ARIZONA
DEPARTMENT OF ADMINISTRATION
—— STATE PROCUREMENT OFFICE ——

QUICK REFERENCE GUIDE

Add User in APP

This document is a quick reference guide for users wishing to add new 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/.

The Arizona Procurement Portal provides administrative users the ability to add, delete, and modify organizational level addresses. Admins creating a new user within APP are required to attach mandatory PDF documents during the setup process. The steps in this document outline this process.

Adding a User

1. From anywhere in APP hover over the **Admin** header tab.
2. Click on **Browse Users**.
3. Click the **Create new user** button.
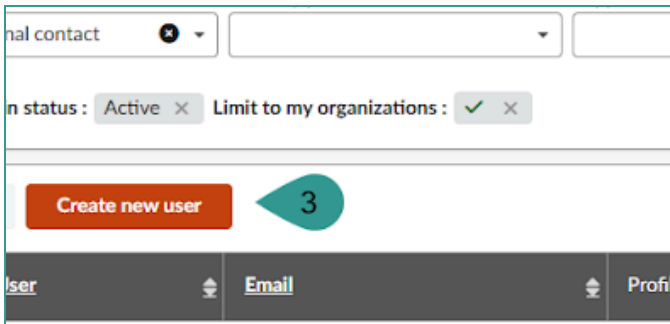
4. Add the user's **EIN** number in the **Login** field.
5. If your agency does use OKTA, select **SSO**.

> *You must send a request to IT to have APP integrated into your user's OKTA dashboard*

6. If your agency does not use OKTA, select **Password**.

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

Identity 7

Gender

First Name*

Owner Last Name*

Email*

Position ⓘ

en

Status

Active

Delegated Amount (Sourcing Events)

Value

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

Phone 8

Phone

Cell Phone

Fax

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

Address 9

Address Label

Address Line 1 ⓘ

Search for an address...

Address Line 2

Zip Code*

City*

en

Country*

State

Latitude

Longitude

Supplier

Phone Number*

Map   Satellite

NORTH AMERICA

EUROPE

Atlantic Ocean

AFRICA

SOUTH

10. Select the applicable APP function roles in the **Internal Profiles** section.

> 📋 *AP and Finance roles are added once a request to add the roles is sent to GAO Security.*

11. Navigate to the **Orga. perimeter** left margin tab. 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.
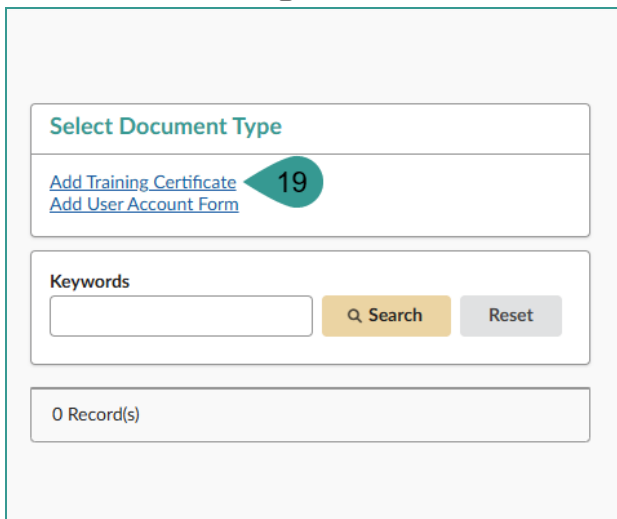
> 📋 *Expand the field to select individual organizations and continue to select the accompanying departments within the agency as well as the sites that belong to the department.*

14. Select the proper organization.
15. Navigate to the **Commodity perimeter** left margin tab.
16. Click the **Check all** 🔲 link.
17. Click **Save**.

> 📋 *An error response displays because documentation has not been added. However, if you don't click Save prior to the next step, you will not be able to add the applicable documentation.*

18. Navigate to the **Documents** left margin tab.
19. Click the **Add Training Certificate** link in the Select Document Type section.

20. Add the training certificate using the **Document** link.
21. Click **Save & Close**.

22. The user and document displays in the table.
23. Click the **Add User Account Form** link.

24. Add the user account form using the **Document** link.
25. Click **Save & Close**.

26. Navigate to the **User control** left margin tab
27. Click the **Notification** key

28. Review the password notification email and edit when applicable.
29. Click **Send notification**.
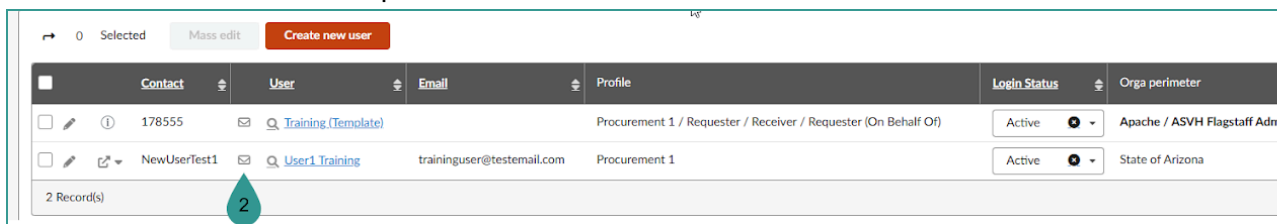

30. Click **Save & Close**.
31. The user is now active.

Receiving Access

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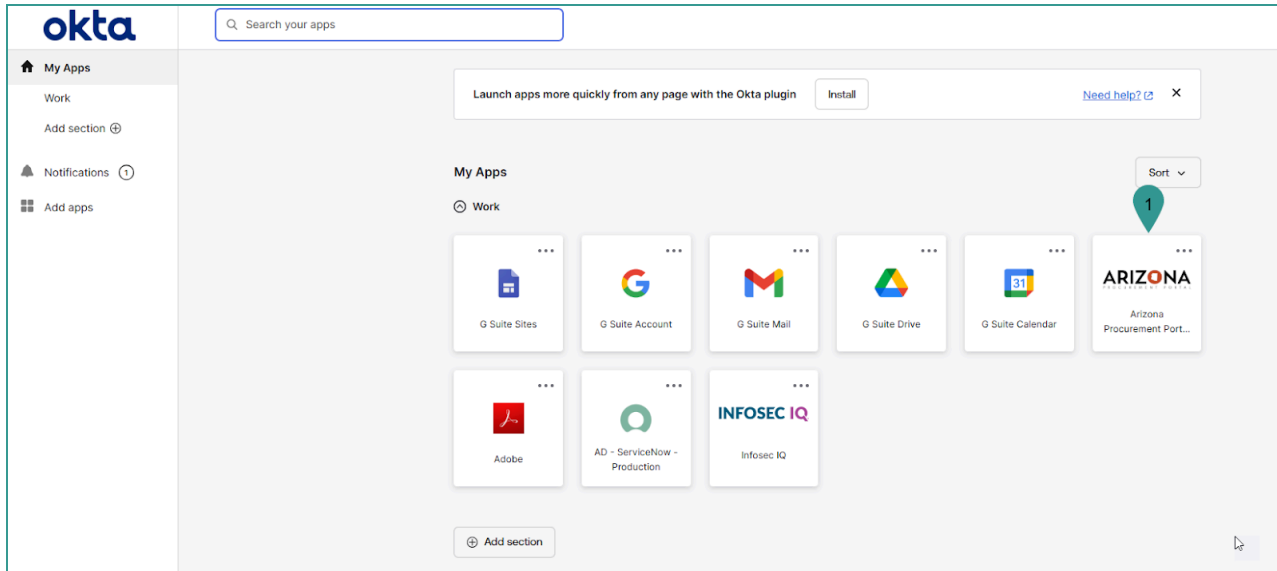
2. If your agency does NOT use OKTA, click the envelope icon from the browse users page to send the new user an email to create a password.

Resources

Click the link below for more information on Agency Admin processes in APP:
https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides