The Georgia POST Data Gateway has three access roles for individuals in an agency:
1. **Officer -** Minimum user rights. Officer level users only have access to their own information.
2. **Agency User -** Increased user rights for the agency's needs. The Agency User level can enter applications, set up training classes, and run agency reports.
3. **Agency Administrator -** Full agency rights. The Agency Administrator will be able to assign agency user roles, change passwords for agency members, process officer changes of status (C11), perform audits, and run agency reports. Additionally, the Agency Administrator has signature authority for the Agency Head in the POST Data Gateway.

Agency Heads are automatically assigned the Agency Administrator role in the POST Data Gateway. The Agency Head can designate as many Agency Administrators as desired.

Agency Heads and Agency Administrators can assign any role to members of their agency in the Gateway.

1. Log into the Gateway and click Admin.

Start | Admin | Report | Training | Officers | Applications | Help | Logout

Peace Officer Training and Certification Start Page

2. Click Work with Users.

P.O.S.T. Data Gateway Administration Tasks Menu

Action	Description
Add User	Add a username to the gateway
Work with Users	Work with gateway usernames
Demographics	Agency Information maintained by POST

3. Select the user's current Security Level and click Refresh. This will give you a list of all users in your agency that currently have that Security Level. In this example, we have listed all users with the Officer Security Level. Click the name of the user you are changing. If the user does not appear for your agency, please ensure a C11 has been submitted to place them on your agency roster.

Work with System Users

Select Security Level Officer ✔ Status Active ✔ Refresh
or Enter User Name [ ] Select User
or Search for User Last Name [ ] First Name [ ] Select User

2 users found

Name	User ID	User Role	Status	Last Access
OFFICER, JOHN Q	jofficer	Officer	Active	October 13, 2021 11:30 am
OFFICER, SAMPLE EXAMPLE	sofficer	Officer	Active	June 25, 2021 1:50 pm
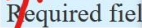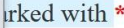
4. At the bottom of the new screen, change the User Role and then click Update.

5. You will receive a success message at the top.

Agency Heads and Agency Administrators can also add non-certified personnel as users within their agency.

1. Log into the Gateway and click Admin.

2. Click Add User.

3. Fill out all information for the new user. Remember, Add User is only for personnel that are not POST certified. At the bottom of the screen, select the new user's role and ensure your agency is correct in the Agency Association field. Click Add System User.

Agency Heads will need to remember to remove any Agency Administrators or Agency Users when those individuals no longer work for the agency. POST recommends adding this step to the agency's checkout list for when officers/employees leave the agency.

For new agencies with no current administrators of any type, the Agency Head must complete and submit the [Agency Administrator Designation form](). The individual being designated as the Agency Administrator must have an active POST Data Gateway account.

The Agency Administrator Designation form can be submitted by:

    Fax: (770) 732-5952 or
    Email: helpdesk@gapost.org