



National Royal Rangers Ministries Secure Document Access through AGPassport

In order to facilitate the secure distribution of documents and information to organizational leaders across the country, the National Royal Rangers Office will post this information to the internet through the use of AGPassport. AGPassport is an information distribution system of the General Council of the Assemblies of God. All organizational leaders must complete the following process to gain access to these secure files.

Setup Process

Accessing secured documents will require an AGPassport login. Please follow these steps to set up your log in. (*NOTE: If you already have an AGPassport login please skip to step 2.*):

1. **CREATE AN AGPASSPORT LOGIN:**

Visit <http://ag.org/top/agpinstructions.cfm> and follow the instructions to create an AGPassport login. To create an AGPassport login, you must have a General Council/GPH account number. If you have ever personally ordered anything through GPH, or given a donation through the General Council of the Assemblies of God, you may already have a GPH account number. This number can be found on an invoice from GPH or a blue and white contribution receipt received from the General Council AG.

If you do not know your GPH account number, or need to set up a number, please visit the above instructions link. Follow the “What if I Have Forgotten or Need a GC/GPH Account Number?” link for instructions.

Once a GC/GPH account number is established, complete the instructions found at <http://ag.org/top/agpinstructions.cfm> to complete your AGPassport login. Once you complete your AGPassport login, please file your login information for future reference.

If you have trouble creating an AGPassport login, email agpassport@ag.org.

2. **NOTIFY NATIONAL RR:**

Notify the National RR office by email at rangers@ag.org and let us know that your AGPassport login has been setup (provide your AGPassport username). The national office will assign document access privileges based on our most recent staff lists and request that access be granted to you by AGPassport. (Access is normally granted within 1-2 business days.)

3. **AGPASSPORT WILL NOTIFY YOU:**

Once your AGPassport login has been setup, and you have notified the National RR office, AGPassport staff will give you secure document access and will notify you when it is ready.

To Access Secure Documents

In order to access secure information users with active AGPassport logins may simply navigate the Royal Rangers web site as usual, clicking on links as needed. If a link directs the user to a secure page, they will first be directed to a login page for AGPassport. Once logged in the user will then be directed to the information they previously selected.

Staff Changes

Any new staff added during the year may request access by following the procedure outlined above. However, verification of the appointment must be received from the District Commander or Regional Coordinator before access can be granted.

Districts & regions are requested to notify the national office of any staff changes throughout the year so access privileges can be adjusted accordingly.

Annual Renewals

In order to insure that access is granted only to those individual with current staff qualifications, all districts and regions will be required to update their staff lists every 12 months or less according to this process:

1. Each year, all districts & regions will be required to submit an updated staff list. All lists must be received by February 1st.
2. Each district list will be compared to the list from the previous year. Any names which appeared in the previous year but do not appear on the updated list will be placed on a DROP ACCESS list.
3. For any districts that do not submit a staff list by February 1st all staff for that district will be added to the DROP ACCESS list.
4. Any new names appearing on the updated lists will NOT be added until the individual completes the process described above and contacts our office.
5. The DROP ACCESS list will then be sent to AGPassport who will remove access privileges for all names on the list.

Your cooperation in this process is greatly appreciated and will enable our office to provide much needed staff resources on a timely basis. If you have any questions or need assistance with this process please contact us at (417) 862-2781, ext. 4181.