PREP - Adding Users
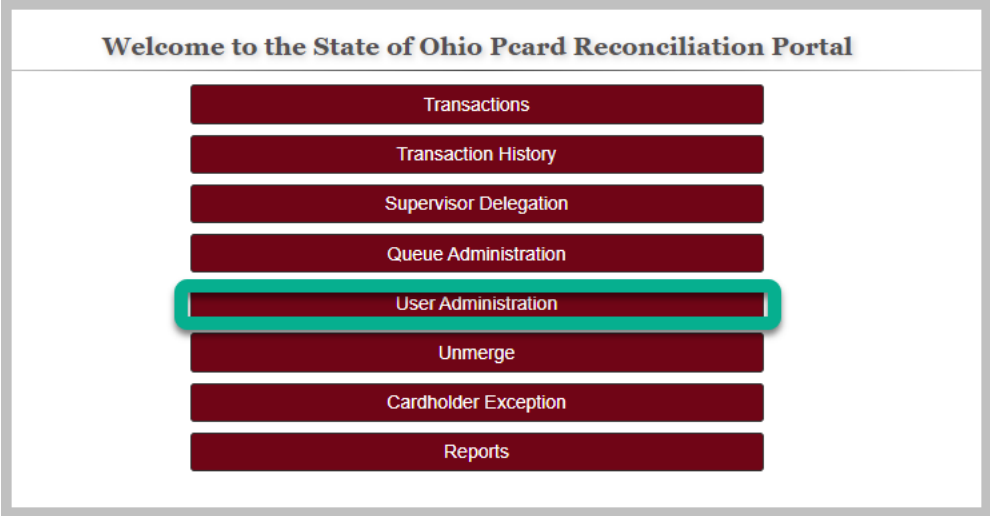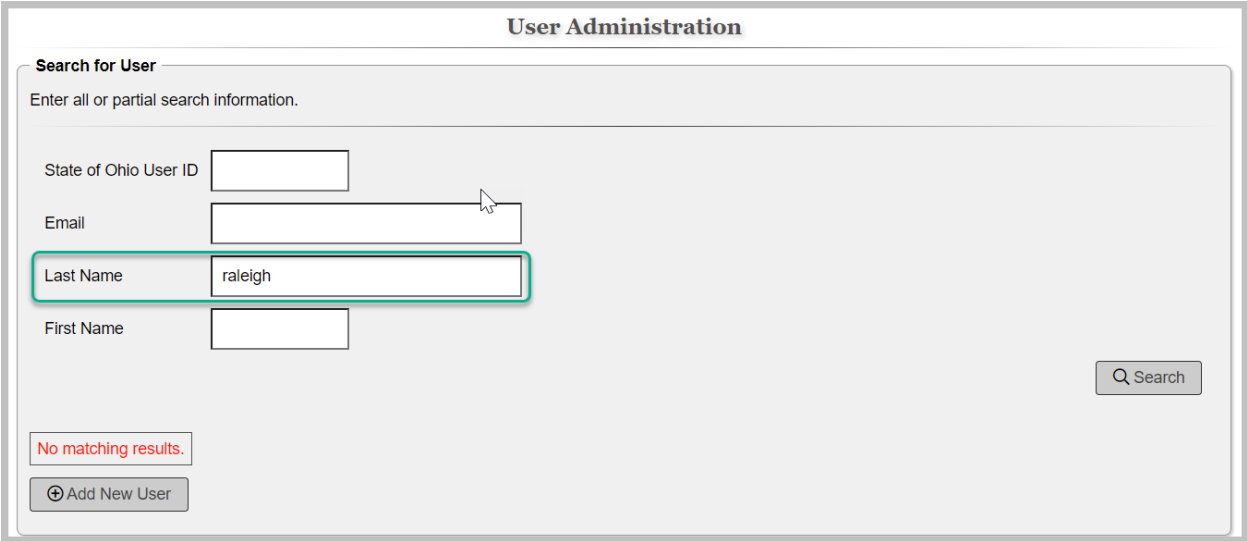
1. Login to PREP and go to User Administration

2. Search for the user by entering employee ID or last name

3. If user is not found, click on the 'Add New User' button

User Administration

Search for User

Enter all or partial search information.

State of Ohio User ID

Email

Last Name   raleigh

First Name

🔍 Search

No matching results.

⊕ Add New User

4. Enter employee ID, email address, first name and last name

Add New User

New User Information

Enter State of Ohio User ID or email address. If this is not a State of Ohio user, leave the State of Ohio User ID field blank.

State of Ohio User ID   10001111

Email   heather.raleigh@obm.ohio.gov   **Please confirm that email address is correct before submitting the new user. Agency users cannot update the email address after submission.**

Last Name   Raleigh

First Name   Heather

Phone Number

Application Access   Pcard Reconciliation

Agency   OBM

Roles   Auditor

Submit   Cancel

5. Select the role(s) for the user

6. Choose whether to notify the user of the change

7. Process complete