

Add Additional Users

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

To Add Additional School Users

Step One: Website

Go to www.ColoradoETPL.org

Step Two: New User

To add additional users for DPOS

Connect, click **New**

Provider/School/User: Get Started.



The screenshot shows the ColoradoETPL.org website. The header includes the logo, a location pin icon, and the text "Welcome to ETPL and DPOS Application Site". A navigation bar contains several buttons: "HOME", "NEW PROVIDER/SCHOOL/USER: GET STARTED" (circled in red), "RETURNING PROVIDER/SCHOOL: LOG IN", "ABOUT ETPL", and "SUBMIT A DPOS COMPLAINT". Below the navigation bar, there is a main heading "Welcome to the ETPL and the DPOS Application Site" and two paragraphs of text. The first paragraph describes the Eligible Training Provider's List (ETPL), and the second paragraph describes the Division of Private Occupational Schools (DPOS). At the bottom of the page, there is a photograph of a diverse group of professionals in various work settings, including a firefighter, a doctor, a nurse, and a construction worker. The time "12:45 PM" is visible in the bottom right corner.

Select Provider Organization Type

Step Three: Org Type

Select **06-Private Occupational School**. Enter the school name in the Provider Name field

Step Four: Search

Click **Search** to find your school's name.

Step Five: Show Authorized Users

On the search results table, check the box next to the school name and click **Show Authorized Users**.

The screenshot shows a web form titled "Find Your Organization" with a "HOME" link in the top left. Below the title is a "New Search" checkbox. The main instruction reads: "Select your Org Type and/or enter part of your organization's name in the Provider Name box below. Click the Search button." There are two input fields: "Provider Org Type*" and "Provider Name". The "Provider Org Type*" field contains a list of 17 radio button options, with "06-Private Occupational School" selected. A purple oval highlights the "Provider Name" field, and a purple arrow labeled "Step Three" points to the "06-Private Occupational School" option. Below the list is a "SEARCH" button, which is circled in purple, with a purple arrow labeled "Step Four" pointing to it. A hint below the search button says: "Hint: You may search several times using different Org Types or keywords in Provider Name field if you don't find your organization immediately." Below the search results, there is a table with four rows. The first row is "The Skincare Academy" with an unchecked checkbox. The second row is "Truck Driving School 1" with a checked checkbox, circled in purple. The third row is "Truck Driving School 2" with an unchecked checkbox. The fourth row is "Truck Driving School 3" with an unchecked checkbox. A purple arrow labeled "Step Five" points to the "SHOW AUTHORIZED USERS" button, which is located below the table. Below the "SHOW AUTHORIZED USERS" button is a red button labeled "CONTINUE (MY ORGANIZATION IS NOT IN THE LIST)" and a yellow button labeled "CANCEL FORM".

Add User

Step Six: Add User

Click **Add Me as an Authorized User with the Selected Provider.**

Step Seven: Enter New User

Enter the contact information for the new user. The contact E-mail address will be the new user's username to login to DPOS Connect. Click **Submit**. Once the new user is approved by DPOS, an email will be sent with information on how to set a password.

The screenshot displays the 'Authorized Users' management interface on the ColoradoETPL.org website. At the top, there is a header with the site logo and a welcome message. Below this, a navigation menu includes a 'HOME' link and a checkbox for 'Add Authorized User'. A yellow button labeled 'CANCEL AND GO BACK HOME' is visible. The main content area shows the 'Current Organization Selected' section, which includes fields for 'Requestor Selected Existing Provider', 'Provider Org Phone', 'Provider Org Type', 'Technical College', 'Provider Primary Contact', and 'Provider E-mail'. There is also a section for 'Programs Offered General Description' and 'Provider Website'. The 'Enter Your Contact Information' section contains three input fields for 'Contact First Name*', 'Contact Last Name*', and 'Contact Phone Number*', followed by a plus sign. Below these is a 'Contact E-mail*' field. A yellow alert message states: 'ALERT: Your Contact E-mail will be your username. Make sure it is entered correctly!'. At the bottom, there are two buttons: 'SUBMIT' (circled in red) and 'CANCEL' (yellow).