

# Procurement Depository User Documentation

## Password & Security Questions Guide

The Procurement Depository (also referred as, The Depository) is a web application designed to capture, manage, and report on information as described in the Public Procurement & Disposal of Public Property Act 2015 of Trinidad and Tobago.

### 1.0 Logging in to the Procurement Depository

The Procurement Depository uses two-factor authentication to access the system. The first factor of authentication is your username and password and the second factor is the security question & answer.

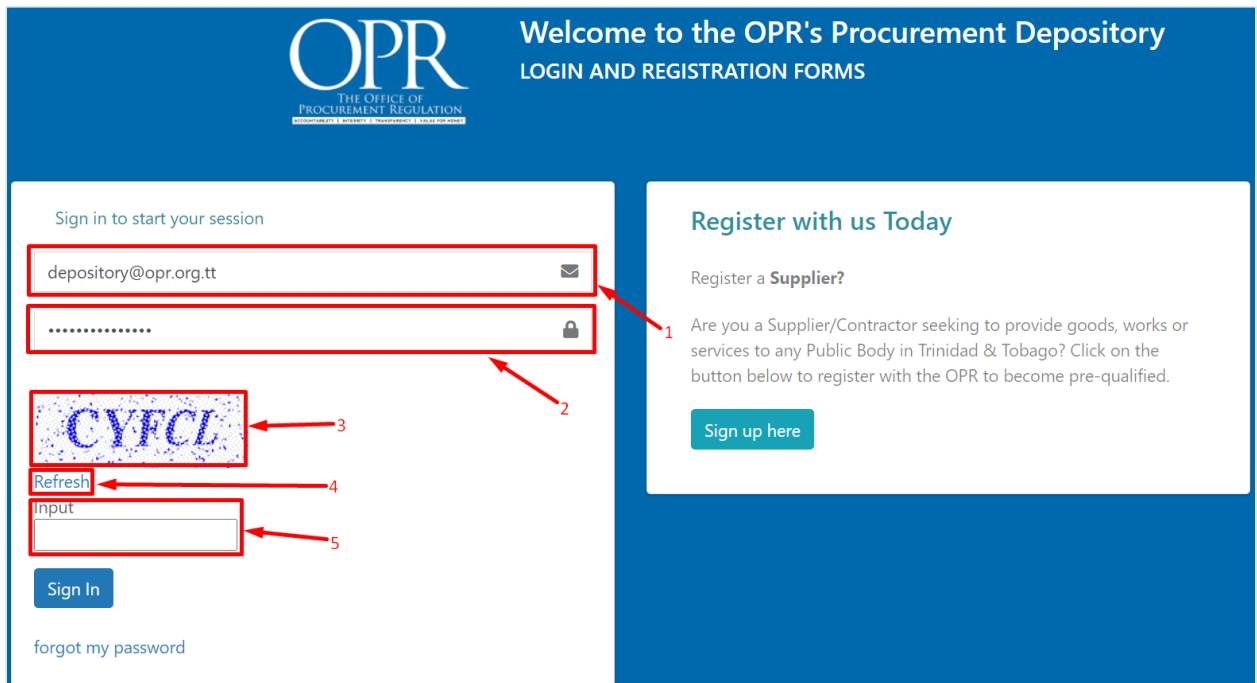


Figure 1.0 Login Screen

1. Enter your Username (email address) here.
2. Enter your Password here.
3. The CAPTCHA.
4. Click 'Refresh' to load a new CAPTCHA.
5. Type the CAPTCHA here.

To begin the login process you must enter the Username and Password. As you type the password you will notice that the characters are replaced by dots. This is a security feature to protect the password from being viewed by unauthorised persons. The password is case sensitive and care must be taken when entering this information.

You will then need to enter the string of letters displayed in the CAPTCHA. These letters are not case sensitive.

You will then proceed to click on the 'Sign In' button. Upon successfully providing valid account credentials and CAPTCHA, you will be prompted with one (1) of your three (3) security questions to be answered. Once you have submitted the correct answer to the security question, you will be logged into the system.

**IMPORTANT**

1. *Password is case sensitive.*
2. *Account will be locked after 3 failed attempts to login to the system.*
  - a. *Contact the OPR via email: [support@opr.org.tt](mailto:support@opr.org.tt), to request the account be unlocked.*
3. *CAPTCHA is not case sensitive.*
4. *Security Questions will cycle to the next security question if answered incorrectly.*

You will then be prompted to review & accept all policies listed before you can use the Depository.

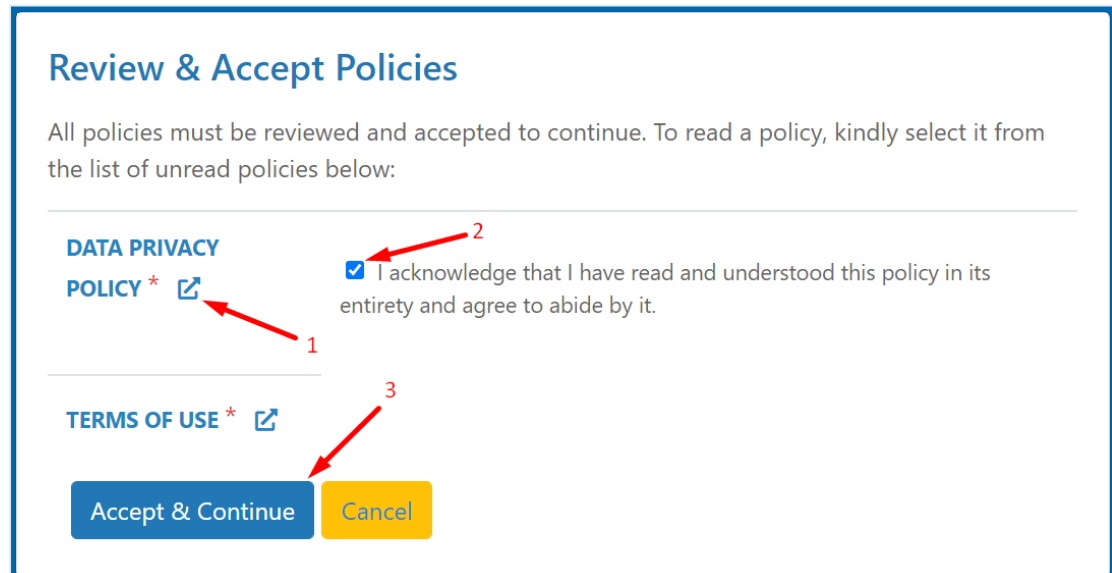


Figure 1.1 System Policies

1. Click here first to open the policy document in a new browser tab, you can review or download from here if you wish
2. This checkbox will then appear and must be checked if you wish to continue to the depository
3. If you have checked all policies and wish to proceed please click Accept & Continue otherwise click Cancel to return to the login screen.

**NOTE:** All policies listed must be checked before you are able access the Depository system for use.

## 2.0 Password Reset

Once you are successfully logged into the system, you can follow the steps below to change or reset your password:

**Step 1. Click My Settings Icon:**

The My Settings icon is located to the top right hand corner of the screen as shown in Figure 2.0 below. Clicking on the icon will expand the My Settings sidebar.

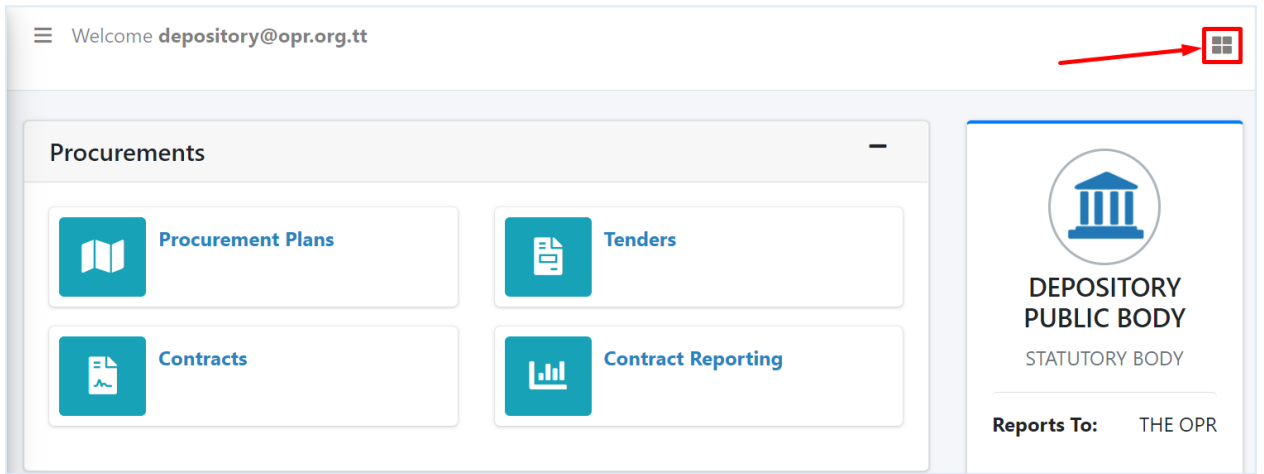


Figure 2.0 My Settings Icon

**Step 2. Click on Reset My Password**

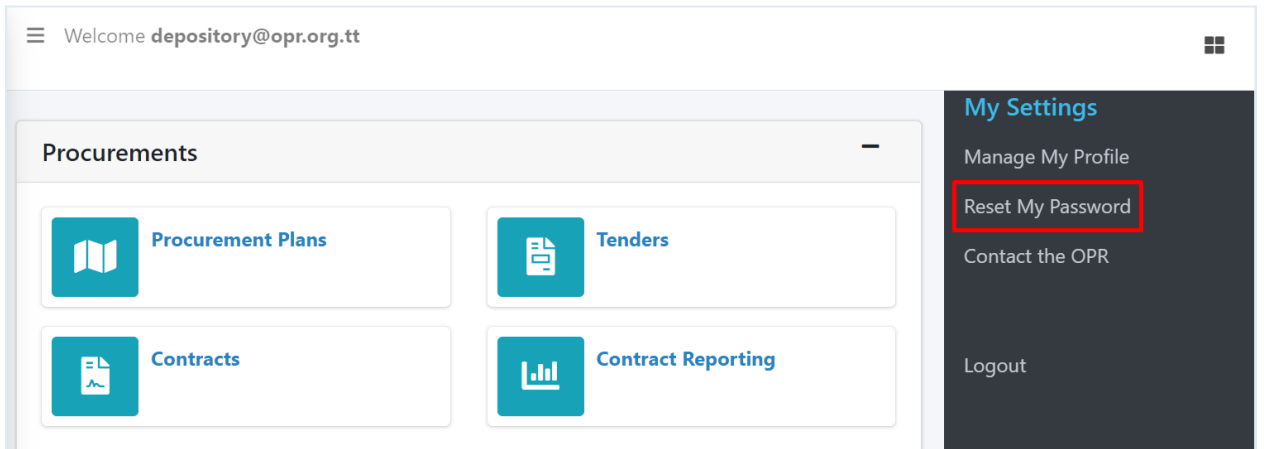


Figure 2.1 My Settings – Reset My Password

### Step 3. Complete 'Change My Password' Form

Welcome depository@opr.org.tt

## CHANGE MY PASSWORD

depository@opr.org.tt

Old Password

New Password

Confirm Password

Passwords must contain:

- A minimum of eight (8) characters
- At least one (1) lower case letter
- At least one (1) upper case letter
- At least one (1) special character
- At least one (1) number

Change Password

Figure 2.2 Change My Password Page

#### Old Password

Enter your current password.

#### New Password

Enter your new password.

#### Confirm Password

Re-enter your new password to ensure your password was typed correctly.

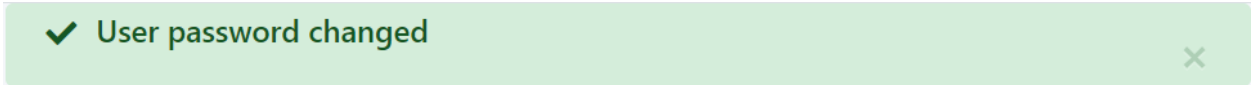
#### **IMPORTANT**

*Passwords must contain:*

- *A minimum of eight (8) characters*
- *At least one (1) lower case letter*
- *At least one (1) upper case letter*
- *At least one (1) special character*
- *At least one (1) number*

*Step 4. Click on 'Change Password'*

This will submit your password change and you will be prompted with a success message:



On your next login to the system you will need to use your new password.

3.0 Change Security Questions and Answers

Once you are successfully logged into your account, follow the steps below to change or reset your security questions and answers:

*Step 1. Click My Settings Icon:* 

The My Settings icon is located to the top right hand corner of the screen as shown in Figure 3.0 below. Clicking on the icon will expand the My Settings sidebar.

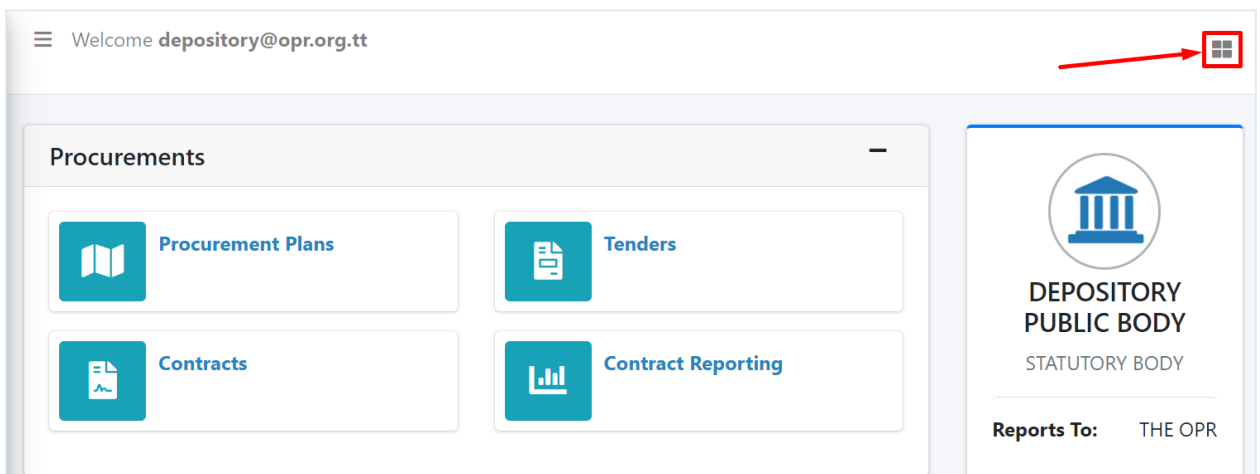


Figure 3.0 My Settings Icon

*Step 2. Click on Manage My Profile*

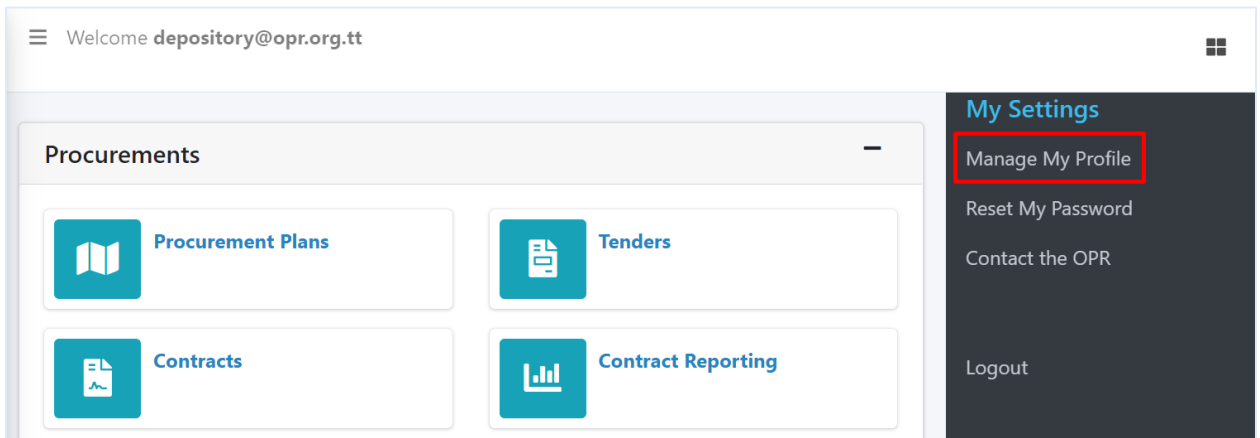


Figure 3.1 My Settings – Manage My Profile

You will be taken to the 'View Application User' page, where you will see the profile page of the user you are currently logged-in as.

*Step 3. Click on Security tab*

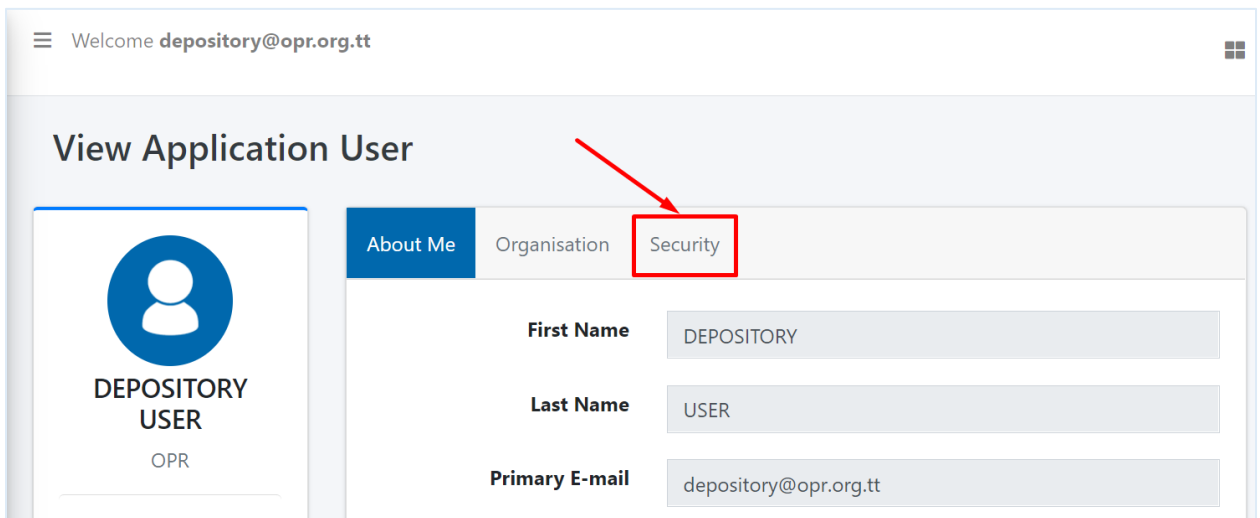


Figure 3.2 View Application User Page

*Step 3. Click on Edit*

Here you will see your current security questions and the encrypted answers. Clicking on the Edit button allows changes to be made.

**View Application User**

About Me Organisation **Security**

**DEPOSITORY USER**  
OPR

**Last logged in**  
1/14/2021 11:01:12 AM

**Locked out** N

**Security Question #1** Where was your first job?

**Answer #1** iH8qn4x10hg=

**Security Question #2** What is the name of the city where you met your spouse?

**Answer #2** e6YRLRmQoww2ibv1GsSaiQ==

**Security Question #3** Who was your favourite singer?

**Answer #3** HO+46yKdR9ZXKvEqAXgLnw==

**Edit**

Figure 3.3 View Application User – Security Page



*Step 4. Complete Security Questions and Answers Form*

<b>First Name</b>	DEPOSITORY
<b>Last Name</b>	USER
<b>Primary E-mail</b>	depository@opr.org.tt
<b>Old Security Question #1</b>	Where was your first job?
<b>New Security Question #1 *</b>	Where was your first job? ▾
<b>Answer #1 *</b>	.....
<b>Old Security Question #2</b>	What is the name of the city where you met your spouse?
<b>New Security Question #2 *</b>	What is the name of the city where you met your spouse? ▾
<b>Answer #2 *</b>	.....
<b>Old Security Question #3</b>	Who was your favourite singer?
<b>New Security Question #3 *</b>	Who was your favourite singer? ▾
<b>Answer #3 *</b>	.....

Save Cancel

Figure 3.4 Edit Security Questions and Answers

There are three security questions and answers which must be specified here. As you type the answers to your security questions you will notice that the characters in your answers are replaced by dots. It is important to remember the answers you specify here, as only you will know this information.

**New Security Question #1**

Click on the question to expand a list to select a question if you wish to change the security question.

**Answer #1**

Enter your answer to New Security Question #1.

**New Security Question #2**

Click on the question to expand a list to select a question if you wish to change the question.

**Answer #2**

Enter your answer to New Security Question #2.

**New Security Question #3**

Click on the question to expand a list to select a question if you wish to change the question.

**Answer #3**

Enter your answer to New Security Question #3.

*Step 5. Click on Save*

This will submit your security questions and answers change and you will be prompted with a success message:

✓ ApplicationUser successfully updated!

