

How to add a new user to the Agency Portal

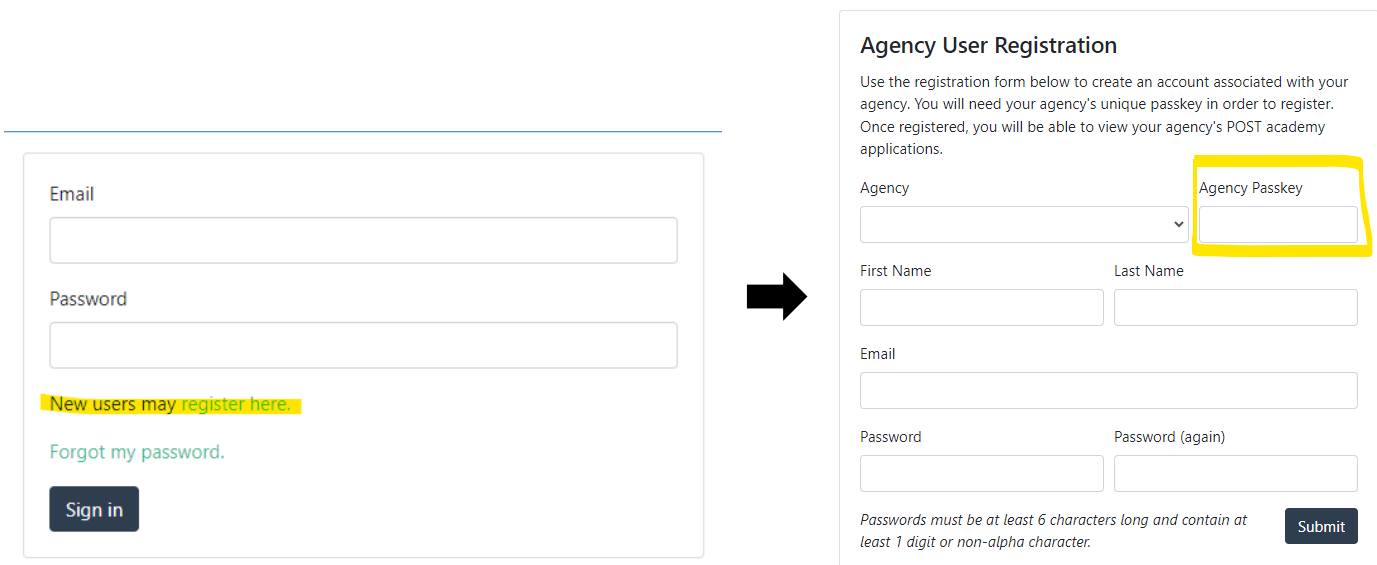
1. Acquire the Agency Passkey

- a. Any 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 (circled in red). Select this and it will display your agency passkey. The hidden dots by the Passkey will be revealed. We recommend copy and pasting the passkey in an email to your new user since the passkey is case sensitive and randomized.
 - i. **Please DO NOT** select "Generate New Passkey". Selecting this will reset the agency passkey and kick all agency users out. They will be prompted to enter the new passkey on their next log in. If this happens, please contact POST to receive the new passkey.



2. New users - use the passkey to register your account from the log in page.

- a. Paste the passkey into the "agency passkey" box under the "register here" section.



3. Administrators – After the new user 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.

Agency User Details

First Name	Last Name	Email	<input type="button" value="Save"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	

<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Applications User	<input type="checkbox"/> Employment Forms User
<input type="checkbox"/> Job Postings User	<input type="checkbox"/> MTRS User	<input type="checkbox"/> Training Records User
<input type="checkbox"/> Rosters User	<input type="checkbox"/> School Application User	<input type="checkbox"/> Application/Form Signer

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 paskey, and has all user functions listed 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 along with 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 for their agency.

MTRS USER: Has the ability to view MTRS reports and input MTRS training.

SCHOOL APPLICATION USER: Has the ability to submit the certification of Schools for POST credit. They can also request web advertisements for their in-service training opportunities.

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

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

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