

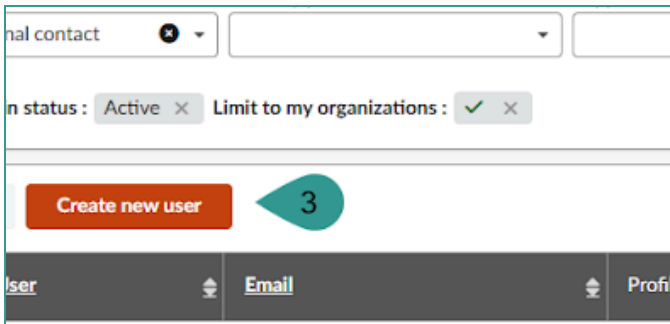
# Add User in APP

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](mailto: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

**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 ⓘ  Address Line 2

Search for an address...

Zip Code\*  City\*  en


Country\*  State

Latitude  Longitude

Supplier

Phone Number\*

Map Satellite



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.



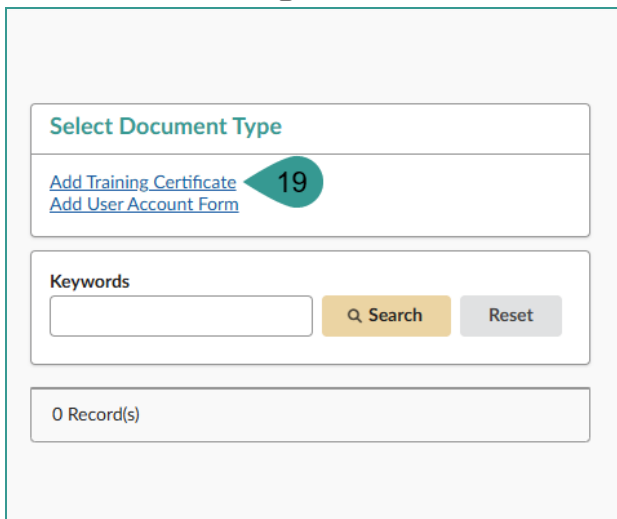
*Expand the field to select individual organizations and continue to select the accompanying departments within the agency as well as the sites that belong to the department.*

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.



Select Document Type

[Add Training Certificate](#) 19

[Add User Account Form](#)

Keywords

0 Record(s)

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

**Training Certificate**

**Title**

Title

Training Certificate en

**Information**

Document ⓘ\*

Click or Drag to add files

**Comments**

en

**Contact**

Contact

User1 Training

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

Select Document Type

[Add Training Certificate](#)  
[Add User Account Form](#)

Keywords

0 Selected

	Title	Type	Att.	Contact	Last Modification (UTC-7)	Creation Date (UTC-7)
<input type="checkbox"/>	<a href="#">Training Certificate</a>	Training Certificate (Approved)		<a href="#">MVULA Sullynna</a>	2/26/2025 4:53:44 PM	2/26/2025 4:53:44 PM

1 Record(s)

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

User Account Form

Save Save & Close Close Save & Preview Delete

Title

Title

User Account Form en

Information

Document

Click or Drag to add files

24

Comments

Contact

Contact

User1 Training

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

User control

User preferences

Notifications

Orga. perimeter

Commodity perimeter

Cost centers

Programs

Documents

26

Login

Login

NewUserTest1

Authentication mode

Password SSO

27

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

### Reset password notification

Close | Send notification

**Login**

**First Name**

**Email**

**Subject**

**Notification body**

Hello Training User1,  
Your password just has been reset.  
You then have to choose a password in order to access to the application on the [set password](#) page.  
Then you could access this application on the [login](#) page with the following credentials:

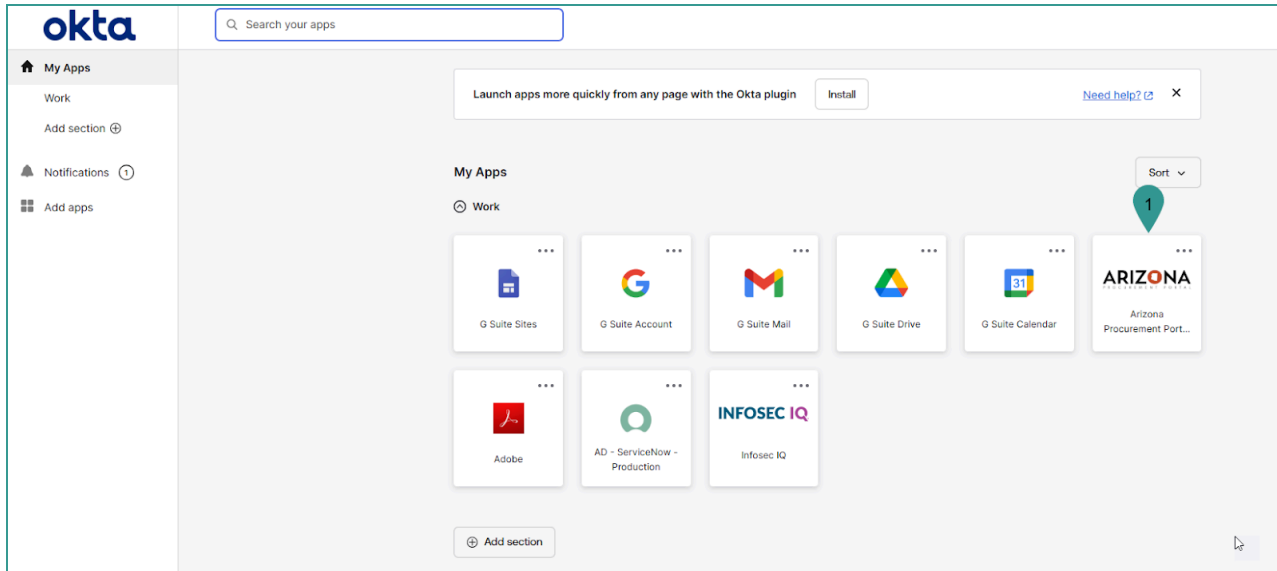
- Login: NewUserTest1
- Password: the one that you have just set at the previous step.

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

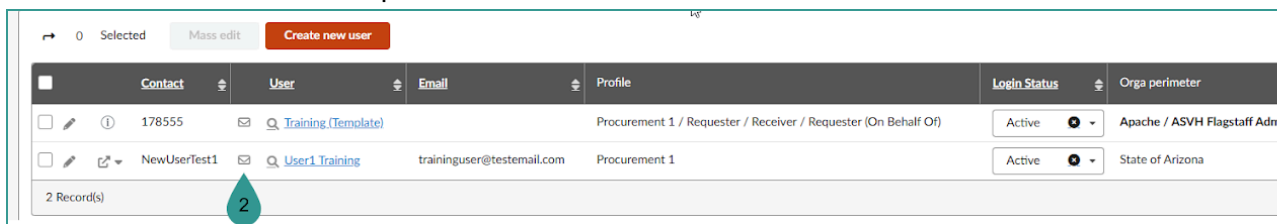
## Receiving Access

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>