

## Change Password and 'To Set up Security Hint Q&A':

\*\*You are responsible for your information including your **NIGP** codes, **email address**, and all other **contact** information.

Step	Do This:				
1	Using your password and User ID, sign in on the Bidder/Supplier Self Service supplier portal:				
	https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDING				
	AGE.GBL?				
2	To change the password, click 'Your WorkCenter' tile > Change My Password				
	News and Announcements	Bidding Opportunities	Your WorkCenter		
		_			
	latest news				
	latest news				
		03 Events			
	Vour WorkCenter 0 "				
	S Links	News and Announcement	ts		
		Mon	thly System Maintenance		
	Maintain Company Information     Change My Password	Information Due to regularly scheduled maintenance, the TeamWorks Financials and Team Georgia MarketplaceTM applications will be unavailable on the first Sunday of each Month			
	My User Profile	between 7:00 PM to 8:00 PM. Thank you for your ongoing support	rt. We look forward to serving you.		
	<ul> <li>Company Prome</li> <li>Manage Events and Place Bids</li> </ul>	Supplier FAQ: click here.			
	View Events and Place Bids     My Event Activity	Training materials for Bidders an	d Suppliers: <u>click here</u> .		
	Wy Event Activity     View Terms & Conditions				
	News And Announcements	QUESTIONS: Team Georgia Marketp Procurement Helpdesk	lace		
	News and Announcements	Phone: 404-657-6000			
	procurementneipl@coas.ga.gov				
4	Enter the current password in the Current Password field.				
	Change Password Description User ID KTURNER				
	Kyle Turner				
	*Current Password				
	*New Password				
	"Confirm Password				
	Change Password				
5	Enter a new self-created password in the New Password field				
-	Hint: The password must be at least 8 characters and contain one number and one special				
	character e g * or 8	or! It may not con	itain spaces		
	character, e.g. or, a, or it may not contain spaces.				
6	Enter the same password in the Confirm Password field				
O	Enter the same password in the Confirm Password field.				
7	Ohanaa Daar	word			
/	Click on Change Pass	to save chang	es.		
		-			

Revised 08-01-2019 Procurement Helpdesk @ 404-657-6000 or procurementhelp@doas.ga.gov Change Password and Security Q & A

## Quick Reference Guide Team Georgia Marketplace



8	Click on 'Your WorkCenter' tile >'My User Profile' > 'Change or set up forgotten Password help' link.				
	Your WorkCenter <ul> <li>Your WorkCenter</li> <li>Company Information</li> <li>Company Information</li> <li>Change My Password</li> <li>Change My Password</li> <li>Change or set up forgotten password</li> <li>Change or set up forgotten password help</li> </ul> <ul> <li>Wew Events and Place Bids</li> <li>View Terms &amp; Conditions</li> <li>View Terms &amp; Conditions</li> <li>News and Announcements</li> <li>News and Announcements</li> <li>Default Mobile Page</li> </ul>				
9	You must populate all 3 questions and responses. Your responses will be stored in upper case. The questions and responses will be used to authenticate you, if you forget your password.				
	Change or set up forgotten password help       Image: Change or set up forgotten password help         Help         You must populate all 3 questions and responses.         Your responses will be stored in upper case.         The questions and responses will be used to authenticate you, if you forget your password.				
	Hint 1				
	Question Select from the list of questions.				
	Hint 2				
	Question Select from the list of questions.				
	Response				
	Hint 3				
	Question				
	Select from the list of questions. Response				
10	Click 'OK' to save changes.				
11	Click on 'Sign Out' to sign out from system.				