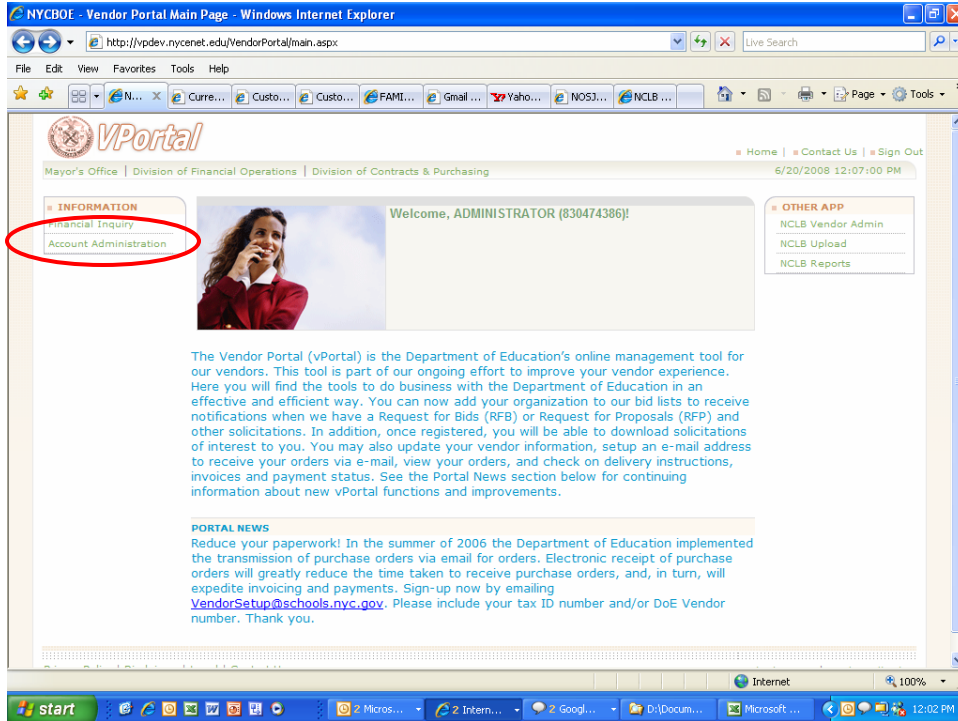
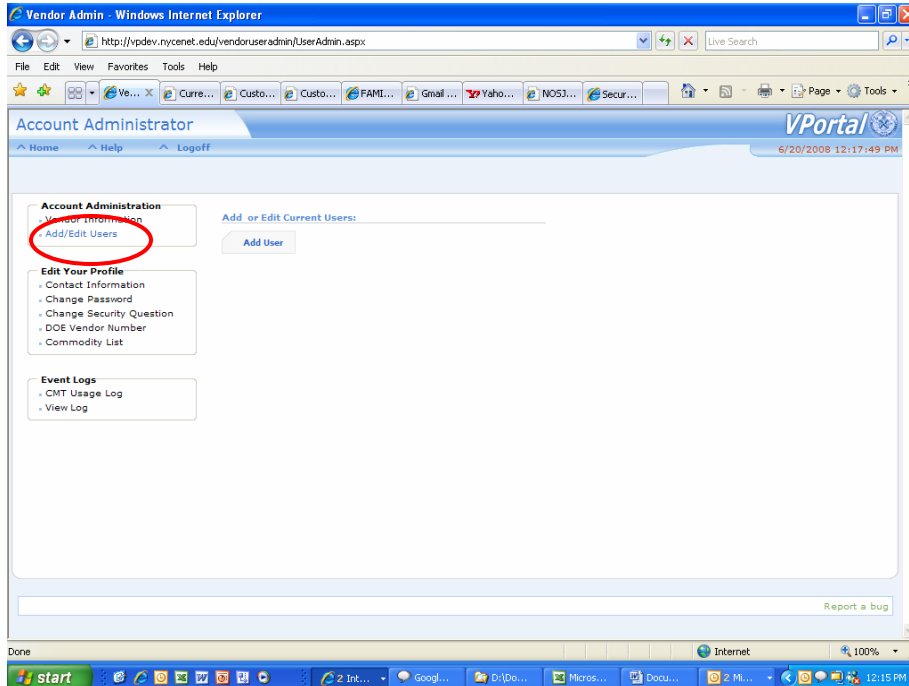


Adding users to the Vendor Portal



Select Account Administration



Select add/edit users
Click on **Add new**

USER ID: | FIRST NAME: | LAST NAME: |

User Info

User ID:

First Name: Last Name:

Email

DOE Vendor Access

USER ID:	BOE VENDOR NO:	BOE VENDOR NAME:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Application Security

INFORMATION

User Profile

OTHER

NCLB Vendor Admin NCLB Upload NCLB Reports NCLB Edit

Commodity List

GOODS / COMMODITIES

ART SUPPLIES AND MATERIALS AUDIO VISUAL EQUIPMENT
 BIOTECHNOLOGY BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES
 TEXTBOOKS, NEW AND USED

SERVICES

ACADEMIC INTERVENTION PROGRAM AIR CONDITIONERS & ELECTRIC FANS
 ARMED GUARD COURIER SERVICE AUDITING/IPSIG

Enter information respective fields and select the access for the user

USER ID: | FIRST NAME: | LAST NAME: |

User Info

User ID:

First Name: Last Name:

Email

DOE Vendor Access

USER ID:	BOE VENDOR NO:	BOE VENDOR NAME:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Application Security

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Commodity List

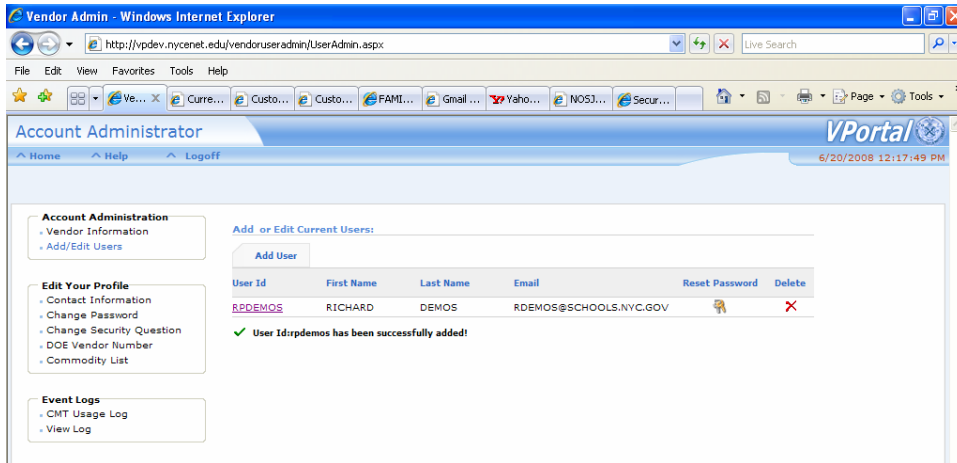
GOODS / COMMODITIES

ART SUPPLIES AND MATERIALS AUDIO VISUAL EQUIPMENT
 BIOTECHNOLOGY BUILDING/PLUMBING/ELECTRICAL/MISC.SUPPLIES
 TEXTBOOKS, NEW AND USED

SERVICES

ACADEMIC INTERVENTION PROGRAM AIR CONDITIONERS & ELECTRIC FANS
 ARMED GUARD COURIER SERVICE AUDITING/IPSIG

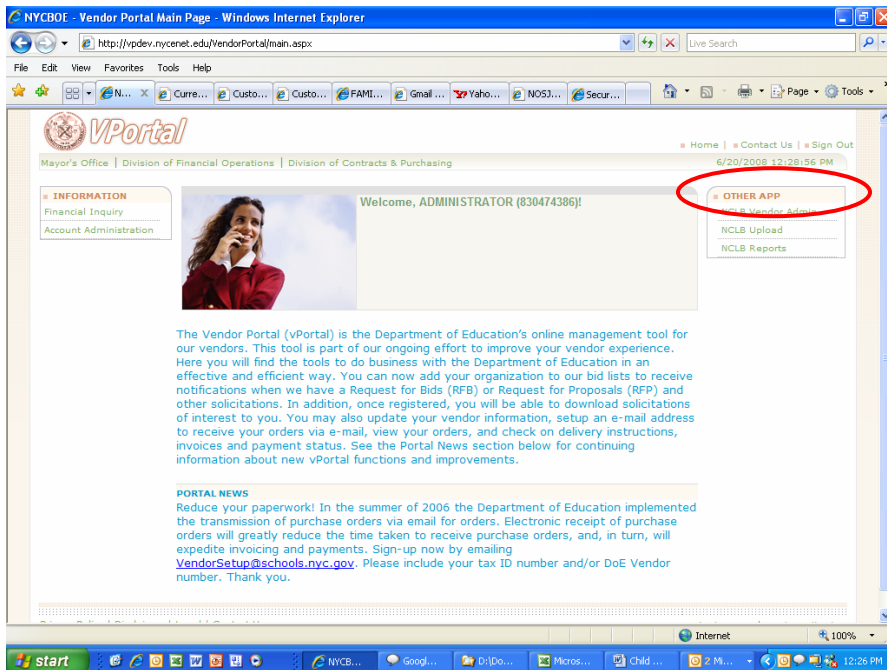
After submit an email will be sent to the user, assigning the username and password for access to the vendor portal.



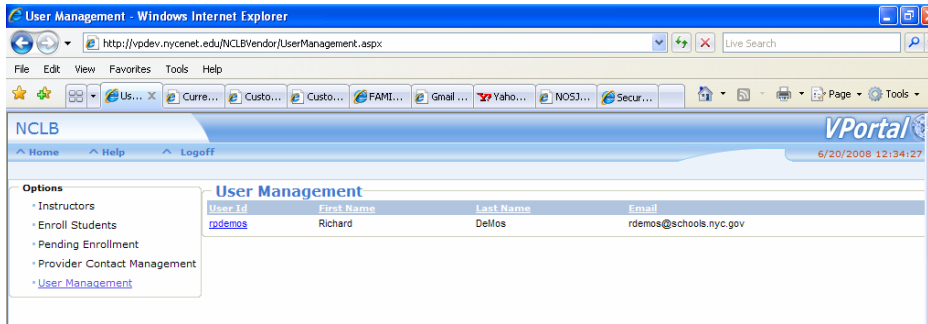
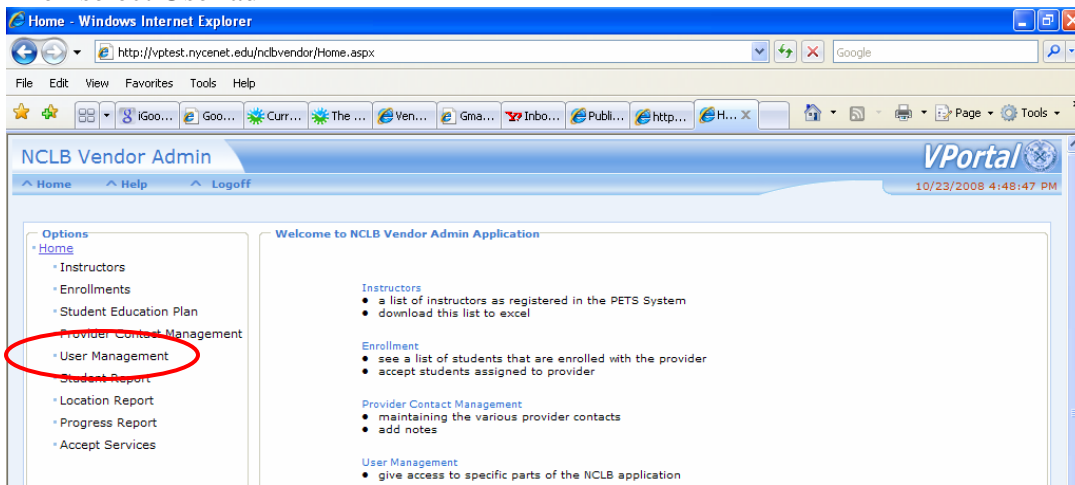
Success message after creating a new child account.

Now you specify which links with the NCLB application are available to the child account.

Go to NCLB Vendor Admin

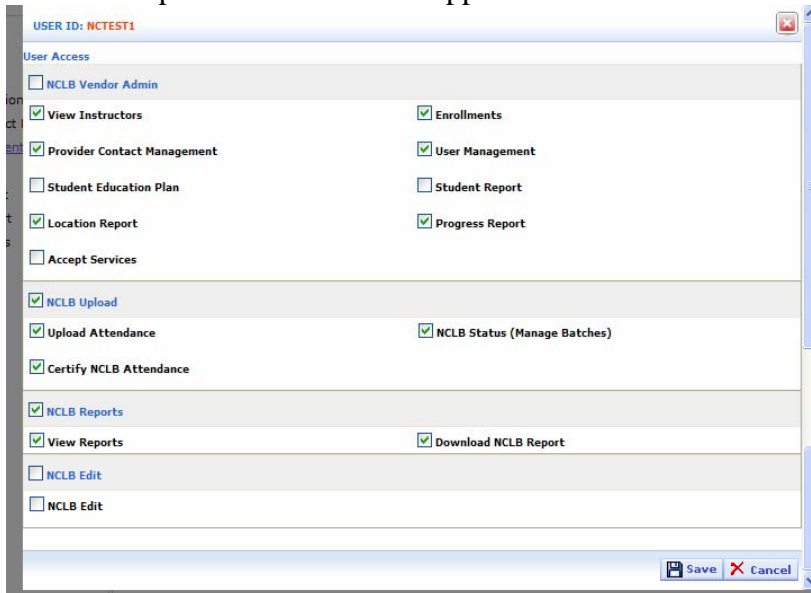


Then select User admin



Select user ID to assign NCLB specific action

Each box represents a link in the application.



Save changes