

Inviting a New User to Agency Talent Portal

BEFORE YOU GET STARTED

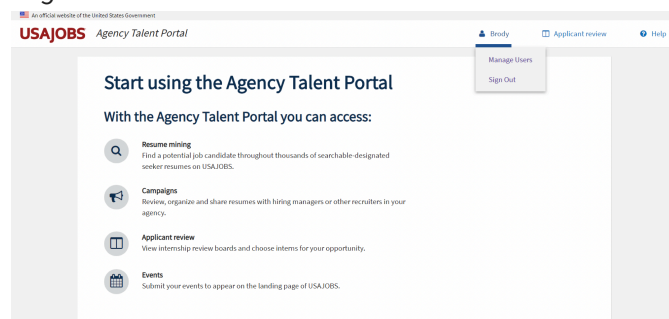
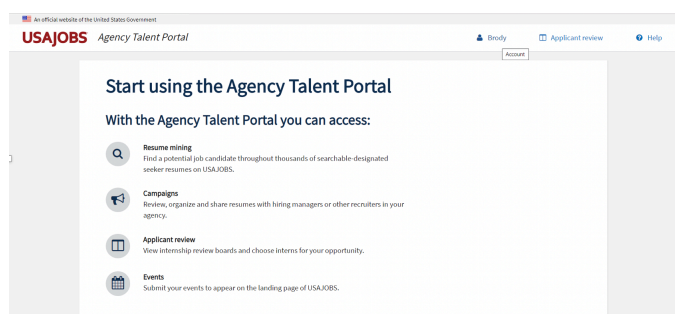
Make sure you:



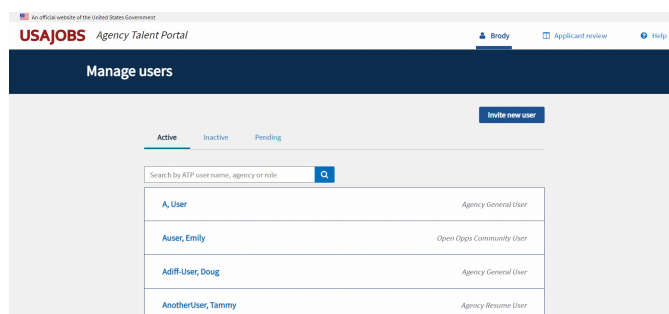
- 1 Are an Agency Administrator user in Agency Talent Portal (ATP).
- 2 Have a valid federal email address for the new user.

INVITING A USER TO ATP

- 1 From the navigation bar across the top, click on your name.
A menu will expand with the option to *Manage Users*. Click on *Manage Users*.



- 2 On the next screen, click the blue *Invite new user* button.



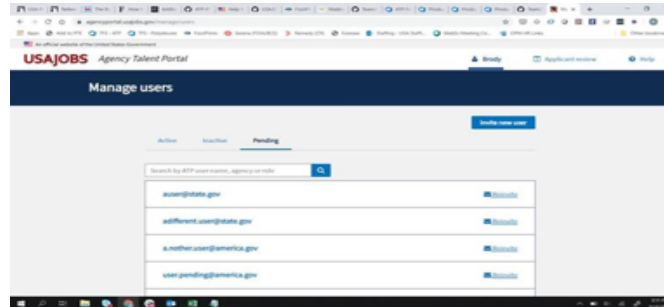
- 3 Enter the new user's information:
 - A. Federal email address (Note - if inviting to an Open Opportunity Community User, the invitee must already be a Open Opportunity User.)
 - B. Select the appropriate department/agency.
 - C. Select the appropriate role.

- 4 Click Invite button to submit invitation and the new user will receive an email invitation with a 24-hour, time-sensitive link to create a password (a confirmation message will not be displayed on screen).

If user is being added for community review boards, select "Open Opportunity Community User."

RE-INVITING A USER

- 1 Within the Manage Users screen, click on the Pending users tab. The previously invited user will be listed under this tab.



- 2 Each user listed in the Pending users list has a “Reinvite” button to the right of their name. Clicking on this link will send another invite to the user with a new invite email link.

IF YOU'RE INVITING A USER FOR A COMMUNITY/APPLICANT REVIEW BOARD

- 1 If the user does not have an Open Opportunities profile, one must be created on <https://openopps.usajobs.gov/>
- 2 Once the user has an Open Opportunities profile created they must ask their community manager to be added to a given community (Example: State Department Internship Community)