

## Sourcing Administrator Security Guide Add New User, Assign Role, Inactivate User and Change Password for Active User

Step #				Action							
1	Sign into Team Georgia Marketplace.										
Add	https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia										
New		-			•						
USEI	Team Georgia Marketplace										
	Tim										
	State of Georgia										
	SIGN IN Welcome To Team Georgia Marketplace!										
		Existing Users: Please enter your user name and password below (fields are case-sensitive).									
			this site.								
				User Name							
				Password Forgot your Password?							
				SIGN IN							
2		L	2								
-	From let	ft menu bar.	click on 🔤 Ad	minister > Manage Users > Add New User							
		6	Administer 👔	Search for Users							
			Administration	Add New User							
				View Pending User Registrations							
			Manage Users	Import Users from a File							
3	Enter al	l basic requi	red user details.	For SOURCING users, select the same 'Busir	ness Unit' and						
	number)	ment approp	filate as well. (*P	lease use the agency which has both agency hame and	business unit						
			Administer + Manage Users + Ad	id New User							
			User Identification -	Required Fields Are Marked with an Asterisk (*)							
			First Name*								
			Last Name*								
			Phone Number* ~	ext. International phone numbers must begin with +							
			Mobile Phone Number								
				International phone numbers must begin with +							
			E-mail Address* *	2							
			Business Unit								
			Agency, University, College or Municipality**								
			Authentication Method								
			, and remove dont intention	Local							
		Business II	nit E	Board of Regents (University System of Georgia) (47	200)						
		Baomood O									
	Agency, University, College										
		2. manop	,								

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4	E								
4	Enter use	e temporary password with user User can reset their password and set security question							
		tial login							
	upon mu								
		User Names are case sensitive.							
		User Name* *							
		Deservedt							
		Password*							
		Passwords are case sensitive. The minimum password length is 6.							
		Confirm Password*							
		Please enter a question and answer that we can prompt you with should you ever forget your password.							
		Question							
		★ Required							
_	<b>F</b> .								
5	Enter seco	urity question and ar	iswer at initial user set up, and have user update the question and itial login						
	Please ent	er a question and answer that we	can prompt you with should you ever forget your password						
	Question*	Define your o	vn security question						
	Question* *								
	Annual								
	Answer								
	Confirm Ans	swer*							
	★ Required								
6									
0	Click 'Creat	e' button on bottom	right to save the data.						
7	You will be	landed on USER DET	AILS page.						
		Test User U	ser's Name, Phone Number, Email, etc.						
		User Name* test.user@usg.ga.gov	rst Name* Test						
		User Profile and Preferences	User						
		User's Name, Phone Number, Email, etc.	+1 404-444-4444 EXt. International phone numbers must begin with +						
		Early Access Participation N	obile Phone Number						
		Guided Tour Instructions Update Security Settings	International phone numbers must begin with +						
		Default User Settings	test.user@usg.ga.gov						
		User Roles and Access B Ordering and Approval Settings	Board of Regents (University Syst						
		Permission Settings > 0	ency: University. College Board of Regents (University Sy: ♥ Municipality* *						
		Notification Preferences	uthentication Method Local						
		Administrative Tasks	ser Name* * test.user@usg.ga.gov						
		*	Required Save Changes						
8-A	To assign re	oles to user, navigate	e to 'User Roles and Access' > Assigned Roles. Select appropriate						
Assign	role (Buyer,	/Panelist) from 'Sele	ct Business Unit Roles' window and click $>$ to move to `Assigned						
Kole	Business Ur	nit Roles' window.							

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	Test User Assigned Roles								
	User Name* test.user@usg.ga.gov	Select Business Unit Role ? Assigned Business Unit Roles ?							
		Move Right							
	User Profile and Preferences	SD_Agency_Buyer SD_Agency_Panelist							
	Default User Settings								
	User Roles and Access								
	Assigned Roles	Save Changes							
	Access Price File Approvals								
	Assigned Shopping Personas								
	Assign Business Unit Administration								
0 0	Ordering and Approval Settings	ttop on bottom right and system will sive confirmation massage							
0-В	Click Save Changes bu	tton on bottom right and system will give commation message.							
		Success Successfully Saved Changes							
9 Activate/	10 activate/ inactive user, navigate to `Administrative Tasks > and click `Inactivate User' or `Activate								
Inactivate	Test User	User's Name, Phone Number, Email, etc.							
User	User Name* test.user@usg.ga.g	ov First Name* Test							
		Last Name* User							
	User Profile and Preferences Update Security Settings	Phone Number* * +1 404-444- ext.							
	Default User Settings User Roles and Access	Mobile Phone Number							
	Ordering and Approval Setting	International phone numbers must begin with +							
	Notification Preferences	E-mail Address* * testuser@usg.ga.gov 🖾							
	User History Administrative Tasks	Business Unit Board of Regents (University Syr							
	Copy Personal Favorites	Agency, University, College or Municipality*★ Board of Regents (University Sy:							
	Inactivate User	Authentication Method Local							
		User Name* * test.user@usg.ga.gov							
		★ Required Save Changes							
10	User status will change.								
_	Test User	User's Name, Phone Number, Email, etc.							
	User Name* test.user@usg.ga.gov	First Name* Test							
	User status inactive	Last Name* User							
	User Profile and Preferences	< Phone Number* * +1 404-444-4444 ext.							
	Language, Time Zone and Display	Settings Mobile Phone Number							
	Early Access Participation Guided Tour Instructions	International phone numbers must begin with +							
	Update Security Settings	E-mail Address* * test.user@usg.ga.gov							
	Default User Settings User Roles and Access	Business Unit Board of Regents (University System)							
	Ordering and Approval Settings	Agency, University, College Board of Regents (University Sys							
	Notification Preferences	Authentication Method Local							
	User History Administrative Tasks	User Name* * test.user@usg.ga.gov							
		★ Required Save Changes							
11	To change password for	any ACTIVE user, search and select the user, click on 'Update Security							
Change	Settings' > Change Pas	sword.							
Password									
L	1								

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		Test User	User's Name, Phone Number, Email, etc.		
		User Name* test.user@usg.ga.gov	First Name*	Test	
			Last Name*	User	
		User Profile and Preferences Update Security Settings Change Password	Phone Number*★	+1 404-444-4444 ext. International phone numbers must begin with +	
		Change Security Question or Answer	Mobile Phone Number		
		Default User Settings		International phone numbers must begin with +	
		User Roles and Access	E-mail Address*★	test.user@usg.ga.gov 🛛	
		Ordering and Approval Settings	Business Unit	Roard of Regents (University Sus	
		Notification Preferences			
		User History	Agency, University, College or Municipality* *	Board of Regents (University Sys	
		Administrative Tasks	Authentication Mathed	Local	
			Autnentication Method	Local	
			User Name* *	test.user@usg.ga.gov	
F	password len	gth is 6 alphanumeric chara Change Password - Use Passwords are case sensit alphanumeric characters. New Password Confirm New Password	sg.ga.gov ( Test User ) bassword length is 6		
				Change Password Close	
E	End Process.				