

Section 1a
Introduction (continued)
SCPRS
July 1 2003

New User

Click on the [New User](#) link on the log in page if this is your first time using the SCPRS. The screen below provides a box for the user to type in a **valid** State of California email address. This email is the same one normally used during your daily work and the one assigned to you by your department. All email from the SCPRS uses this email address to communicate with the user. If a user has more than one email, please use the one where you wish to receive SCPRS emails.

The screenshot shows a web form titled "New User" with a red header. Below the header, a message reads: "Your username and password will be emailed to the valid Email Address entered below." The form contains four input fields, each with a red asterisk indicating it is required: "Email Address", "First Name", "Last Name", and "Phone #". The "Phone #" field has a pre-filled area with "(9161236789)". At the bottom of the form are two buttons: "Submit" and "Cancel". To the right of the buttons is a legend: "*=Required". Below the form is a blue link: "Email Administrator".

After you have correctly entered your email address and other information, click on the gray **Submit** button. Within seconds, you will receive an email response with your new first time password from SCPRS in your usual email system, such as Outlook or Lotus Notes. The email address you enter for your log in used by SCPRS to communicate with you.

The first email includes the new password that allows you to log in to the SCPRS for the first time. The password is represented in the example shown below by a box with multiple 'X's. You may want to write down your password and save this email for future reference. The email also contains a link that leads you directly to the log in screen of SCPRS (shown earlier in this document).

Note: Passwords are not case sensitive in the SCPRS.

-----Original Message-----

From: SCPRS Administrator [mailto:scpr administrators@dgs.ca.gov]

Sent: Tuesday, February 25, 2003 11:50 AM

To: dion.campos@dgs.ca.gov

Subject: SCPRS User Registration Confirmation

Dear Customer,

Thank you for registering with the State Contract and Procurement Registration System (SCPRS).

User id: dion.campos@dgs.ca.gov.

Password:

Please save your user information in a secure location for future reference.

Please click on the hyperlink below to logon to the State Contract and Procurement Registration System.

www.scprs.dgs.ca.gov/login.asp

Thank You

SCPRS Administrators

SCPRSAadministrators@dgs.ca.gov

SCPRS Users Roles

The SCPRS accommodates a number of different needs by assigning different types of permissions based on the user type. All users are assigned the Agency User role when they initially enter the system for the first time as described in this User Manual. ***If you feel you need a role of Delegated or General Viewer User, you must request the change by contacting the Admin User through the Feedback link (see Section 2).*** The fourth role, Admin User is restricted to DGS Procurement Division Help Desk staff.

The roles and responsibilities for each of the four user types are listed below:

Department/Agency User

- Enter and view Agency level contracts/Admendments
- Generate reports for their agency/department and their sub agencies/departments based on the Uniform Code Manual (UCM) level. (Refer to Section 3a for more information on the Department of Finance assigned codes.

Delegated User - restricted to DGS Buyers

- Enter and view contract and/or amendments for any department/agency.
- Enters initial contract registration that was created in response to a purchase request by a different agency/department. Also, receives first email confirmation for new contracts.
- Change owner of contract to the requesting department/agency. Requesting department/agency will enter data for subsequent amendments to the STD.213 and have the ability to view contract/amendment data. If DGS Buyer originally issued the purchase order, only PD will enter data for subsequent purchase order

changes, although the requesting department/agency will have the ability to view the data.

General Viewer - request will be reviewed by SCPRS Committee.

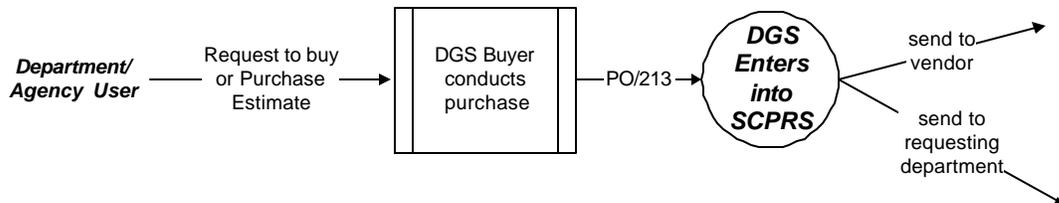
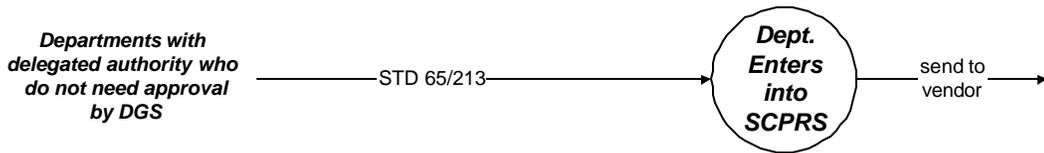
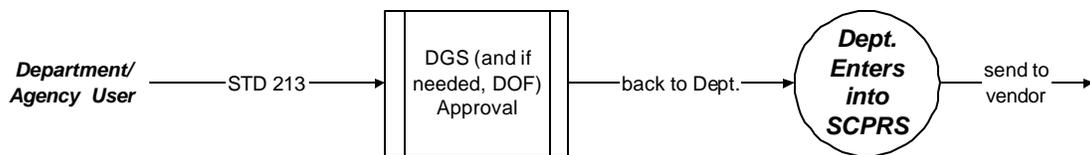
- View contract/amendments/purchase order changes for all departments and agencies statewide.
- Do NOT have permission to enter or change contracts/amendments

Admin User - DGS Help Desk only

- Modify contracts/amendments per user request
- Modify user profile and user roles.
- View all agencies' contracts/amendments
- Do NOT have permission to enter contracts/amendments

SCPRS Registration Process Flowchart

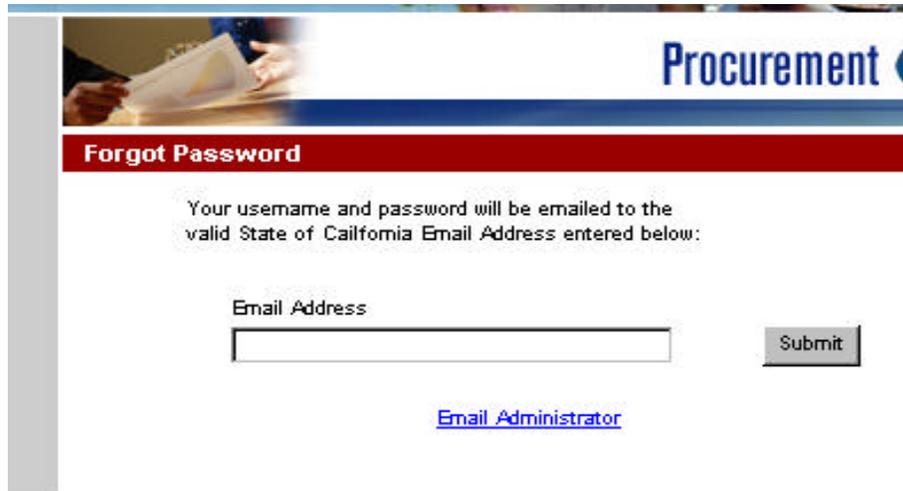
The general rule is that the contract/amendment is entered into the SCPRS system directly before the final documents are sent to the Vendor.



May 28, 2003
SCPRS Users Manual

Forget Password

Another link on the log in screen provides assistance if you forget your password. Click on the link to go to a screen that is similar to the 'Initial Password' screen seen below.



Procurement

Forgot Password

Your username and password will be emailed to the valid State of California Email Address entered below:

Email Address

Submit

[Email Administrator](#)

The user must enter the **same email address** used when they initially entered the system. Click on the gray **Submit** button and an email will be delivered to you with the last password you used.

Note: If you do not remember your password, you must use this screen to receive assistance. Your password is inaccessible to SCPRS staff and this method provides a response from SCPRS in just seconds.

Log In boxes

The first time you log in to SCPRS, enter your normal work email address and the password that the SCPRS system sent you in your first email into the two boxes on the log in screen. Once in the system you can change your password.

Change Password

Click on the link for [Change Password](#) that is located in the left hand of the screen in the gray area. The following screen appears.



Type in your current password in the first box and your new password in the next two boxes. The new password must be at least 8 characters long. You may use all capital letters, all small letters, or a combination of both. You may also use a combination of numbers and letters. Do not use special characters such as # signs or % signs. Click on the gray **Submit** button. A *thank you* screen appears and states that your password has been changed and your new password has been emailed to you. The email is confirmation that your password was changed.

Sign In and Welcome to SCPRS Page

After a user successfully logs in to the SCPRS by entering a valid email address and valid password, they will come to the first screen in the SCPRS as shown below. Information on this **Welcoming** page is contained in Section 2 of the Users Guide.



Note: *The system will automatically log you off after 20 minutes* if you have not actively been working in the system, i.e., if the system sits idle. When

you do attempt to change a screen or add data, the system will inform you that you have been logged off and must log in again (see screen below). Simply click on the [SCPRS Log In](#) link and re-enter your ID and your password.

Also, if you were in the process of adding contract or amendment information and had **not** clicked on the gray **Submit** button before you were timed out of the system, the data was **not saved** and will need to be re-entered.

Log Off

When you click on the log off link located in the left gray area of the screen, you see the screen below.

