



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. (**SPECIAL NOTE:** Please do not use your church account or church login. You must have your own account for accessing the Royal Ranger secure site.)

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. (**All leaders will register as a layperson or as a minister, if applicable.**) 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, district, and the access category you are requesting). The national office will assign document access privileges based on our most recent staff and training level lists. (Access is normally granted within 1-2 business days.)

3. **NATIONAL RR OFFICE WILL NOTIFY YOU:**

Once your AGPassport access level has been set up, you will be notified by the national RR office.

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 director or regional coordinator before access can be granted.

Districts & regions are requested to notify the national office of any staff changes throughout the year in writing so access privileges can be adjusted accordingly. You are also asked to update those who need access to training materials in writing when the access is determined.

Annual Renewals

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

1. The district/region staff updates are usually due before the national conference in March; however, they can be updated at anytime during the year. Training lists (certified instructors and instructor trainers) should be updated as soon as changes are made.
2. Each district/region staff 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 removed from district or region access.
3. Any new names appearing on the updated lists will NOT be able to access any links until they have set up an AG Passport account and contacted our office with their user name information.

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.