

**NOTE:** To do this task, the user must have been assigned the user role of Agency Administrator in the new POST Software.

**Step 1:** Click on Admin function.



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#### System Administration Tasks Menu

Action	Description
<a href="#">Add User</a>	Add a username to the system
<a href="#">Work with Users</a>	Work with system usernames
<a href="#">Demographics</a>	Agency Information maintained by POST

**Step 2:** If the individual is an officer, click on "Work with Users". Go to next page for Step 3.

If the individual is not an officer (i.e. administrative staff, executive secretary, etc.) in POST records, click on "add user". See page 4 of these instructions for Step 3 if you chose "add user."

**Important Note:** If you are changing an officer's user role to agency administrator or agency user, the officer must be registered in the new software system for their name to appear in the work with users section.

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The user role of **Agency Administrators** have the ability to work with user profiles & have the "designee signature authority" for the agency head.

The user role of **Agency Users** have all ability of administrators except "designee signature authority" for the agency head for the ability to work with user profiles.

The current time is 12:52 pm. Your session will expire after 20 minutes of inactivity.

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Step 3 for Officers ONLY: Type in the officer's last name to bring up the officer in the list. (Remember the officer must have registered in the new POST software system to be seen in this list.)  
Note: See page 4 for Step 3 for Users that are not officers.

**Work with System Users**

Select Security Level

or Enter User Name

or Search for User First Name  Last Name



Step 4: Click on the name of the desired officer.

4 users found

Name	User ID	User Role	Status
<input type="text" value="OFFICER, TESTY"/>	<input type="text" value="tofficer"/>	Officer	Active
<input type="text" value="PYLES, DEBORAH"/>	<input type="text" value="dpyles"/>	Officer	Active
<input type="text" value="SMITH, ANDREW M"/>	<input type="text" value="asmith"/>	Officer	Active
<input type="text" value="THOMAS, ISAAC MILTON"/>	<input type="text" value="ithomas1"/>	Officer	Active



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The current time is 2:52 pm. Your session will expire after 20 minutes of inactivity.

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### Edit System User

Work with Users

Change Password

Currently working with username tofficer

**Identifying Information** Update identifying information for this employee.

Name TESTY OFFICER

Social Security Number [REDACTED]

Date of Birth [REDACTED]

Phone Number [ ] - [ ] - [ ]

Email Address testofc@gapost.org

Confirm Email testofc@gapost.org

User Role \* Officer

Status\* Active

Update

Step 5 for Officers ONLY: Click on the user role pull down menu & select the user role which you would like to change to "Agency Administrator" or "Agency User".

Required fields are highlighted and marked with \*

Step 6: Click Update button to complete the change of user role.

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The current time is 3:06 pm. Your session will expire after 20 minutes of inactivity.

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### Add System User

Work with Users

**This page is intended to add a user that is not a sworn peace officer.  
If an officer requires administrative ability consider altering user role for officer's current profile.  
Officer should obtain profile through registration process.**

New User Name\*

New password\*

Repeat new password\*

First Name\*

Middle Name

Last Name\*

Suffix (if applies)

Social Security Number  -  -  Required if adding user role of officer

Date of Birth  /  /  (mm/dd/yyyy) Required if adding user role of officer

Verify First Name\*

Verify Middle Name

Verify Last Name\*

Verify Suffix (if applies)

Verify Social Security Number  -  -  Required if adding user role of officer

Verify Date of Birth  /  /  (mm/dd/yyyy) Required if adding user role of officer

Phone Number  -  -

Email Address

Confirm Email

User Role\*  Agency Association \*

Add System User

Step 3 for users that are not officers (i.e. admin staff, exec secretary, etc.) Enter a new user name using the convention (first initial last name such as jdoe for John Doe.)

Step 4 - Enter a password using a combination of at least six letters and digits. (i.e. jdoe2011). Then repeat.

Step 5 - Enter the required first name and last name of the individual. Then verify.

Step 6 - Change User role to Agency Admin or Agency User

Step 7 - Select your agency in the pull down menu.

Step 8 - Click Add System User.