

How To Onboard A New External User in Gatekeeper

The purpose of this document is to provide step-by-step instructions for onboarding an external agency user into Gatekeeper.



The first step in onboarding a new user into Gatekeeper is for the requestor to complete the Contracting & Invoicing System Onboarding Form. You can access the form using the link below.

<https://fs21.formsite.com/Workforce Partnership/vbvhedap2i/index>

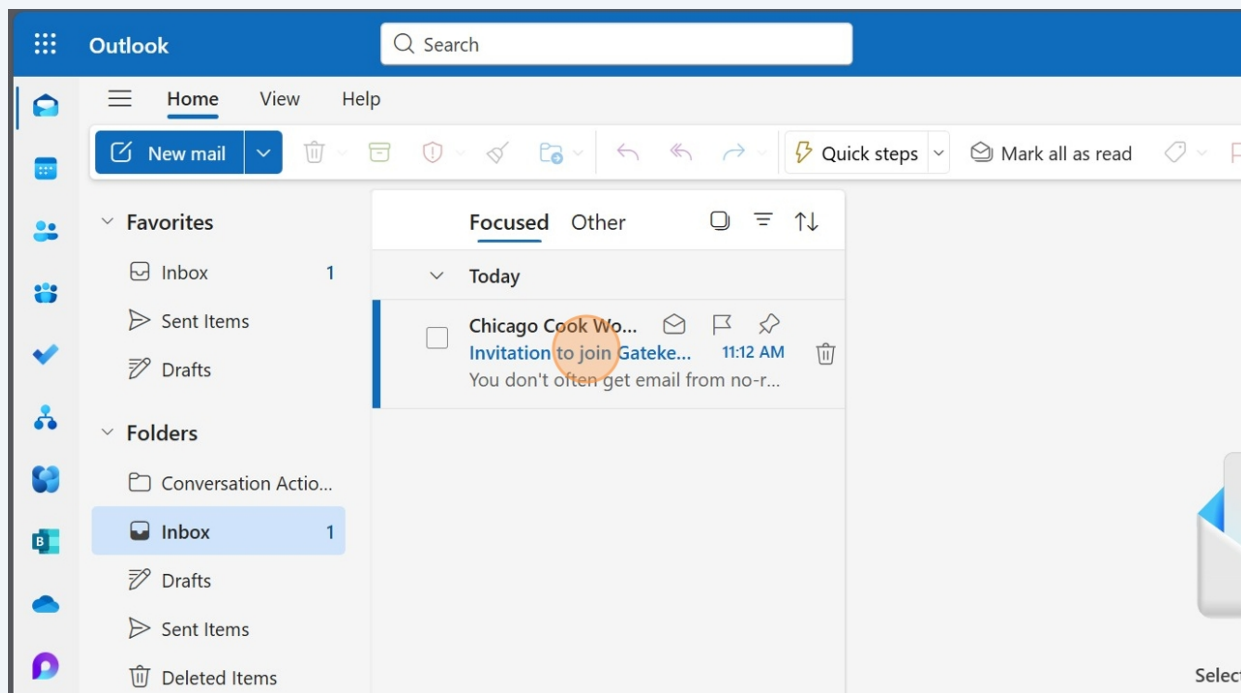
Once the form is submitted, the requestor will receive an invitation to join Gatekeeper

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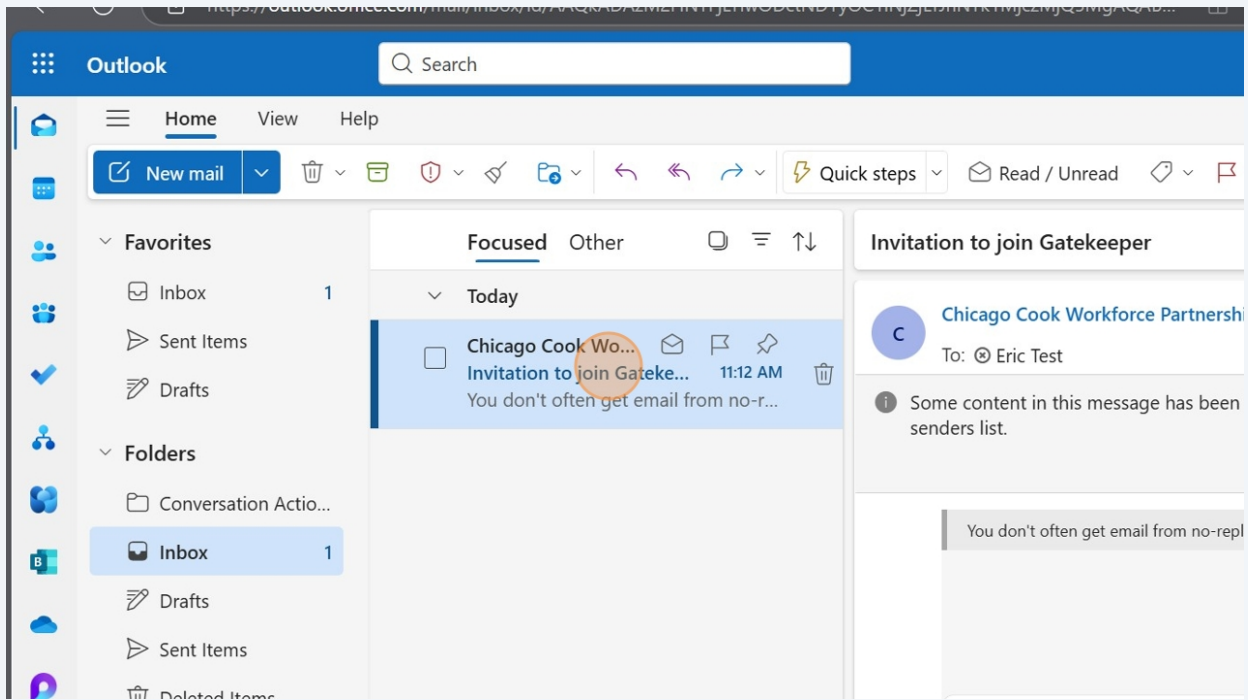
You will receive an email invitation to join Gatekeeper. The email will be sent from

no-reply@gatekeeper.com with the subject line: "Invitation to join Gatekeeper."

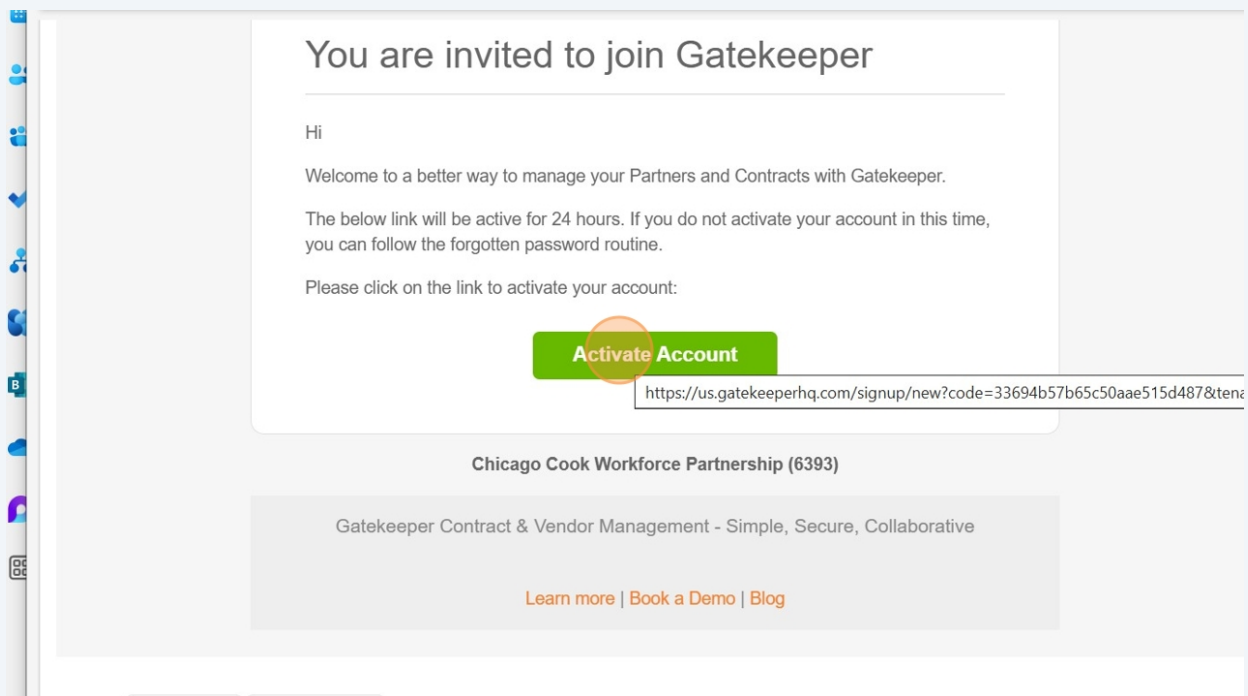
Please check your inbox for this message. If you don't see the email, make sure to check your junk or spam folder, as it may have been filtered there. Once you find the email, please click on the "Activate Account" link provided within the email to proceed with setting up your account.



2 Click to open the email



3 Click "Activate Account"



4

Click on the password field and create a new password. The password must be at least 12 characters long and include a combination of uppercase letters, lowercase letters, numbers, and symbols.



Password Setup

Password

SAVE PASSWORD

By clicking "Save Password" You agree to Gatekeeper's [Privacy Policy](#).

Strength Checker

✓ At least 12 characters

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Click "SAVE PASSWORD"



Password Setup

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Strength Checker

✓ At least 12 characters