

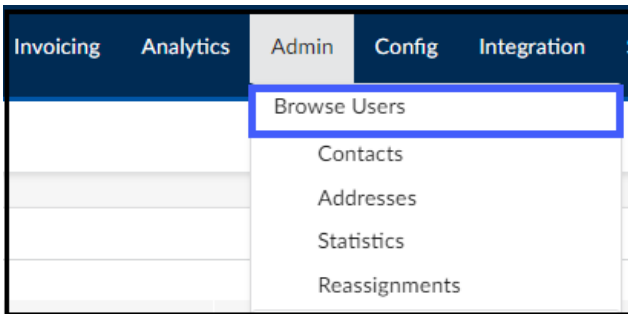
Add User

This document is a quick reference guide for admins to add, delete, and modify users in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

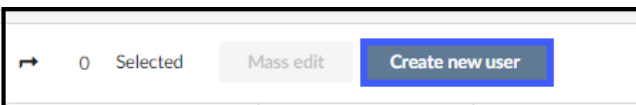
Summary The Arizona Procurement Portal provides administrative users the ability to add, delete, and modify agency users within their organizational scope.

Add User

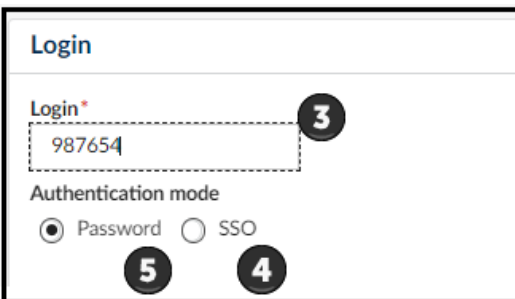
1. Once logged in to APP, navigate to the Admin header tab and select **Browse Users**.



2. Click the **Create new user** button.



3. Add the user's **EIN** number in the **Login** field.
4. If your agency uses OKTA, select **SSO**
Note: You must send a request to IT to have APP integrated into your user's OKTA dashboard.
5. If your agency does not use OKTA, select **Password**.

A screenshot of the 'Login' form. At the top, the word 'Login' is displayed in blue. Below it is a text input field labeled 'Login *' containing the number '987654'. A circled number '3' points to this field. Underneath is the 'Authentication mode' section with two radio buttons: 'Password' (which is selected) and 'SSO'. A circled number '5' points to the 'Password' radio button, and a circled number '4' points to the 'SSO' radio button.

6. In the Identity section, complete **all required fields** identified by a red asterisk (*).

Identity

Gender	First Name*	Owner Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email*

Position ⓘ

en

Status

Active ⓘ

Delegated Amount (Sourcing Events)

Value

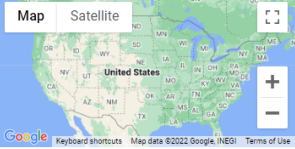
7. In the Phone section, input the **phone number** where the user can be reached if necessary.

Phone

Phone
<input type="text"/>
Cell Phone
<input type="text"/>
Fax
<input type="text"/>

8. In the Address section, complete **all required fields** identified by a red asterisk (*), with the user's work address information.

Address



Address Label

Address Line 1 Address Line 2

Zip Code* City* en

Country* State

Supplier

Phone Number*

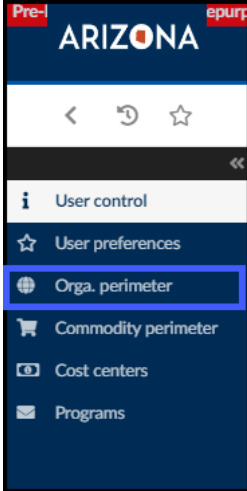
- Select the applicable APP function roles in the **Internal Profiles** section.
Note: AP and Finance roles are added once a request to add the roles is sent to GAO Security.

Internal profiles

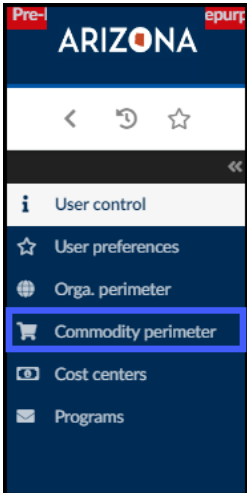
- Agency Administrator
- Agency Administrator P2P
- Agency SRM
- Analyst (View)
- AP Manager
- AP Supervisor
- AP Technician
- Approver
- APQP Administrator
- Auditor
- Configurator
- Cooperative Program Manager
- Developer
- DocuSign API
- Executive Dashboard Viewer
- Finance
- GAO SRM
- Inquiry
- Planner
- Procurement 0
- Procurement 1
- Procurement 2
- Procurement 3
- Receiver
- Requester
- Requester (On Behalf Of)

- Click **Save** at the top of the page.
- Select **Orga.Perimeter** in the left margin. This allows you to select the proper agency, division, department

and site, providing access to department specific documents.



12. Make all applicable selections.
13. Select the **Organizational hierarchy** box to automatically select the geographical and legal hierarchy.
Note: Expand the field to select individual organizations and continue to select the accompanying departments within the agency as well as the sites that belong to the department.
14. Select the proper organization.
15. Select **Commodity perimeter**.



16. Select **Check all**.

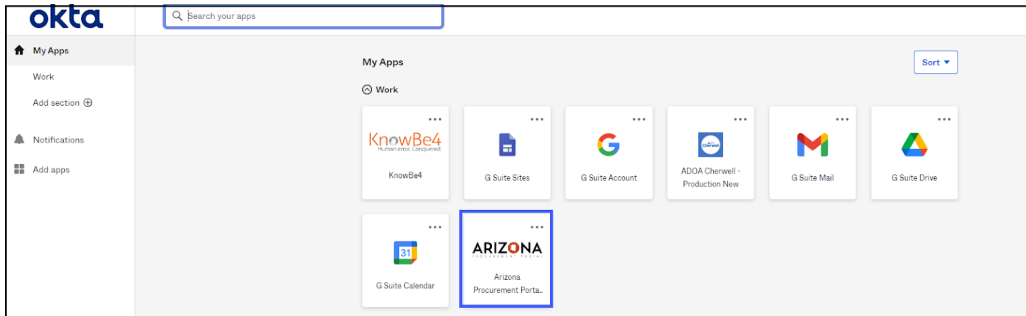
The screenshot shows a web interface for the Arizona Procurement Portal. On the left is a dark blue sidebar with navigation options: 'Orga. perimeter', 'Commodity perimeter', 'Cost centers', and 'Programs'. The 'Programs' option is selected. The main content area has a light gray background. At the top, a message states 'Fields marked by an asterisk * are mandatory'. Below this is a search section with a 'Keywords' input field, a 'Search' button, and a 'Reset' button. A checkbox labeled 'Valid entities only' is checked. A dropdown menu is open, showing a 'Check all' option highlighted with a blue box. Below 'Check all' are four items, each with a checkbox and a gear icon: '20000000 - Mining and Well Drilling Machinery and Accessories', '23000000 - Industrial Manufacturing and Processing Machinery and Accessories', '31000000 - Manufacturing Components and Supplies', and '32000000 - Electronic Components and Supplies'.

17. Click **Save & Close** at the top of the page.

Receiving Access

Note: If your agency utilizes OKTA, send a request to IT to have APP integrated into the user's OKTA account. This negates the need for a password.

1. When signing in with OKTA, select **Arizona Procurement Portal** from the user dashboard to log in automatically.



2. If your agency does NOT use OKTA, click the envelope icon from the browse users page to send the new user an email to create a password.

