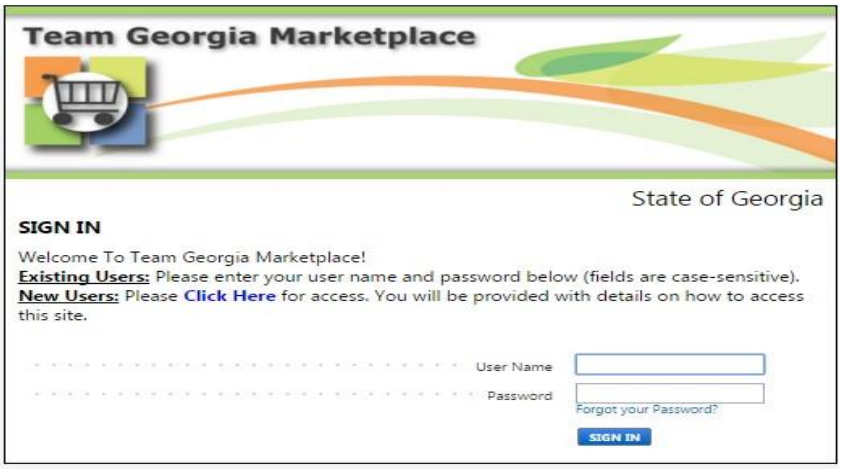
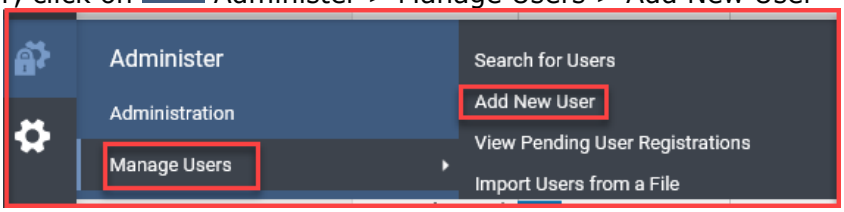
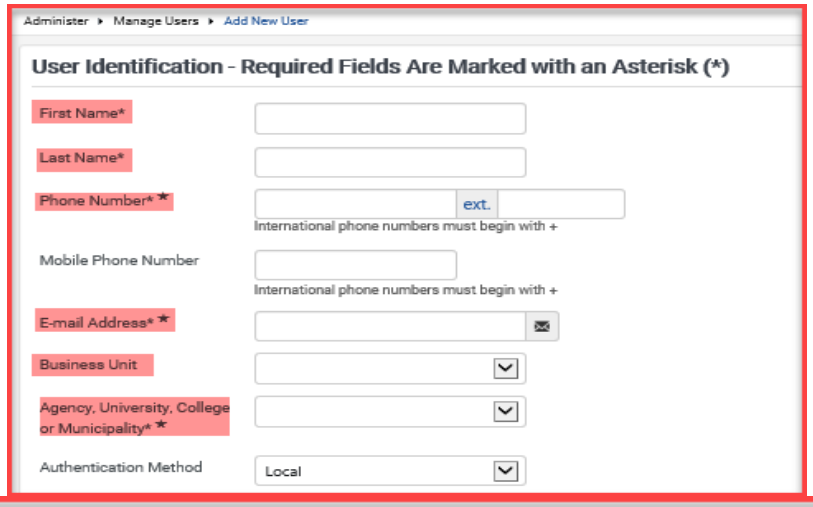
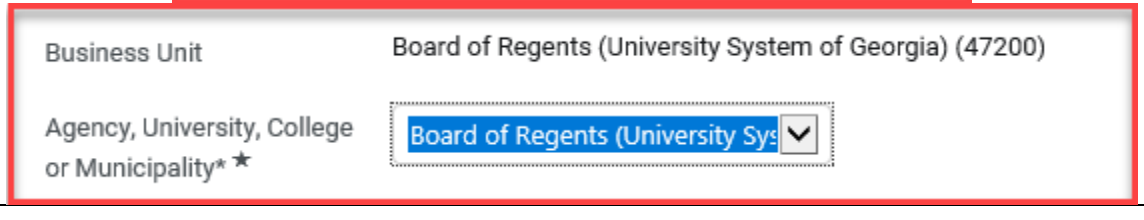
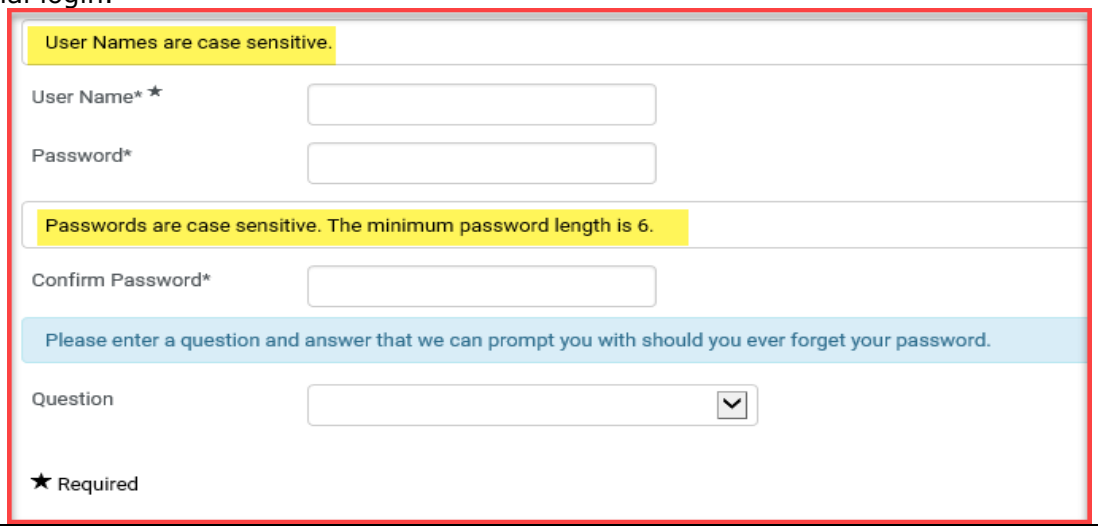
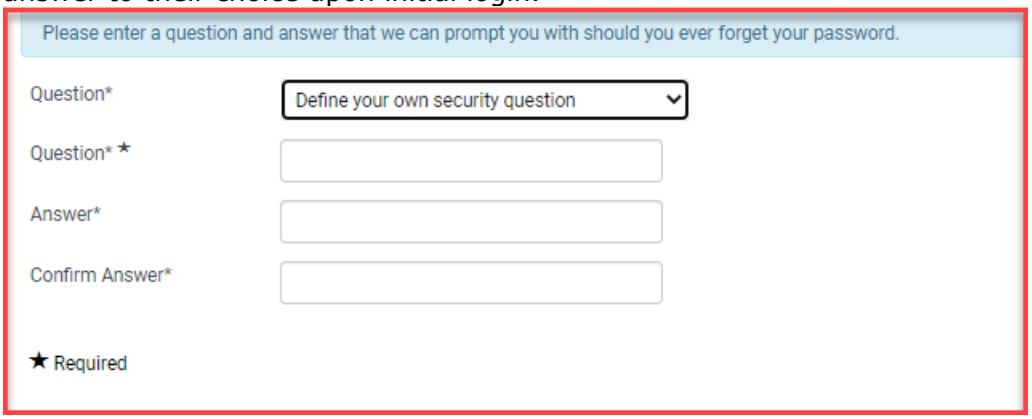
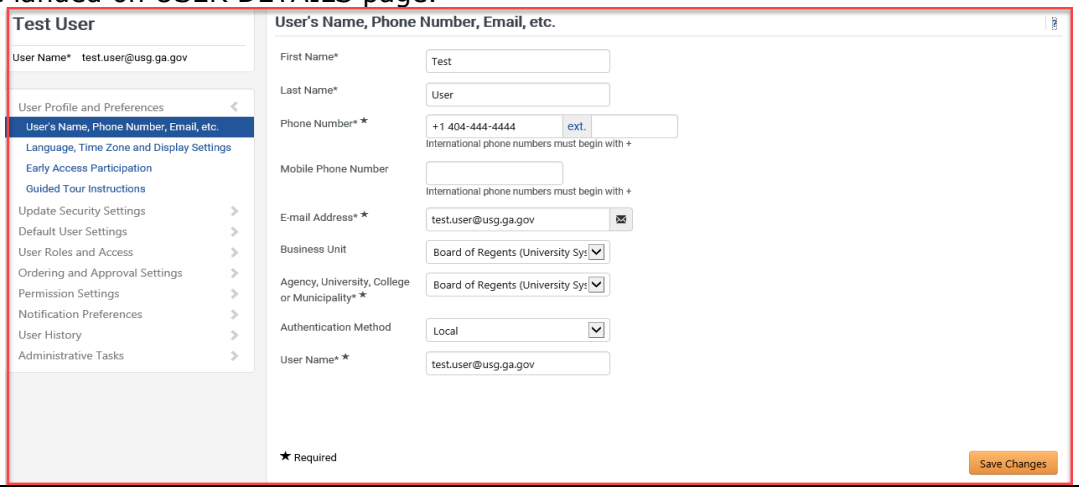
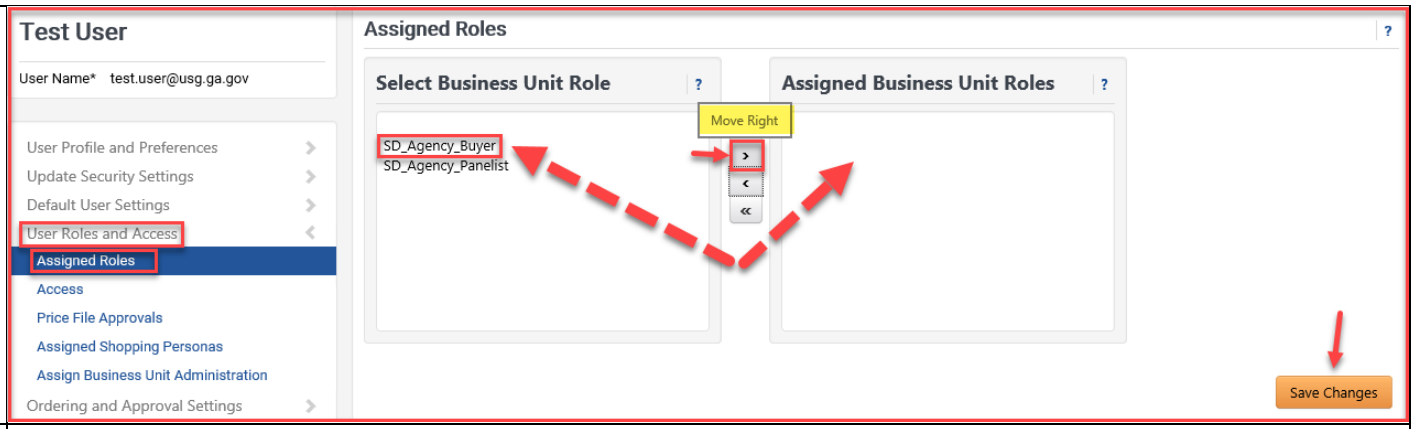
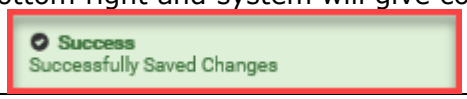
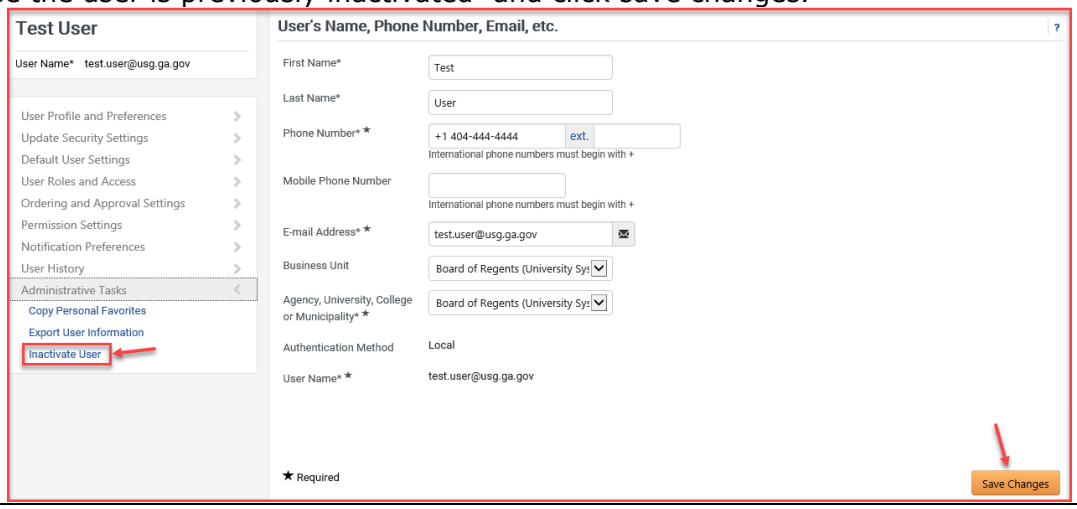
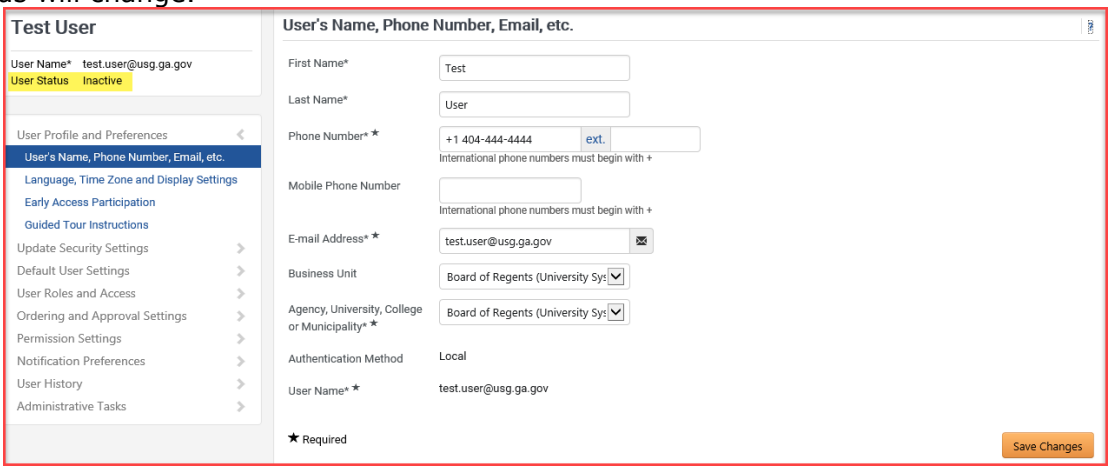
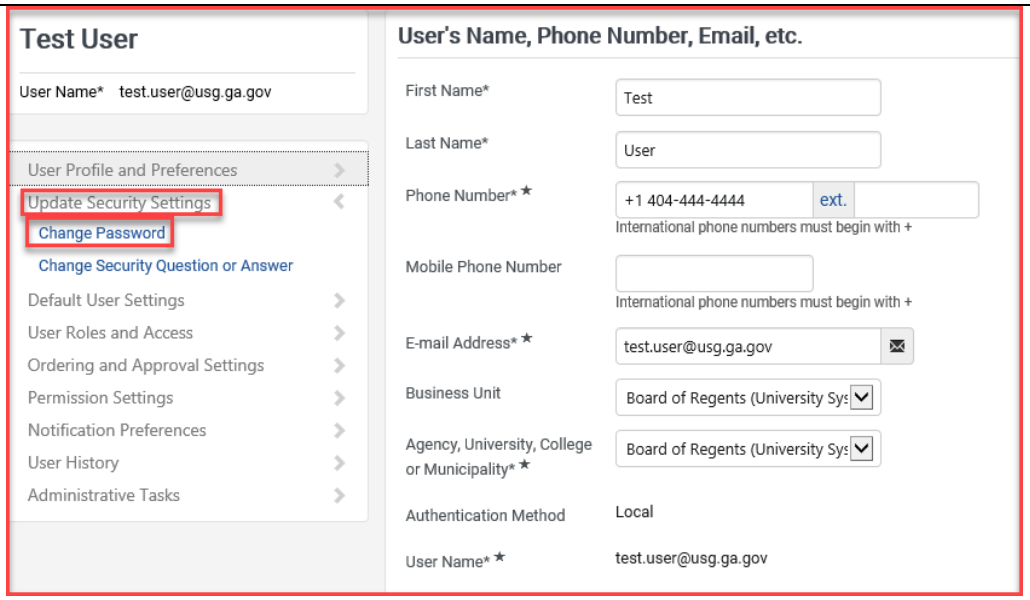
Sourcing Administrator Security Guide

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

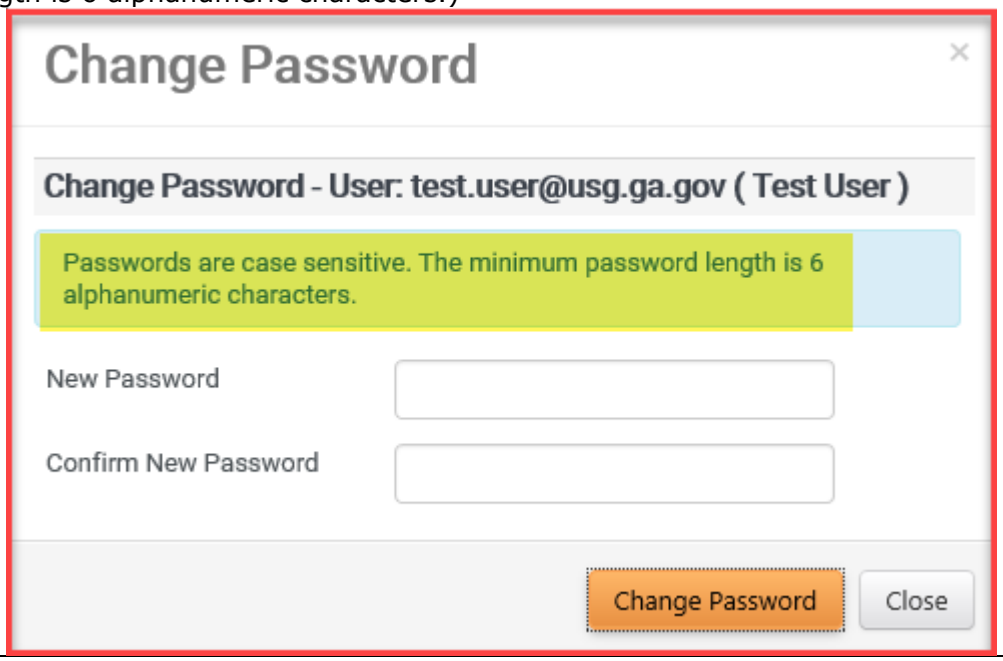
Step #	Action
1 Add New User	Sign into Team Georgia Marketplace. https://solutions.sciquest.com/apps/Router/Login?OrgName=Georgia 
2	From left menu bar, click on Administer > Manage Users > Add New User 
3	Enter all basic required user details. For SOURCING users, select the same 'Business Unit' and 'Department' appropriate as well. (*Please use the agency which has both agency name and business unit number)  

4	Enter username (*which should be their email address*), password. You will need to share the username, temporary password with user. User can reset their password and set security question upon initial login. 
5	Enter security question and answer at initial user set up, and have user update the question and answer to their choice upon initial login. 
6	Click 'Create' button on bottom right to save the data.
7	You will be landed on USER DETAILS page. 
8-A Assign Role	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.

	
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.



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



End Process.