u>Deactivate Users</u> <u>Reactivate Users</u> <u>Unlock User Account</u>
	 <u>Deactivate Users</u> <u>Reactivate Users</u> <u>Unlock User Account</u>
	 <u>Deactivate Users</u> <u>Reactivate Users</u> <u>Unlock User Account</u>
	 Deactivate Users Reactivate Users Unlock User Account Ger duye Portal Buyer Portal Buyer
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	 Deactivate Users Reactivate Users Unlock User Account
	<text><list-item></list-item></text>
	<text></text>
	<text></text>

3	Select 'Create I	New User' to add user.		
	GPR Buyer Portal	GEORGIA PROCUREMEN	TREGISTRY	🚯 Help 😝 My Profile 🔎
	A Management	Manage Users	Welcome	
	r Home	+ Create New User C Refresh Status Active X V	Roles Select Role ~ Entity Select entity	Search more Q
	Manage Paper Events	1 records displayed		
	Manage Users	First Name ↑ Last Name †↓ User Name †↓ Em	ail †↓ Entity †↓ St †↓ Roles	Phone †↓ Actions
	View Reports			
	★ Quick Links			
	References 2			
	ථ Log out	Procurement Help Desk:404-657-6000 procurementhelp@doas.ga.gov		Disclaimer 1 Contact Us
4	Enter the user	profile information. (* denot	es required fields)	
	User Name AN	D Email Address must be uni	que, the 'Check Availabi	lity' button must
	clicked after er	ntering User Name before yo	u can proceed	bilty
	After filling in t	he Email Address, press the	enter key to move forwa	ard.
	_		•	
			Must be unique. Click Check	
	GPB Buver Portal		Availability Button to	🚯 Help 🛛 My Profile 🖉
	 ✿ Management 	DOAS DEGRET ROOMERT	continue. Check Availability	
	r Home	Enter Profile Information		Status: Active
	Manage Paper Events Manage Users	First Name * DOAS	Last Name * 1/ 1657	
		Middle Initial		
	View Reports Chick Links	User Name* DOAS Next Test		
	✓ Guick Enlines	Phone # * 111111111		
	ළු Log out	User Tibe	Press ENTE	R after typing
		Manager's Name	Manager's Phone	address
		Address	Address 2 Address 2 State Georgia Address 2 Address 2 Address 2	er typing your email address.
		Zip]	
		Entity Code / Name * Select entity		
		Security. Role "	+ Assign Role	
		Role Name Role Type Effective Date Expirat	ion Date Assigned Date Assigned By Actions	
			+ Add User Back	

	GPR Buyer Portal	E GEOR	SIA PROCUREMENT REGISTRY	🚯 Help 🛛 😔 My Profi	le 🦨
	Management	Y Add New User		Welcome	
	Manage Paper Events	Enter Profile Information		Status: A	lctive
	🖝 Manage Users	Pirst Name* DOAS	Last Name * Next.Test	×	
	Manage Entities View Reports	User Name * DOAS.Next.Test	✓ ⊘		
	★ Quick Links	Email Address DOAS.Next.Test@gmail.net	Select	Entity from the	
	References	> Phone #* 111111111	🚽 🔤 drop d	own	
	O Log out	User Title Manager's Name	Manager's Phone#		
		Address	Address 2		
		city	State Gound		
		Ζφ			
		Entity Gode / Name * Select entity Besurity.Role *	-	 Acostan Rote 	
		Role Name Role Type Effective D	te Expiration Date Assigned Date	Assigned By Actions	
				+ Add User Back	
6	Select the ap	propriate 'Security Role'	for the User. A se	ecurity role cannot be	
	selected unti	an Entity has been cho	sen.		
		1			
	GPR Buyer Portal	SEORGIA	ROCUREMENT REGISTRY	Нир Өму Рол	10 📕
	GPR Buyer Portal =	GEORGIA I DOAS	ROCUREMENT REGISTRY	Help O My Profit Watcome	lo 🔎
	GPR Buyer Portal o Management * Home	GEORGIA I DDAS Enter Profile Information	ROCUREMENT REGISTRY	🕒 Holp 😋 My Profi Welcome Status: A	io 🦧
	GPR Buyer Portal • Management • Home • Manage Paper Events • Manage Ison	ET Add New User Enter Profile Information Profile Information DOAS	ROCUREMENT REGISTRY	Help My Profi Watcome Status: A	lo 📕
	GPR Buyer Portal	Enter Profile Information Profile Profile Information Profile Informati Profile Information Profile Information Profile Inform	ROCUREMENT REGISTRY	Help My Profit Welcome Status: A	io 🔎
	OPR Buyer Portal Imagement Image Management Imagement Image Home Imagement	Enter Profile Information Profile Information Profile Information Profile Information User Name DOAS Interferent User Name DOASInst Trett	ROCUREMENT REGISTRY	Holp My Profit Walcome Status: A	lo 🔎
	GPR Buyer Portal Imagement • Management Imagement • Home Image Paper Events • Manage Paper Events Image Paper Events • Manage Insteas Image Paper Events	CER Add New User Enter Profile Information Profile Information Profile Information ODAS Inter, Traft User Yame* 000AS Inter, Traft User Yame* 000AS Inter, Traft Entail Address: 0 (ppistCriting Traft	ROCUREMENT REGISTRY	Help My Profi Welcome Status: A	io Realization
	GPR Buyer Portal ● Management ● Home ● Manage Proper Events ● Manage Unters ■ Manage Straties ■ View Reports ● Clack Links > ■ References > ● Leg out	Add New User Enter Profile Information Profile Informati	ROCUREMENT REGISTRY	● Holp ● My Profit Watcome Status: A	lo 💂
	GPR Buyer Portal		ROCUREMENT REGISTRY	Ct Security Role http://www.interview.com/i	lo 🖉
	GPR Buyer Portal	Add New User Enter Profile Information Profile Informat	ROCUREMENT REGISTRY	● Hole € My Profi Wetcome Statue: A ct Security Role the drop down	lo 🖉
	GPR Buyer Portal		ROCUREMENT REGISTRY	● Hoto ● My Photo Watcome Ct Security Role In the drop down Select +Assign Role Security Role is cho	e after
	GPR Buyer Portal • Management • Homa • Management • Management • Manage Traines • Ouck Links • References • Leg out		ROCUREMENT REGISTRY	♦ Help € My Prof Watcome Status: A Status: A Select +Assign Role Security Role Security Role is cho	e after osen
	GPR Buyer Portal ● Management ● Home ● Manage Paper Events ■ Manage Entities ■ Vew Reports ● Cack Links > ■ References > 0 Log out		ROCUREMENT REGISTRY	● Hop ● My Prod Wetcome Ct Security Role the drop down Select +Assign Role Security Role is cho	e after osen
	GPR Buyer Portal ● Management ● Home ● Manage Depar Events ● Manage Units ● Manage Inities ● View Reports ● Ouck Links > ■ Portermos > ● Log out		ROCUREMENT REGISTRY	€ Holp € My Profit Watcome Ct Security Role the drop down Select +Assign Role Security Role is choose Security Role is choose	e after osen
	GPR Buyer Portal ● Management ● Management ● Manage Proof Events ● Manage Unters ● Manage Unters ● Manage Unters ● Vew Reports ● Vew Reports ● Oracl Lobs > ● Log out		ROCUREMENT REGISTRY	Valceme Valceme Ct Security Role The drop down Select +Assign Role Security Role is choose Valceme Valceme	after ssen
	GPR Buyer Portal Management ✓		ROCUREMENT REGISTRY	Voices Voices Ct Security Role The drop down Select +Assign Role Security Role is cho Security Role is cho Voices Voices Voices Voices	e after osen
	GPR Buyer Portal Management Manage Report Svents Manage Report Svents Manage Interior Manage Interior	Add New User For Name DOAS Made total User Name DOAS Next Test DOAS Next	ROCUREMENT REGISTRY	Verene Security Role the drop down Select +Assign Role Select +Asign Role Select +Assign	e after osen
	GPR Buyer Portal Management ✓ # Home Manage Report Events Manage Report Events Manage Inform Manage Manage Inform Manage Inform Manage Manage Inform Manage Inform Manage Inform Manage Inform Manage Inform Manage Inform Manage Manage Manage Inform Manage Ma	Add New User Enter Profile Information Profile Informat	ROCUREMENT REGISTRY	Vecome Vecome Ct Security Role the drop down Select +Assign Role Security Role is cho Security Role is cho vecome	e after osen
	GPR Buyer Portal		ROCUREMENT REGISTRY	Vacous Vacous Ct Security Role the drop down Select +Assign Role Select +Assign Role Select vacous vaco	e after osen
	GPR Buyer Portal		ROCUREMENT REGISTRY	Vecons Vecons Ct Security Role the drop down Select +Assign Role Security Role is cho vecons ve	a after osen
	GPR Buyer Portal ● Management ● Home ● Manage Proper Events ● Manage Unters ■ Manage Entities ■ View Reports ● Cuck Links ● 2 Log out		ROCUREMENT REGISTRY	Vecons Select +Assign Role Select +Assign Role S	a after Ssen

7-A	The Security Role(s) and associated details will appear at the bottom of the screen.				the screen.		
	Confirm the r	ole and d	etails; and cli	ck the '+Add	User' button	if there ar	e no
	changes.						
	GPR Buver Portal		er er	ORGIA PROCUREMENT REGISTRY	Team- Georgia		1 Help 😝 My Profile 📌
	¢ Management	Add New User	DOAS		Markëtplace Welcom	•	
	 Home Manage Paper Events 	Enter Profile Information	n ame* DOAS	✓ Last Name*	Next. Test		Status: Active
	➡ Manage Users m Manage Entities	Middle	Initial DOAS Most Test				
	View Reports Cuick Links	Email	Address * jwjtest011@gmail.com	✓ ⊘			
	2 Heterences 5	Phone User T	Click the	e +Add User if the security rol	e		
		Manag Addre:	er's Name informa	tion is correct.			
		City Zip		State	Georgia		
		Entity Securi	Code / Name *			× I ∽	
		Role	Name Role Type Effectiv	e Date Expiration Date	Assigned By	Actions	
					+ Add User	Back	
7-B	If the Effectiv	e Date ne	eds to be cha	inged, click t	he Edit link. Se	elect 'Dele	te' if you
	need to remo	ve the as	signed Securi	ty Role.			
					If the 'Effective Date	e' need to be	1
					changed, click the E update the Effective	dit link to e 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	C Edit
							Delete
					Select 'Delete' if yo	ou need to ed Security	
					Role.	cu security	
	Colorite	(Dalar /)					
	Selecting the	Delete' l	INK WIII remov	ve the assoc	lated security i	role.	

	When the 'Edit' link is selected
	The effective date can be used to delegate access to role starting on a specific date Assign Role Role Type Effective Date expiration Date Assigned Date Assigned By Agency Buyer Permanent O6-28-2023 O6-28-2023
7-C	<text></text>
8	

9	When you have completed editing or updating the user profile, click the '+Update
	User' button.
	GPR Buyer Portal E GEORGIA PROCUREMENT REGISTRY
	Concentration Concentration Concentration Concentration Concentration Concentration Concentration
	Manage Paper Events Manage Electronic Events Make any required
	Manage Hours Manage Entity Grouppe User Name* Information. You can
	Manage Endes Ende Addres add/update security role(s) /// //
	Administration User Tile When the changes are complete select
	2 Poderences Adverse the '+Update User' button.
	zey Attria zew Octob zey If there are no changes or
	tensy code//b you want to cancel any tensy:/test changes made, click the
	Role Name 'Back' button Assigned Date Sentence By Actions
	Chite Chite • Update Uppr
10	
	Under the Action column click 🧹 to reset the user's password.
	Click here to reset the
	CEDEGIA PROCUREMENT REGISTRY CED Manage Users
	Homo - Create New User Create New
	A Managa Electionic Events Fort Name 1 Last Name 1; Enal 1; E
	Manage Entities
	Vew Pepols Possement Help Desk 404-407-4000 prosummentarbet Biddes git gov Disclaringe 1 Contact Us
	tradick Links → 12 References →
	O Log out
1	
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'.
	Georgia Procurement Hegistry ×

12	The user will receive their temporary password.
	From:: bitNotices@doas.ga.gov Sett: Starutay. Sett:: Starutay. To Subject: Temporary password for the Georgia Procurement Registry Dear User, Your temporary password is: 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
13	Under the Action column click \bigcirc to deactivate the user's profile.
	GPR Boyer Pond
14	Click the 'Deactivate' button to confirm the user account's deactivation.

To reactivate a user account, under the Action column click				
GPR Buyer Portal Cxt to colume Exc BCRGIA PROCUREMENT REGISTRY Click here to reactivate a up why Profile Maragestactt Maragestact Cate Name () Cate Name () Redee Endored Name () Redee Endored Name () Redee Redee <td< th=""></td<>				
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				
Afterwards, the user will receive an email confirming the reactivation.				

18	To unlock a user account, under the Action column click
	GPR Buyer Portal = DDAS EURbIA PRULUKEMENI KEBISIKI PRULUKEMENI KEBISIKI BUYEr Portal BOAS
	Manage Users Click here to unlock the user's Click here to unlock the user's A Home Create New User Orefresh Status All × account X • • • • • • • • • • • • • • • • •
	Manage Paper Events 1 records displayed
	C Manage Electronic Events First Name † Last Name † User Name † Email † Email † Entity † St † Roles Phone † Actions Manage Users
	Il Manage Entity Groups
	1 Manage Entities
	View Reports Procurement Help Desk 404-657-6000 procurement Help @doas.ga.gov Disclaimer I Contact Us Administration
	★ Quick Links >
	© Peterences > ⊘ Loa out
19	Click the 'Unlock' button to unlock the account
10	
	Georgia Procurement Registry ×
	Are you sure you want to unlock user account ?
	Cancel Unlock
20	
20	Afterward the user will receive an email with a temporary password.
	From: bidNotices@doas.ga.gov <bidnotices@doas.ga.gov></bidnotices@doas.ga.gov>
	Sent: Saturday, September 2, 2023 10:44 AM To: Subject: Temporary password for the Georgia Procurement Registry
	Log in to GPR Portal
	Dear User,
	Your temporary password is:
	Please login to the Georgia Procurement Registry immediately and change your
	time use only.
	Thank you, GPR Admin