

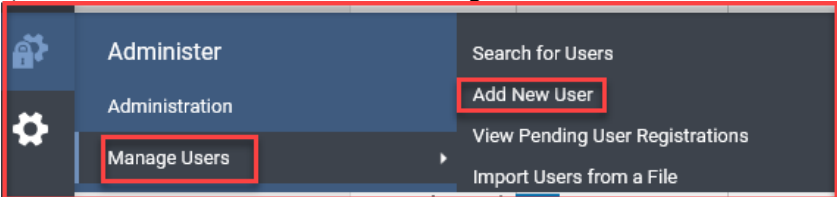
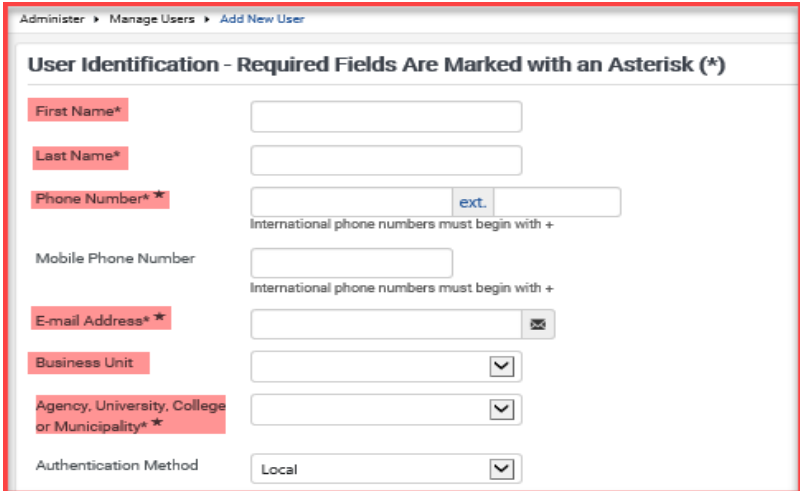
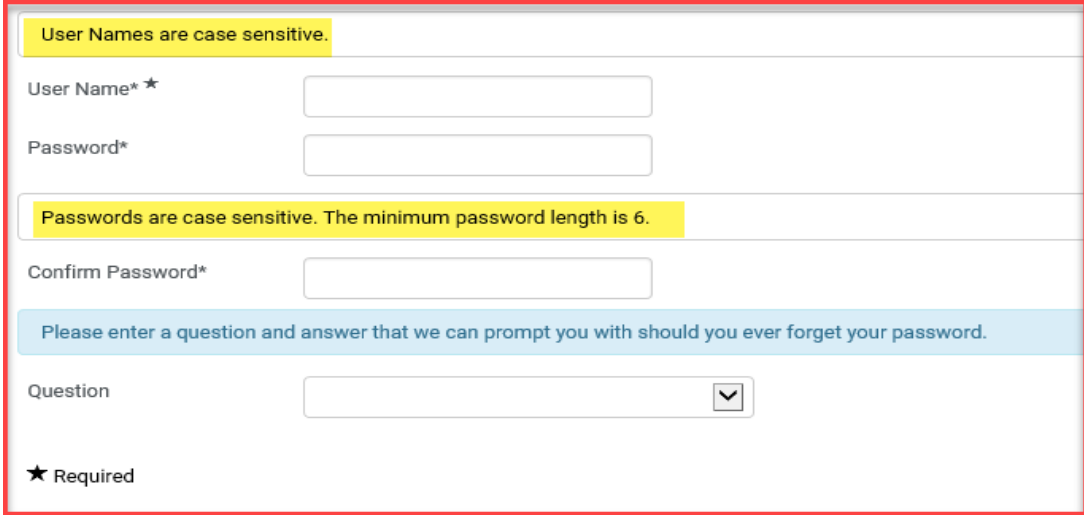
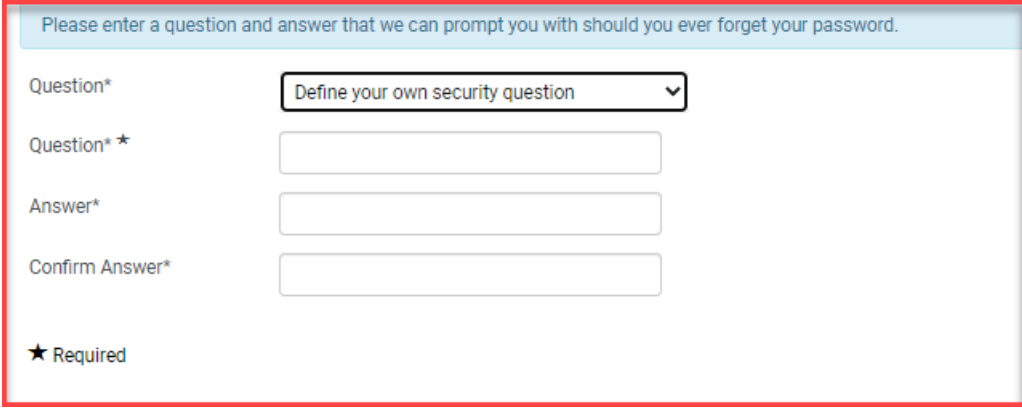

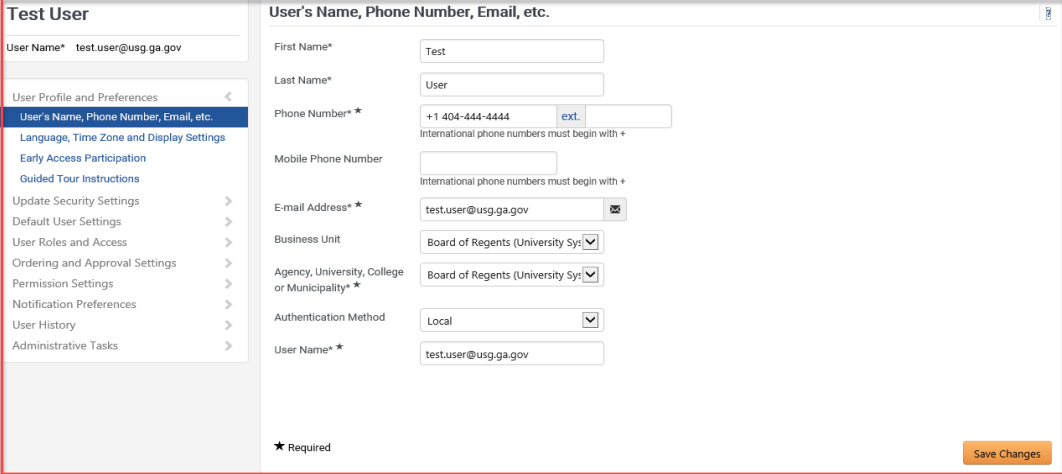


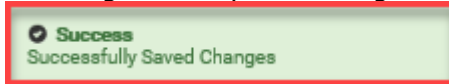
Sourcing Administrator Security Guide

Add New User, Assign Role, Inactivate User and Change Password for Active User

Step #	Action
1 Add New User	<p>Sign into Team Georgia Marketplace. https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia</p> 
2	<p>From left menu bar, click on  Administer > Manage Users > Add New User</p> 
3	<p>Enter all basic required user details. For SOURCING users, select the same 'Business Unit' and 'Department' appropriate as well. (*Please use the agency which has both agency name and business unit number)</p>  <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Business Unit Board of Regents (University System of Georgia) (47200)</p> <p>Agency, University, College or Municipality* ★ Board of Regents (University Sys... ▼</p> </div>

<p>4</p>	<p>Enter username (<i>which should be their email address</i>), password. You will need to share the username, temporary password with user. User can reset their password and set security question upon initial login.</p> 
<p>5</p>	<p>Enter security question and answer at initial user set up, and have user update the question and answer to their choice upon initial login.</p> 
<p>6</p>	<p>Click 'Create' button on bottom right to save the data.</p> 
<p>7</p>	<p>You will be landed on USER DETAILS page.</p> 
<p>8-A Assign Role</p>	<p>To assign roles to user, navigate to 'User Roles and Access' > Assigned Roles. Select appropriate role (Buyer/Panelist) from 'Select Business Unit Roles' window and click > to move to 'Assigned Business Unit Roles' window.</p>

8-B Click 'Save Changes' button on bottom right and system will give confirmation message.



9 Activate/ Inactivate User To activate/ inactive user, navigate to 'Administrative Tasks >' and click 'Inactivate User' or 'Activate User' incase the user is previously inactivated and click save changes.

10 User status will change.

11 Change Password To change password for any ACTIVE user, search and select the user, click on 'Update Security Settings' > Change Password.

Test User User Name* test.user@usg.ga.gov User Profile and Preferences > Update Security Settings < Change Password Change Security Question or Answer Default User Settings > User Roles and Access > Ordering and Approval Settings > Permission Settings > Notification Preferences > User History > Administrative Tasks >	User's Name, Phone Number, Email, etc. First Name* Test Last Name* User Phone Number* * +1 404-444-4444 ext. <input type="text"/> <small>International phone numbers must begin with +</small> Mobile Phone Number <input type="text"/> <small>International phone numbers must begin with +</small> E-mail Address* * test.user@usg.ga.gov <input type="text"/> Business Unit Board of Regents (University Sys) <input type="text"/> Agency, University, College or Municipality* * Board of Regents (University Sys) <input type="text"/> Authentication Method Local User Name* * test.user@usg.ga.gov
---	---

12 Enter New Password and Confirm New Password. (*Passwords are case sensitive. The minimum password length is 6 alphanumeric characters.)

Change Password

Change Password - User: test.user@usg.ga.gov (Test User)

Passwords are case sensitive. The minimum password length is 6 alphanumeric characters.

New Password

Confirm New Password

End Process.