




## Quick Reference Guide Georgia Procurement Registry

### Deactivate Buyer/Procurement Staff in Georgia Procurement Registry (GPR)

Step #	Action
1.	Login to GPR. Link: <a href="https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp">https://ssl.doas.state.ga.us/PRSapp/PR_login.jsp</a>
2.	Click on 'Main Menu'. (Upper left corner or bottom left corner)
	
3.	Click on 'Deactivate a Buyer or Procurement Staff Profile' under 'Buyer Information'.
	
4.	To retrieve the entire list of users under particular agency, click on 'all Profiles' for 'Type of Profile' and click on 'Continue'.
	

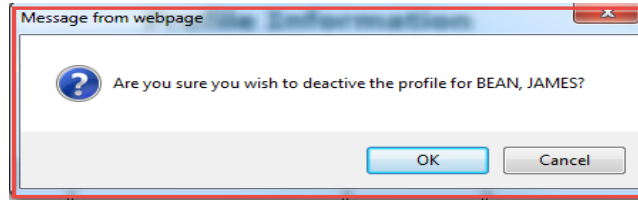
5. Select button next to appropriate user and click on 'Deactivate Profile'.

<input type="radio"/>	WILLIAMSON	TERRY	twilliamson@coosavalleytech.edu	Y-N	GEORGIA NORTHWESTERN TECHNICAL COLLEGE
<input type="radio"/>	WILLIAMSON	VIKKI	vikki.williamson@usg.edu	Y-N	REGENTS, BOARD OF (UNIVERSITY SYSTEM OF GEORGI
<input type="radio"/>	WOODARD	CAPRICE	cwoodard@mgc.edu	Y-N	MIDDLE GEORGIA COLLEGE
<input type="radio"/>	WOODARD	CAPRICE	cwoodard@gaaviationtech.edu	Y-N	GEORGIA AVIATION & TECHNICAL COLLEGE
<input type="radio"/>	WYNN	KEREN	kwynn@valdostatech.edu	Y-N	VALDOSTA TECHNICAL COLLEGE

Deactivate Profile

Return To Menu

6. Click 'OK' on warning message.



7. System will show on screen confirmation of deactivation.

**Buyer - Procurement Staff Database Maintenance Results**

The Deactivation was successful.

Return to Menu

End