

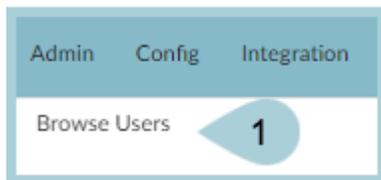
APP Agency Admin - Add User

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/>

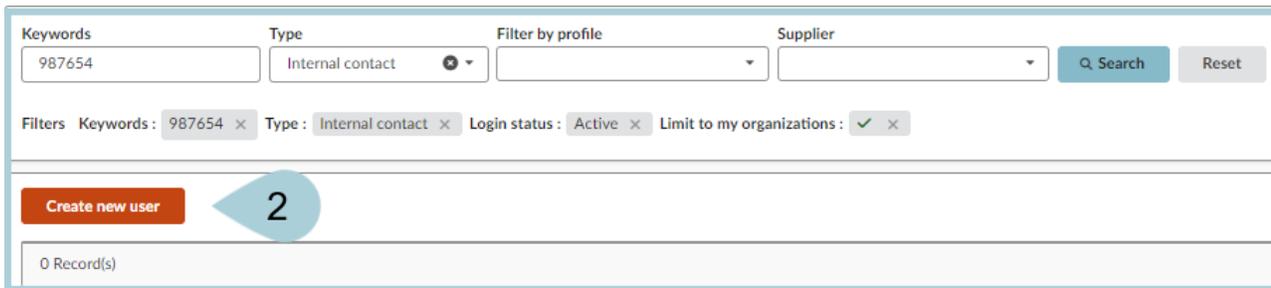
The Arizona Procurement Portal provides administrative users the ability to add, delete, and modify organizational level addresses.

Adding a User

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



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

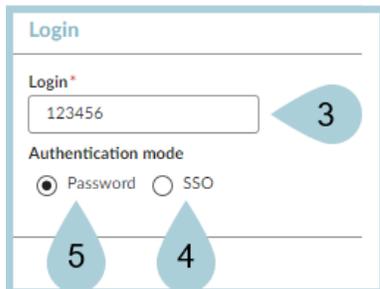


3. Add the user's **EIN** number in the **Login** field.
4. If your agency uses OKTA, select **SSO**.



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**.



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

The Identity section form includes the following fields:

- Gender: dropdown menu
- First Name*: text input field
- Owner Last Name*: text input field
- Email*: text input field (highlighted with callout '6')
- Position ⓘ: text input field with a language dropdown set to 'en'
- Status: dropdown menu with 'Active' selected
- Delegated Amount (Sourcing Events): section header
- Value: text input field

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

The Phone section form includes the following fields:

- Phone: text input field (highlighted with callout '7')
- Cell Phone: text input field
- Fax: text input field

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

The Address section form includes the following fields:

- Address Label: text input field
- Address Line 1 ⓘ: text input field with a search dropdown
- Address Line 2: text input field
- Zip Code*: text input field
- City*: text input field (highlighted with callout '8')
- Country*: dropdown menu
- State: text input field
- Latitude: text input field
- Longitude: text input field
- Supplier: text input field
- Phone Number*: text input field
- Map: Google Maps interface with 'Map' and 'Satellite' tabs, zoom controls, and a location pin.

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



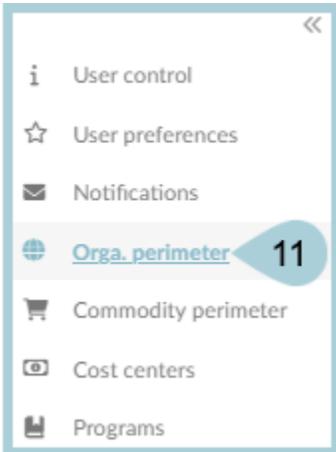
AP and Finance roles are added once a request to add the roles is sent to GAO Security.

Internal profiles

- Agency SRM
- Analyst (View)
- AP Manager
- AP Supervisor
- AP Technician
- Approver
- Auditor
- CEO
- CFO
- Cooperative Program Manager
- DocuSign API
- EAI API
- Executive Dashboard Viewer
- Finance
- GAO SRM
- Group Controller
- Inquiry
- Planner/Inventory Manager
- Procurement 0
- Procurement 1
- Procurement 2
- Procurement 3
- Receiver
- Regional Controller
- Requester
- Requester (On Behalf Of)
- Requester SPO
- Requester-3rd Party Financing
- Statewide Procurement
- Statewide SRM
- Tax Auditor
- Treasury Accountant
- Universign API

10. Click **Save** at the top of the page.

11. Select the **Orga.Perimeter** left margin tab. This allows you to select the proper agency, division, department and site, providing access to department specific documents.

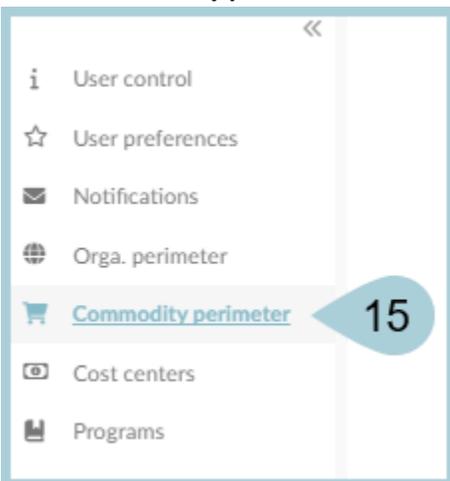


12. Make all applicable selections.
13. Select the **Organizational hierarchy** box to automatically select the geographical and legal hierarchy.



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. Select **Commodity perimeter**.



16. Select **Check All**.

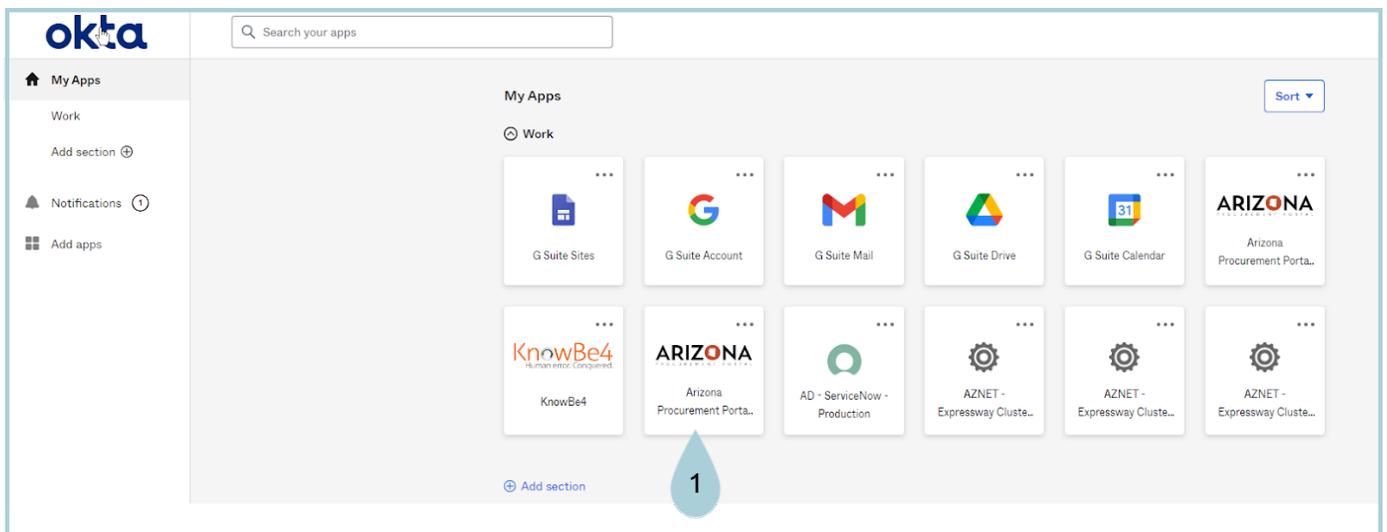


17. Click **Save & Close** at the top of the page.

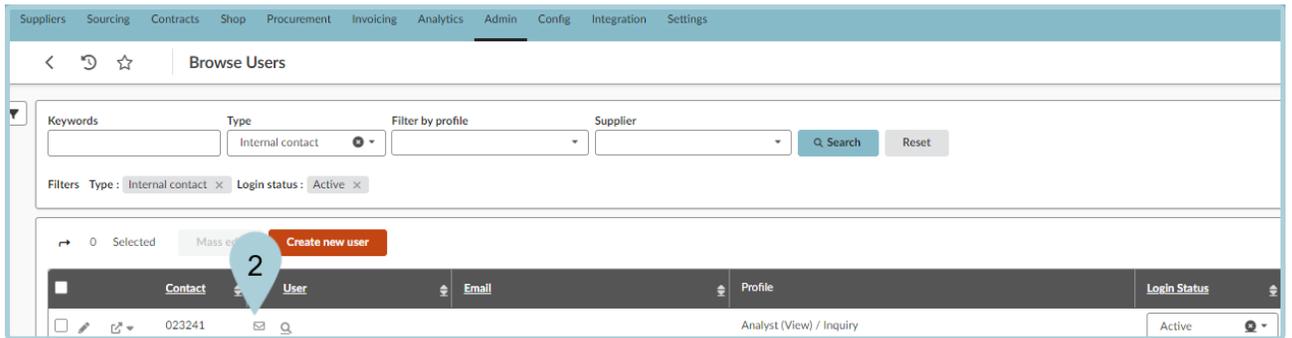
Receiving Access

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-176-upgrade/app-agency-admin-qrgs-176>