How to add a new user to the Agency Portal
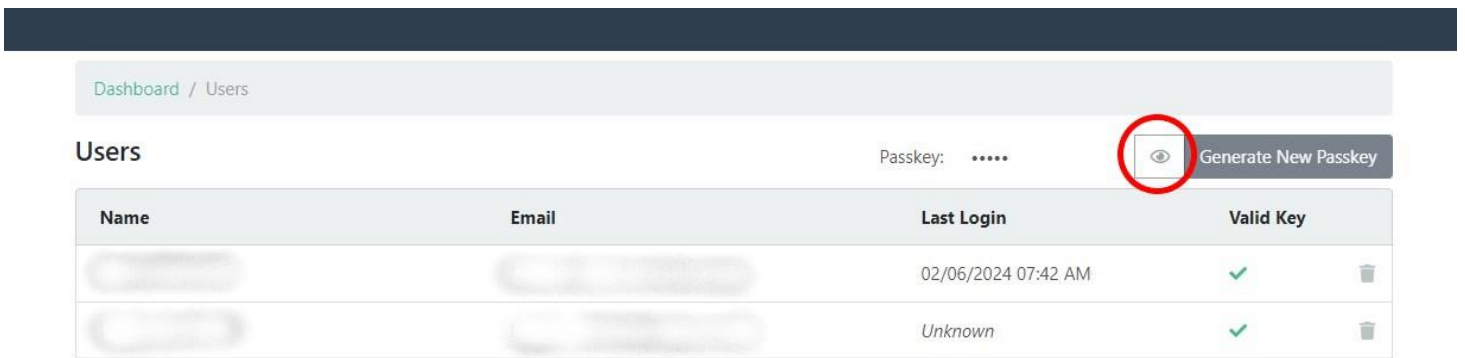
1. Acquire the Agency Passkey
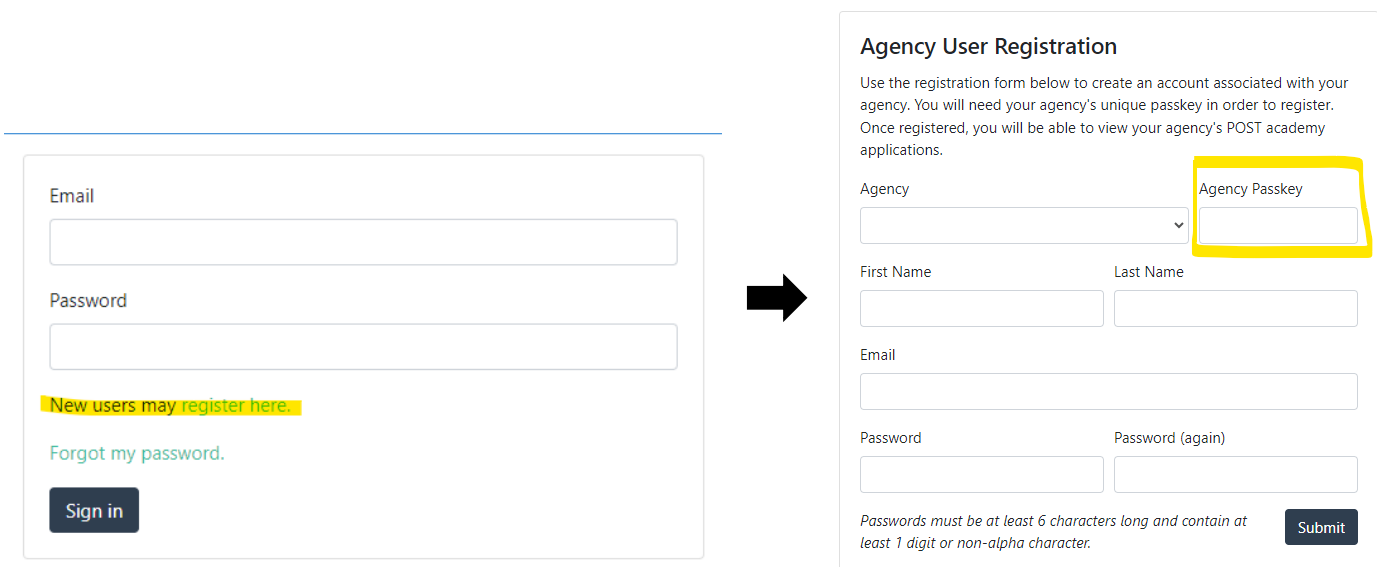   a. The new user must have the Agency Passkey to register their account. Anyone who's role is "Administrator" in the portal can access the passkey. Administrator roles are usually assigned to the agency head or members in HR.
   b. Administrators – to find the passkey please go to your portal. On the dashboard select "Users". In the upper right, there is an 'eye' icon. Select this and it will display your agency passkey. The hidden dots by the Passkey will be revealed. We recommend to copy and paste the passkey since the passkey is case sensitive and randomized.

2. New users - use the passkey to register your account.
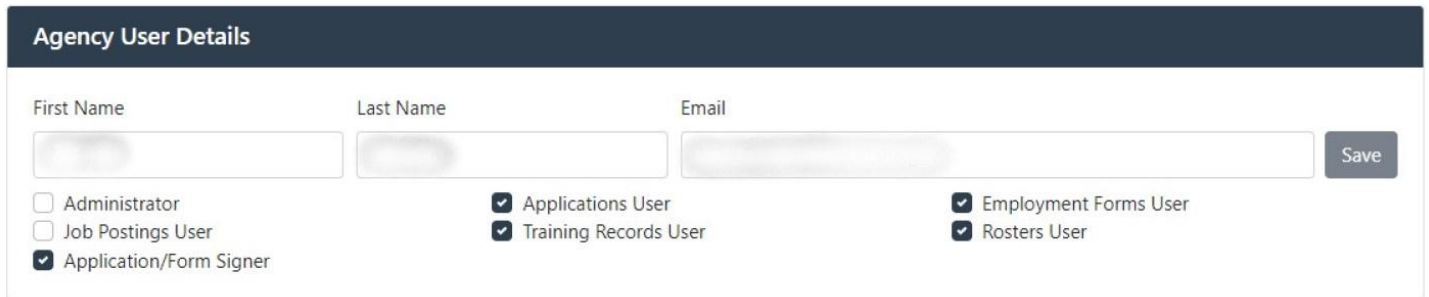   a. Paste the passkey into the "agency passkey" box under the "register here" section.

3. Administrators – After the new use has registered, the Administrator must set the new user's permissions.

a. On your dashboard select "Users". Select the new user's name. Select the permitted user roles and save your selections.

The roles are laid out as follows:

ADMINISTRATOR: Has complete access to the POST Agency Portal. This role can set permissions for the agency's users, access the agency passkey, and has all user functions below.

APPLICATIONS USER: This role can initiate and save training and certification applications.

EMPLOYMENT FORMS USER: This role can initiate and save Initial Employment Forms and Separation/Change Employment Forms

APPLICATION/FORM SIGNER: In conjunction with APPLICATIONS USER and EMPLOYMENT FORMS USER, will be able to submit the relevant forms to POST for processing **without** needing the administrator approval.

JOB POSTINGS USER: Has the ability to access and submit job postings to POST for their agency.

TRAINING RECORDS USER: Has the ability to print POST Profile reports, view agency employees, classification, certifications and access the Active Instructor Report

ROSTERS USER: Can initiate, view, and submit POST Training Rosters. For agency training, please visit MTRS.

4. New users- After your permissions have been assigned, log back in and the dashboard will be updated with the granted sections.

For more POST Tutorials please see our website https://post.idaho.gov/tutorials/