

VENDORS - User Management

This resource will cover CREATE NEW USER, UPDATE EXISTING USER PERMISSION, PASSWORD MANAGEMENT.

You must be logged in as a Vendor Manager.

CREATE NEW USER

Select ADMINISTRATION from your sidebar.



Rebecca IdahoParksRec
Vendor Manager

 Invoices

 Vehicle Registrations

 Accounting

 Administration

Select NEW USER.

 New User + 

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Fill out the following: First Name, Last Name, Email, Phone, User Roles, Username, Password

New User

Save Done X

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	(123) 456-7891
Vendor	
HQ General Administration Operations (010001-01)	

Note that the VENDOR should be preselected. If it IS NOT, or does not list YOUR PARK, **STOP** & call 800-247-6332, Option #2

User Permissions

Certain programs may only be accessible to particular Profiles and/or Accounts. A user can select their Profile and Account from the Access dropdown menu in the top right header. Once usernames have been created, they can not be changed.

Select User Roles

Select User Roles

Password Format Requirements:

- × 10 character minimum
- × Include upper letters
- × Include lower case letters
- × Include at least one number
- × Include at least one special character
(Ex: !@#\$%^&*()-+<>)
- × Passwords must match

Username	<input type="text"/>	Copy
Password	<input type="text"/>	Generate
Confirm Password	<input type="text"/>	

Username format is as follows: FIRST INITIAL + LAST NAME.

If the username is already in use, please use: FIRST INITIAL + MIDDLE INITIAL + LAST NAME.

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Username

rhonsinger



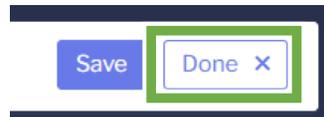
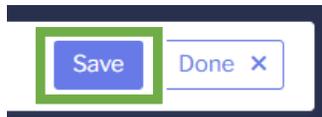
rahonsinger

User name is assigned to a different user.

You will be able to assign the following roles: Vendor Staff

Select All	Deselect All
Administrator	
Call Center	
Finance	
Park Manager	
Park Staff	
Regional Manager	
Retail Manager	
Vendor Manager	
Vendor Staff	

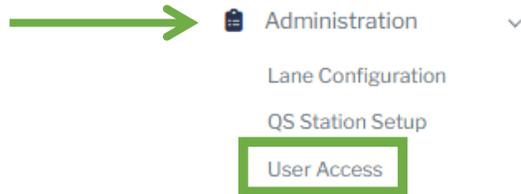
Once all information has been entered, select SAVE. Then DONE.



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UPDATE EXISTING USER PERMISSION

Select USER ACCESS from the ADMINISTRATION toolbar.



Search for and select the user profile by clicking anywhere in this section.

Search: ←

ID	Last Sign In	Name	Email	User Roles	Accounts
1687	Mar 12, 2025, 2:44:41 PM	Rebecca Honsinger	rebecca.honsinger@idpr.idaho.gov	6 Roles	33 Accounts

As a Vendor Manager, you can update: Name, Email, Phone, Role(s), Password

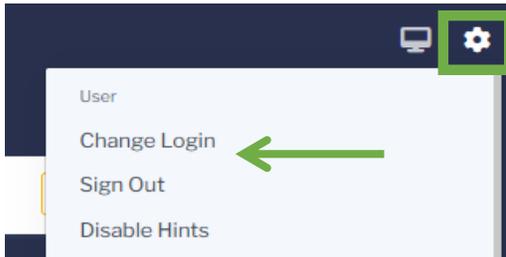
Update whatever is needed, then select SAVE. Then DONE.



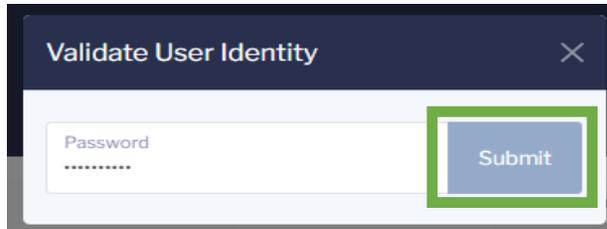
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PASSWORD MANAGEMENT

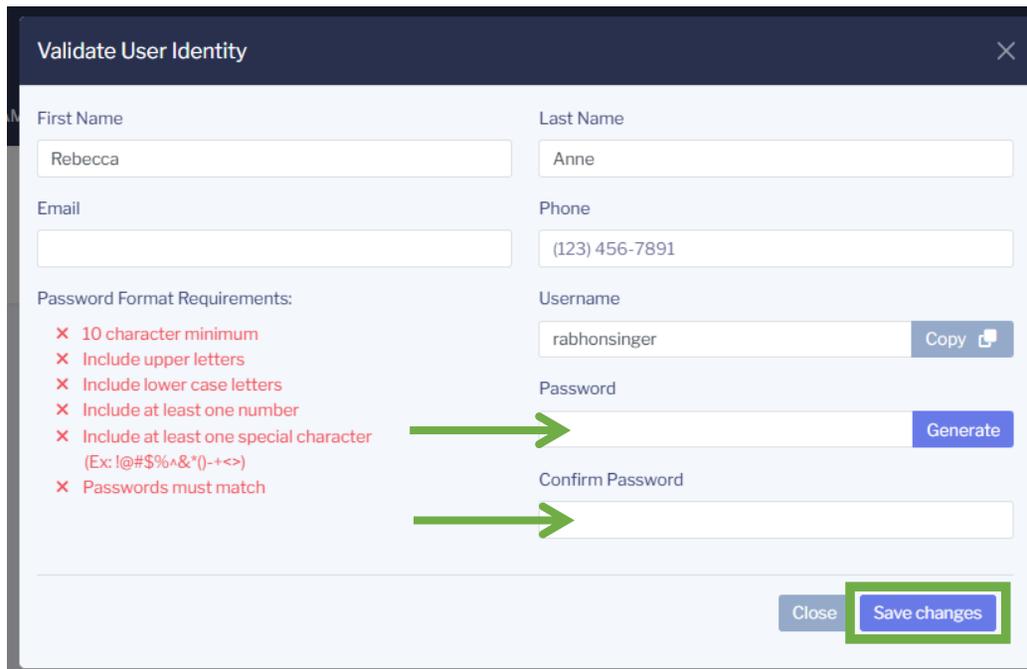
To reset your OWN password, select the GEAR icon in the upper right corner. Then select CHANGE LOGIN.



Enter your CURRENT password and select SUBMIT.

A screenshot of a 'Validate User Identity' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Password' input field with a masked password '.....'. To the right of the input field is a 'Submit' button, which is highlighted with a green box.

Create your NEW password and select SAVE CHANGES.

A screenshot of the 'Validate User Identity' dialog box. It contains several input fields: 'First Name' (Rebecca), 'Last Name' (Anne), 'Email', 'Phone' ((123) 456-7891), 'Username' (rabhonsinger), 'Password', and 'Confirm Password'. There is a 'Generate' button next to the Password field. On the left, there are 'Password Format Requirements' listed with red 'X' marks: '10 character minimum', 'Include upper letters', 'Include lower case letters', 'Include at least one number', 'Include at least one special character (Ex: !@#\$\$%^&*()-+<>)', and 'Passwords must match'. Green arrows point to the Password and Confirm Password fields. At the bottom right, there are 'Close' and 'Save changes' buttons, with 'Save changes' highlighted by a green box.