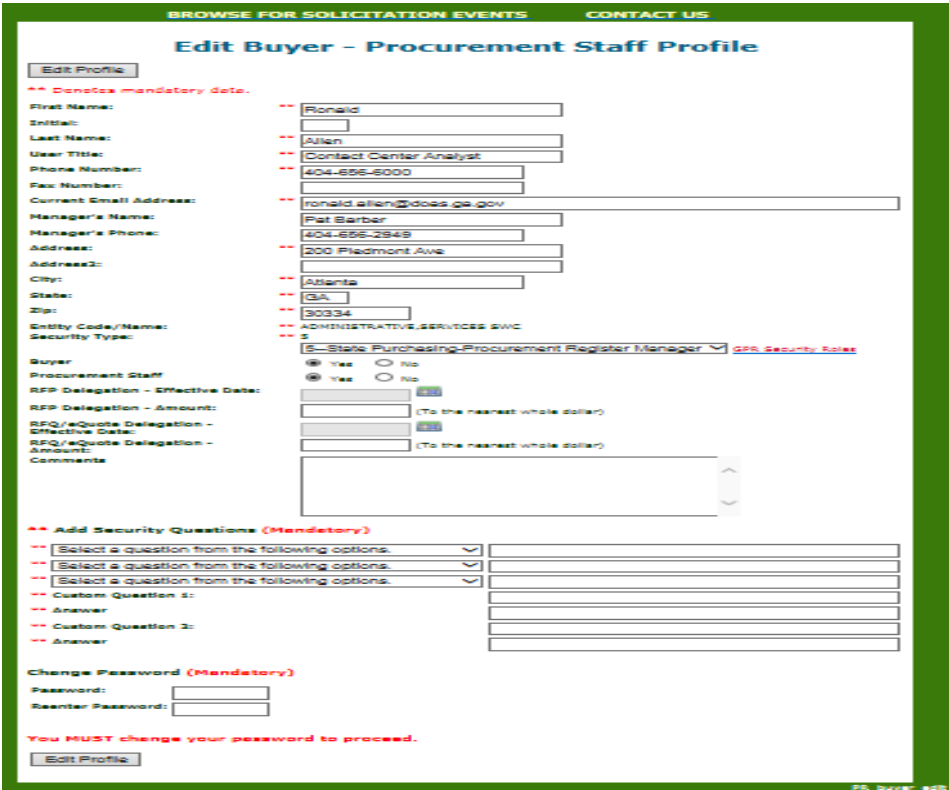
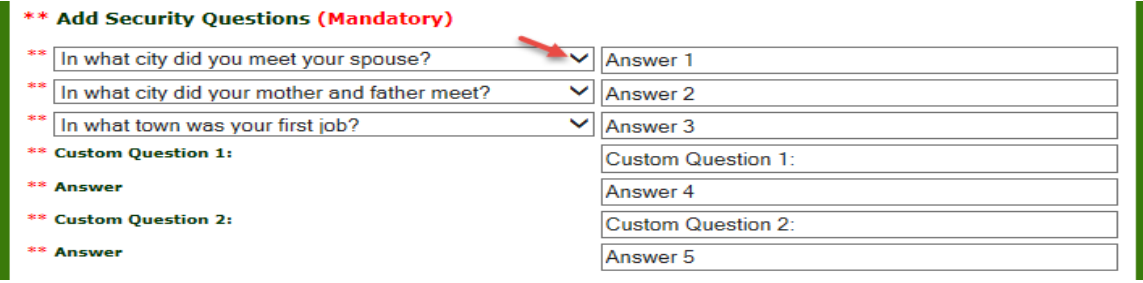
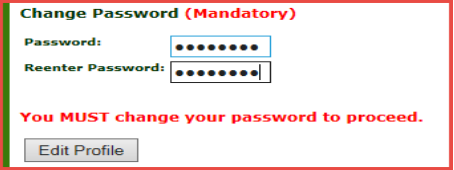


Quick Reference Guide Georgia Procurement Registry

Initial User Login to Georgia Procurement Registry (GPR) and Reset Password

Step #	Action
1.	<p>User will be sent email notification as confirmation for registration with user ID (which is user's email address), temporary password and link to GPR. User may click on the link to browse GPR site.</p> <div data-bbox="293 747 1459 911" style="border: 1px solid red; padding: 5px;"> <p>From: bidNotices@doas.ga.gov [mailto:bidNotices@doas.ga.gov] Sent: Wednesday, June 20, 2018 10:35 AM To: A [redacted] [mailto:[redacted]@[redacted].gov] Subject: (Ronald Allen) - Buyer for the Georgia Procurement Registry</p> <p>You have been added to the Georgia Procurement Registry as a buyer. Your USERID is your email address and your password is the word: password. The INTERNET URL used to login and post bids is: https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fssl.doas.state.ga.us%2FPRSapp%2FPR_login.jsp&data=02%7C01%7Cronald.allen%40doas.ga.gov%7C1cd69923433e4cf5bc9c08d5d6bba54%7C512da10d071b4b948abc9ec404441516%7C0%7C1%7C636651021176492508&data=%2807HFP8%2BwLOZaHF02EwmlV0cZXY7D7CoMd%28F3WQJ7k%3D&reserved=0 Please login and complete your registration.</p> </div>
2.	<p>Enter email as user id and temporary password. Click on 'Login'.</p> <div data-bbox="396 1022 1435 1423" style="border: 2px solid green; padding: 10px;"> <p style="text-align: center;">BROWSE FOR SOLICITATION EVENTS CONTACT US</p> <p style="text-align: center;">Please enter your 6 to 8 digit alpha or numeric password to login.</p> <p style="text-align: center;"><input type="button" value="Forgot password?"/></p> <p>Please note that your UserID and Password are case sensitive.</p> <p>User ID: <input type="text" value="r[redacted].a[redacted]@[redacted].gov"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p>Save password: <input type="checkbox"/> (30 days per check)</p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>Disclaimer: You are attempting to access resources owned by the State of Georgia, Department of Administrative Services. These resources are to be accessed by authorized users only. If you have not been specifically authorized to access these resources, do not proceed further. Unauthorized access could subject you to liability or criminal prosecution. DOAS network communications and interaction are subject to monitoring and audit. By accessing the DOAS network, you are consenting to having your interaction with and use of DOAS network resources monitored, audited, retrieved, copied and disclosed to third parties.</p> </div>

Step #	Action
3.	<p>System will take user to 'Edit Buyer-Procurement Staff Profile' page.</p> 
4.	<p>User will be required to fill in security questions and answers. Click on drop down to select question. System will ask user to answer these questions while using 'Forgot Password?' functionality of GPR.</p> 
5.	<p>Enter password (new password must be 6 to 8 characters) and click on 'Edit Profile' to save changes.</p> 

Step #	Action
6.	<p>User will receive on screen confirmation of password change and will be required to log back in with new password after clicking on 'Password was changed. Must login with new password.' button.</p> <div data-bbox="451 275 1232 441" style="border: 2px solid green; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;"> SUBSCRIPTION LIST BROWSE FOR BIDS CONTACT US </p> <p style="text-align: center; margin: 5px 0 0 0;">Buyer Database Maintenance Results</p> <p style="margin: 0;">The update was successful.</p> <div style="border: 1px solid gray; padding: 2px; margin: 5px 0 0 20px; display: inline-block;">Password was changed. Must login with new password</div> </div>
	End