# User Manual

**v1.1**

## for the

## Virtual Office of Acquisition (VOA)

## User Registration

*Document Prepared For:*

**Technology Acquisition Center**
**U.S. Department of Veterans Affairs**
**Contract No. VA118-10-P-0022**

*Document Date:*

**28 June 2010**

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# Virtual Office of Acquisition (VOA)

This virtual office provides a foundation for the acquisition community that allows the government to better communicate with the general public, manage the acquisition data internally, and share information seamlessly with existing applications.

The Virtual Office of Acquisition (VOA) will initially consist of the Supplier Relationship Transformation Portal.   VA recognizes that our Supplier community is a significant partner in addressing critical acquisition issues. This portal facilitates an easy and open exchange of information from the Supplier community to key VA decision makers.

# Registration for a first time user

### Home page

- https://www.voa.va.gov/
- The main page of the United States Department of Veteran Affairs Virtual Office of Acquisition website home page (See Figure 1) contains a description of the Virtual Office of Acquisition.
- Click on the Registration link.



**Figure 1: Home Page**

### Create a New Account

- The registration link will lead to the *Create a New Account* section (see Figure 2.)
- There are six fields for information entry.
- A red asterisk indicates a required field.
- In the first field, type in the desired username.

- In the next field, type in a password. The password must contain:
    - at least 8 characters
    - both upper and lower case letters,
    - at least one number
    - at least one special character
- In the Confirm Password field, retype the password *exactly* as it was typed in the Password box. In the E-mail box, please type in a valid email address in the format of: xxxxx@xxxxx.com.
- Next, choose a security question to answer by clicking the drop down arrow at the end of the Security Question box. If a password is forgotten, the security question chosen here will be asked and enter the answer specified in the field below.
- In the Security Answer field, type in the answer to the selected question above.
- When all of the fields are completed, click "Create User".
- Note: It is not permitted to have the same username or email address as another member.
    - If you specify a username or email address that has already been used, a notification in red text will appear at the bottom of the screen.
    - If the username is in use, the notification will say "Please enter a different user name".
    - If the email entered is already in use, the notification will say, "The e-mail address that you entered is already in use. Please enter a different e-mail address."
    - Add that the user needs to contact support if they have forgotten the security question answer.
- Once the information is accepted, a message box will come up that says "Your account has been successfully created. Click 'Continue' to complete your registration." (Figure 3.)

**Figure 2: Create a New Account**



**Figure 3: Successful Account Creation**

**Enter personal information**

- Once the "Continue" button is clicked, the *Contact Information* form appears (see Figure 4.)
- Data should be entered into the fields as follows:
  - ○ **Company Name** - Enter company name.  All standard alphanumeric characters are allowed in the field.  The length of this field is limited to XX characters.
  - ○ **Department/Organization** - Enter the desired department or organization name.

- o **Division** - Enter the division of the department or organization that was entered above.
- o **Business type** - Click the drop down arrow at the end of the box and select the type of business by clicking on it.
- o **First name** - Enter the first name.
- o **Last name** - Enter the last name.
- o Address 1- enter an address.
- o **City**- Enter the city.
- o **State** - Click the drop down arrow at the end of the box and select the state by clicking on it.
- o **Zip code** - Enter the zip code of the previously entered city.
- o **Phone number** - Enter a valid phone number.
- The above information is required and will appear as the company information for the proposal.  Once all the required information is filled out in the boxes, click the "Save" button at the bottom of the screen.
- Once the "Save" button is clicked, the page will redirect to the *Proposal Submittal Form* (see figure 11).

UNITED STATES
**DEPARTMENT OF VETERANS AFFAIRS**   **VIRTUAL OFFICE OF ACQUISITION**

Home  |  Transformation  |  My Account  |  Logout  |  Alan

Contact Information | Account Information

Company Name:*

Department/Organization Name:*

Division:*

Business Type:*  Please Select ▼

CCR Cage Code:
If you do not have a CCR Cage Code, click here to register.

First Name:*

Last Name:*

Title:

Address 1:*

Address 2:

City:*

State:*  Please Select ▼

Zip Code:*

Phone Number:*

Alternate Phone Number:

Fax Number:

Email:  sdjakl@jkl;sdaf.com

* Required Field:

[Save]  [Cancel]

**Figure 4: Contact Information**

# Login for Previously Registered Users

### Home page to Login

- The main panel of the United States Department of Veteran Affairs Virtual Office of Acquisition website home page (See Figure 1), contains a description of the Virtual Office of Acquisition. Above this description, there are four links for VOA navigation.

- Select the link for Login (see Figure 5).



**Figure 5: Login page**

### Logging In

- Enter User Name and Password.
- Click Login.
- Below the User Name and Password text boxes are links in red. The first link is for users who have not yet created a login, and need to register. The second and third links are for users who have forgotten either a password or a user name.
- If further assistance is needed, a Virtual Office of Acquisition help email address is listed at the bottom of the page.

# Logout

In order to log out of the United States Department of Veterans Affairs Virtual Office of Acquisition website, click the "Logout" link. This link is located near the top of the page to the right of the "My Account" link.

Once the user is logged out, it will automatically redirect to the home page. To log in again or log in a different user, click the "Login" link near the top of the page, next to the registration.

# Forgetting a Username or Password

### Recovering a Password

- If a password has been forgotten, click the link that reads, "Forget your password?" to open the password recovery page (See Figure 6).
- Enter a user name and click "Submit."



**Figure 6: Forgot Password**

**Figure 7: Identity Confirmation**

- The *Identity Confirmation* page will appear (Figure 7.)  Enter the answer to the security question.  (This question was selected and answered during registration.)
- An email is sent to the user's account (established during registration)
- The email that is sent to the user will contain a randomly generated password.
- Return to the VOA login page and login using the information from the email.

### Recovering a User Name

If a user name has been forgotten, click the link that reads, "Forget your Username?" to open the user name recovery page (See Figure 8).



**Figure 8 Forgot Username**

- Enter the email address and click "Submit."
- Red text will appear as a notification that an email has been sent.

- Check email. The email will contain a username for the VOA and a URL to return to the site and login.

# Changing or Updating User Information

On the My Account page, which displays the Proposal dashboard, there is a link on the right side below the VOA banner that says "Show Info".  Click this link.

A page containing your information will be displayed (See Figure 9).

**Figure 9 Show Info**



- Click "Edit".
- This will allow the information to be edited. Areas with a red asterisk are required fields.
- The user's email address cannot be changed.
- Save when finished.

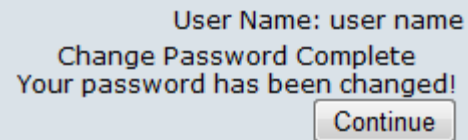**Figure 10: Show Info: Account Information**

### Account Information

This tab allows users to change the password or security question for their account. It is located next to the Contact Information tab when the Show Info is open (see Figure 10).

### Change Password

A password can be changed from the Account Information tab, by providing the following information:

- "Password": Enter the current password
- "New Password": Type the desired new password
- "Confirm New Password": Retype the same new password
- Click "Change Password"
- "Change Password Complete" will appear (See Figure 11).

**Figure 11: Change Password Complete**

**Change Security Question**

- "Current Password": Enter the current password
- "Security Question": Click the drop down arrow and select the desired security question
- "Security Answer": Enter desired security answer to the new question
- Click "Update Security"
- "Your security question has been updated" will appear in red.