As an Operational Approver for the DGSOM Procurement Portal, you have the ability to approve new member requests, manually add new members and manage members of the Procurement Portal.

**Approve New Member Requests**

When a first time user with no access rights logs into the Procurement Portal for the first time, they will be prompted to select their unit from a dropdown menu. The Operational Approver of the selected unit will receive an email notification letting them know there is a new user request pending.

To view and approve new user requests,

1. Log into the Procurement Portal [https://orders.dgsom.ucla.edu/](https://orders.dgsom.ucla.edu/) using your Mednet AD account. Use multifactor authentication through Duo to access the portal.

2. Click the “Members Access” button. The number of pending member access requests will be listed on the button.
3. Click on the “Approve New Members” tab to view new member requests. You can filter requests by unit.

4. Select the “Approve” button to give the user access to the listed unit in the Procurement Portal. Click “Deny” if the user should not have access to the listed unit.

Add / Manage Members

You have the ability to manually add new members and manage members of Procurement Portal. To add a new member,

1. Click on the “Add/Manage Members” tab.
2. Click the “Add Member” button.
3. Enter the users name or email address into the search bar. If they are not in the system, fill out the form.
4. Click the “Submit” button to add the new user. To remove a user, locate the user and click the “Remove” button.

Questions?

Contact your department procurement administrator for questions about assigning orders.