How to Log in to the POR System

Navigate to the right sidebar of the Resource Guide and click **Purchasing**


You will be presented with a login screen. Use your unit group account and password to log into the POR system. The POR software we are using is called Digital Purchase Order but we will refer to the system as the POR system for continuity purposes.

Units use their group account so that all communication and PORs for the unit are visible by everyone in the unit. All emails regarding approvals, amends, and questions about PORs will go to your unit group email account. Unit directors will use their named account for approvals.
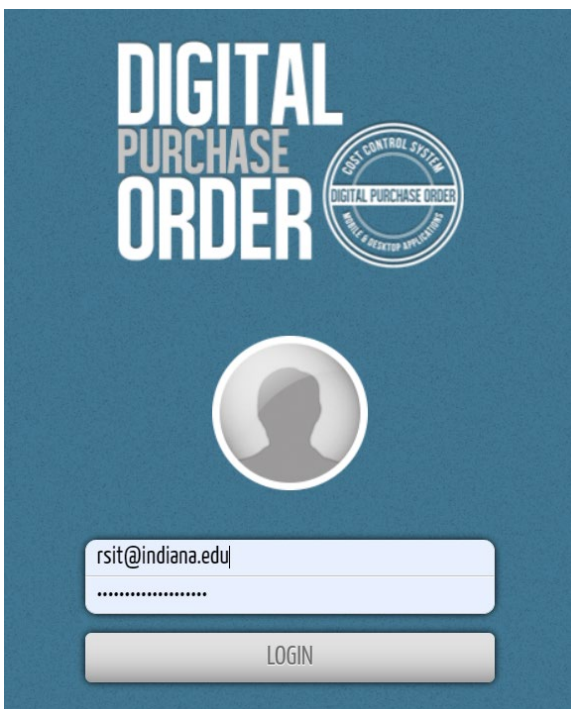
Once logged in you will click the circle above your P.O. Book to enter the POR system. **Do not click any of the other areas**.
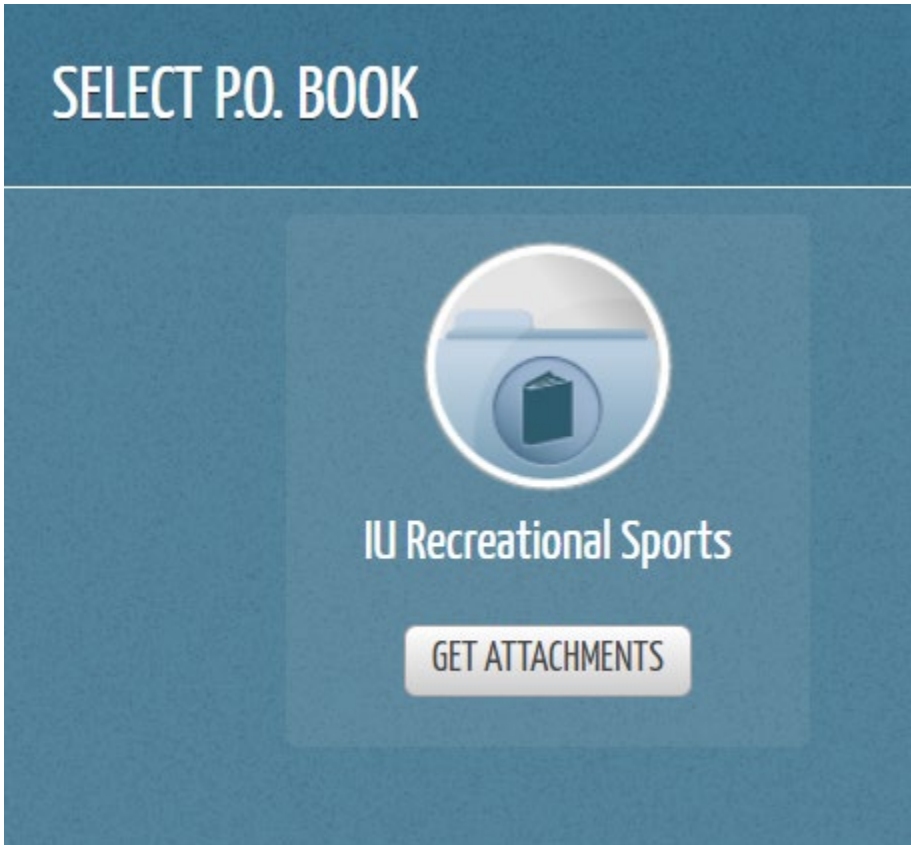
Once you have entered the POR system you will be taken to the POR landing page that gives you a view of your *Approved and Pending PORs* for your unit. We will cover the rest of the POR system in greater detail on other pages in this how to guide.