



Arkansas.gov State Directory
User Guide – Agency Administrator

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URL

State Portal Arkansas.gov - <http://arkansas.gov/>

State Directory Admin - <https://portal-admin.ark.org/>

Login / Create an Account:

The screenshot shows the 'Arkansas.gov Admin' login page. At the top, there is a dark blue header with 'Arkansas.gov Admin' on the left and a 'Login' link on the right. Below the header is a dark blue navigation bar with a home icon and the text '- Login'. The main content area is light blue and contains a white login form. The form has two input fields: 'Username' and 'Password'. Below these fields is a checkbox labeled 'Remember Me' and a blue 'Login' button. At the bottom of the form is a blue button with a plus icon and the text 'Create an Account'.

Login:

Complete required fields:

- Username
- Password

Click the 'Login' button

Note: You may select the 'Remember Me' checkbox if you are using a private computer.

Upon initial login, you will need to **request access** to your agency.

The screenshot shows the 'Arkansas.gov Admin' dashboard page. At the top, there is a dark blue header with 'Arkansas.gov Admin' on the left and 'Impersonating Matthew King' on the right. Below the header is a dark blue navigation bar with a home icon and the text '- Dashboard'. The main content area is light blue and contains a white message box with the text: 'You don't have access to any agencies. [Request access to an agency.](#)'

The screenshot shows the 'Arkansas.gov Admin' 'Create News' page. At the top, there is a dark blue header with 'Arkansas.gov Admin' on the left and 'Impersonating Matthew King' on the right. Below the header is a dark blue navigation bar with the text 'Create News'. The main content area is light blue and contains a white form. The form has two input fields: 'Agency' and 'Email'. The 'Agency' field has a search icon and the text 'Search for an Agency'. Below these fields is a blue button with a plus icon and the text 'Submit Request'.

Create an Account:

Click the 'Create an Account' button.

Complete the fields requested:

- Username
- Email Address
- First Name
- Last Name
- Agency
 - Search for your Agency name and select.

Click the 'Create Account' button.

Agency Administrator will review the request for access for approval. Once the request is approved or rejected, user will receive an email notification of the decision.

Arkansas.gov Admin Login

Register

Username

Email Address

First Name

Last Name

Agency

Arkansas.gov Admin Login

Register

Registration request received!

Your account request has been submitted. Once an admin of Highway & Transportation Department, Arkansas accepts your request, you will receive an email with details on finalizing your account creation.

Dashboard

Upon initial login to the State Directory, user will land on the Dashboard page. Dashboard includes:

- Link to Agencies
 - List of agencies the user has access to in the Directory
- Link to Employees
 - List of employees associated to the agencies in the Directory
- Link to Services
 - List of services associated to the agencies in the Directory
- Link to Events
 - List of events associated to the agencies in the Directory
- News
 - List of news publications associated to the agencies in the Directory
- Requests Needing Review
 - List of account requests for access to the Directory
- Agency Requests
 - List of historical account requests and status

Arkansas.gov Admin
Impersonating ReneeTest1

Dashboard

You can currently view/edit 1 agency.
[Request access](#) to an agency.

Agencies
 Employees
 Services
 Events
 News

Requests Needing Review

User	Agency	Email	Requested	Status	Actions
ReneeTest2	Arkansas Department of Transportation	reneerast@att.net	22 seconds ago	Pending	Accept Reject

Agency Requests

User	Agency	Email	Requested	Status
ReneeTest1	Arkansas Department of Transportation	reneerast@att.net	46 minutes ago	Accepted

Requests Needing Review

User should review account requests regularly for approval. Information displayed:

- User
 - Username
 - Full Name
- Agency
 - Agency name account access requested
- Email
- Requested
 - Time frame the request was made
- Status
 - Pending
- Actions
 - Accept
 - Reject

Agency Requests

Same data displayed as in the *Requests Needing Review* with exception to the Action items.

Arkansas.gov Admin
Impersonating ReneeTest1

Dashboard

You can currently view/edit 2 agencies.
[Request access to an agency.](#)

[Agencies](#)
[Employees](#)
[Services](#)
[Events](#)
[News](#)

Requests Needing Review

User	Agency	Email	Requested	Status	Actions
ReneeTest2	Arkansas Department of Transportation	reneerast@att.net	2 minutes ago	Pending	Accept Reject

Agency Requests

User	Agency	Email	Requested	Status
ReneeTest1	State Highway Commission-Arkansas Department of Transportation	reneerast@att.net	31 seconds ago	Accepted
ReneeTest1	Arkansas Department of Transportation	reneerast@att.net	48 minutes ago	Accepted

Agency Information

List of agencies the user has access to edit/maintain on the Directory.

Arkansas.gov Admin Impersonating ReneeTest1

Agencies

[Home](#) / [Agencies](#)

Search

Name	Children
Arkansas Department of Transportation	
State Highway Commission-Arkansas Department of Transportation	

Demographic Information

Information about the Agency to display on the Directory.

- Agency Name (Required)
- Description
- Category (Required)
 - Board
 - Commission
 - Committee
 - Council
 - County
 - Department
 - Executive Office
 - Judicial
 - Legislative
 - Local
 - Museum
- Logo
 - User may upload Logo to display on the Directory.
 - Images may be 50x50 pixels to 512x512 pixels in size. Images may be no larger than 512 kilobytes.

- Once user has uploaded the logo image, the image will be put in a 'pending' status till an Arkansas.gov Administrator reviews the logo for acceptance.
 - Portal administrator may approve or reject the logo uploaded.
- Address (Required)
- City (Required)
- State (Required)
- Zip Code (Required)
- Abbreviation
- Phone Number
- Fax Number
- Toll Free Phone Number
- TTY
- Email
- Contact URL
- Mailing Address
- Homepage URL
- Twitter
- Facebook
- Instagram
- Youtube
- RSS Url

All fields may be edited in this view. Click *Save* button to save changes.

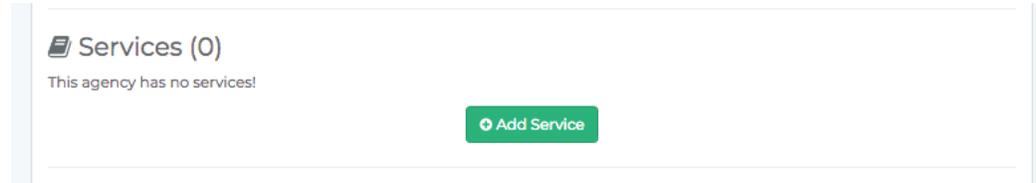
Update: State Highway Commission-Arkansas Department of Transportation

[Home](#) / [Agencies](#) / State Highway Commission-Ark...

Agency Name *	<input type="text" value="State Highway Commission-Arkansas Department of Transportation"/>
Description	<input type="text"/>
Category *	<input type="text" value="Commission"/>
Logo	<input type="button" value="Choose File"/> No file chosen
	<small>Images may be 50x50 pixels to 512x512 pixels in size. Images can be no larger than 512 kilobytes.</small>
Address *	<input type="text" value="P.O. Box 2261"/>
City *	<input type="text" value="Little Rock"/>
State *	<input type="text" value="Arkansas"/>
Zip Code *	<input type="text" value="72203-2261"/>
Abbreviation	<input type="text" value="SHC"/>
Phone Number	<input type="text" value="(501) 569 - 2000"/>
Fax Number	<input type="text"/>
Toll Free Phone #	<input type="text"/>
TTY	<input type="text"/>
Email	<input type="text"/>
Contact URL	<input type="text"/>
Mailing Address	<input type="text"/>
Homepage URL	<input type="text" value="https://www.example.com"/>
Twitter	<input type="text" value="https://www.twitter.com/handle"/>
Facebook	<input type="text" value="https://www.facebook.com/handle"/>
Instagram	<input type="text" value="https://www.instagram.com/handle"/>
Youtube	<input type="text" value="https://www.youtube.com/handle"/>
RSS Url	<input type="text" value="https://"/>

Services

List of services agency offers. These may be online services, in office services, etc. You may add services to display on the Directory by clicking the *Add Service* button.



Fill in the following information per service:

- Service Name
- Phone Number
- TTY Number
- Email
- URL
- Description
- Categories
 - Check all that may apply. This will assist Arkansas.gov users in searching for your service
 - Business
 - Children
 - Citizen
 - Drivers
 - Education
 - Family
 - Subscriber
 - Taxes
 - Visitors
 - Voters

The screenshot shows the "Create Service" form in the Arkansas.gov Admin interface. The form includes the following fields and options:

- Service Name:
- Phone Number:
- TTY Number:
- Email:
- URL:
- Description:
- Categories:
 - Business
 - Children
 - Citizen
 - Drivers
 - Education
 - Family
 - Subscriber
 - Taxes
 - Visitors
 - Voters

At the bottom left is a "Back to Agency" button, and at the bottom right is a "Save" button.

Staff

List of Agency Staff members to display on the Directory. You may add new staff members by clicking the *Add Staff* button.

Staff (6)			
Name	Title	Email	Phone
Scott Edward Bennett	Director		
Alee Farmer			
Robert S. Moore	The Honorable		
Tom Schueck			
Philip Taldo			
... and 1 more. View All Staff			

[+ Add Staff](#)

Fill in the following information per service:

- Employee Name
 - First
 - Middle
 - Last
- Job Title
- Email
- Phone Number
- Fax Number

Arkansas.gov Admin Impersonating ReneeTest1

Create Employee

Home / Agencies / State Highway Commission-Ark... / Create Employee

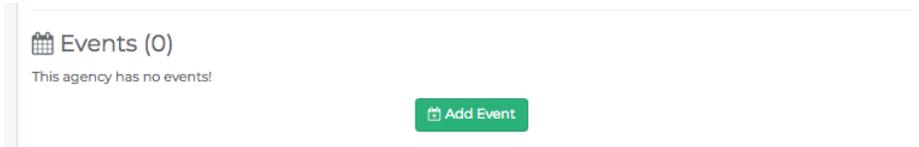
Employee Name	<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>
Job Title	<input type="text"/>		
Email	<input type="text"/>		
Phone Number	<input type="text"/>		
Fax Number	<input type="text"/>		

[Save](#)

[Back to Agency](#)

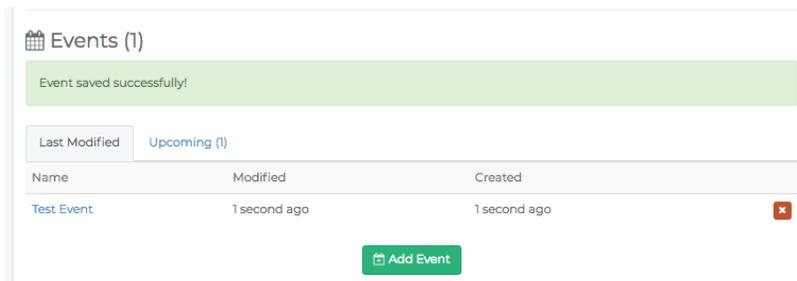
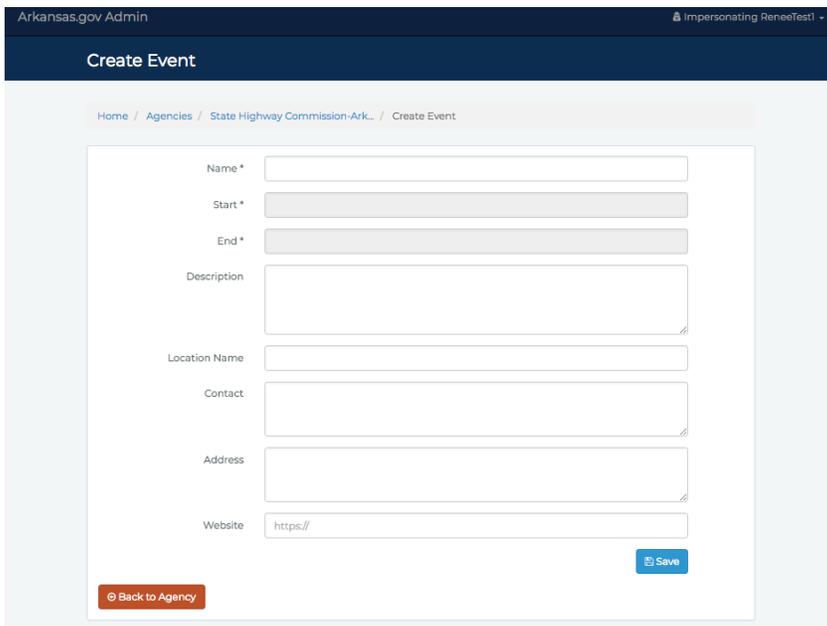
Events

List of events for the agency including but not limited to, public meetings, board meetings, conferences, press events, etc. Click *Add Event* button to add an event to be displayed on the Directory.



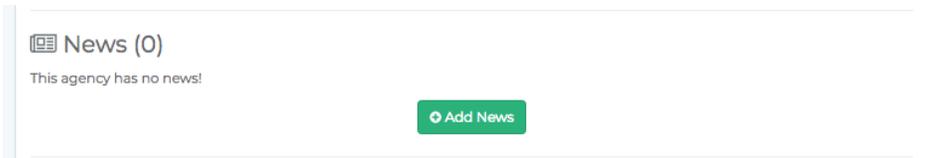
Complete the event information:

- Name (required)
- Start (required)
- End (required)
- Description
- Location Name
- Contact
- Address
- Website



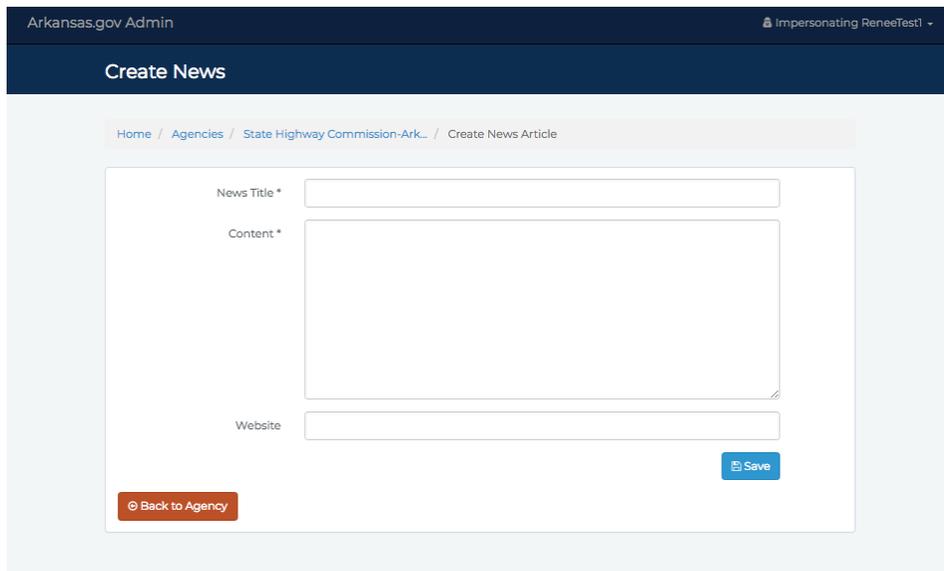
News

Display public notices, new releases, etc. on the Directory. Click *Add News* button to add news to be displayed on the Directory.



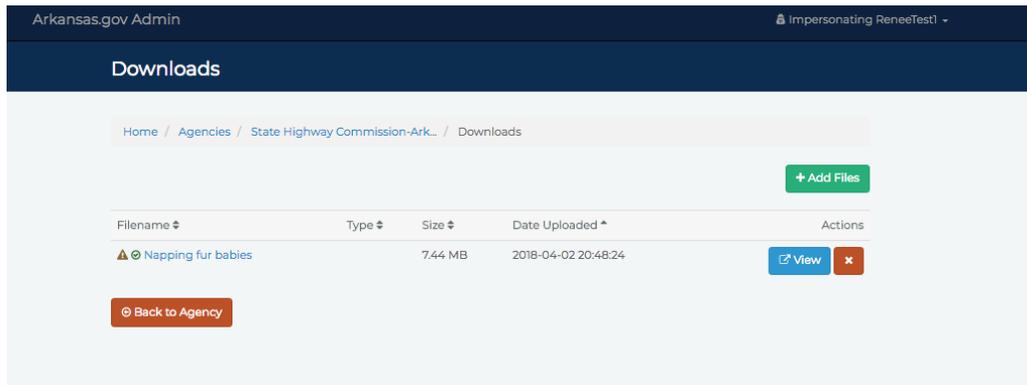
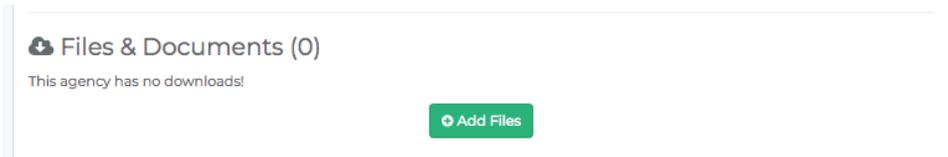
Complete the news information:

- News Title (required)
- Content (required)
- Website

A screenshot of the "Create News" form in the Arkansas.gov Admin interface. The page has a dark blue header with "Arkansas.gov Admin" on the left and "Impersonating ReneeTest1" on the right. Below the header is a dark blue bar with "Create News" in white. The main content area has a breadcrumb trail: "Home / Agencies / State Highway Commission-Ark... / Create News Article". The form itself is a white box with three input fields: "News Title *" (a text input), "Content *" (a large text area), and "Website" (a text input). There are two buttons at the bottom: a blue "Save" button and a brown "Back to Agency" button.

Files & Documents

New feature to the Directory is the ability to add Files and Documents to the Directory for download by the visitor. This may be frequently accessed information, forms, etc. Just click the *Add File* button to upload. Portal Administrators at Arkansas.gov will review the documents uploaded (for approval) prior to them posting to the site.



Frequently Asked Questions

Opportunity to provide FAQs for the visitor of the Directory. Click the Add Question button to input question and answer to display on Directory.

 **Frequently Asked Questions (0)**

This agency has no frequently asked questions!

[+ Add Question](#)

Arkansas.gov Admin
Impersonating ReneeTest1

Add Question

[Home](#) / [Agencies](#) / [State Highway Commission-Ark...](#) / [Add Frequently Asked Question](#)

Agency

Question*

Answer*

[Save Question](#)

[Back to Agency](#)

Note: FAQs may be edited or deleted once they are added.

 **Frequently Asked Questions (1)**

Question saved successfully!

Question	Answer
My test question	My test answer ✎ ✖

[+ Add Question](#)

Users

View of users authorized to edit the agency information on the Directory. Click the User Editor button to remove a user. Users needing access to edit Directory information for your agency should follow the [Create an Account](#) steps.

The screenshot displays the 'Users' view in the State Directory system. At the top, there is a header bar with 'Arkansas.gov Admin' on the left and 'Impersonating ReneeTest1' on the right. Below this is a dark blue navigation bar with the text 'User Editor - State Highway Commission-Arkansas Department of Transportation'. A breadcrumb trail shows 'Home / Agencies / State Highway Commission-Ark... / User Editor'. The main content area features a 'User Editor' section with a table listing users. The table has columns for 'Username', 'Name', 'Email', and 'Actions'. One user is listed: 'ReneeTest1' with email 'renee rast@att.net' and a red 'X' button in the 'Actions' column. A green 'User Editor' button is visible in the top right of the 'Users (1)' view.

Username	Name	Email	Actions
ReneeTest1		renee rast@att.net	X

Children

List of associated children agencies. Click Add Child Agency to add new child agency.

 Children

This agency has no children

[Add Child Agency](#)

Arkansas.gov Admin
Impersonating ReneeFestl

Create Agency

[Home](#) / [Create Agency](#)

Parent State Highway Commission-Arkansas Department of Transportation

Agency Name *

Description

Category * Department

Logo Choose File No file chosen
Images may be 50x50 pixels to 512x512 pixels in size. Images can be no larger than 512 kilobytes.

Address *

City *

State * Arkansas

Zip Code *

Abbreviation

Phone Number

Fax Number

Toll Free Phone #

TTY

Email

Contact URL

Mailing Address

Homepage URL

Twitter

Facebook

Instagram

Youtube

RSS Uri

[Save](#)

[Back to Parent](#)

Questions?

Log a case on the [Information Network of Arkansas Support Portal](#) if you have any questions.