

LIMS PRELOG REGISTRARS ONBOARDING AND OFFBOARDING USER GUIDE

Active accounts for existing users of both Ingress and KCLogin will automatically be granted access to the AFIS LIMS PRELOG Case Info application. For all new users, Agency Registrars must complete the onboarding process to provide access to the application in KCLogin

Onboarding New User and Connecting User to PRELOG

Accessing Admin Portal for Group Owners (Agency Registrars)

Group Owners (Agency Registrars) will find the tools they need to manage groups from the KCLogin Applications Portal.

To access:

- Go to: <https://login.kingcounty.gov>
- Sign in with an existing account. (group owners are set-up by KC admin)
- Once logged in, you should see the Account Settings screen which is standard for all users.
- In the upper right, select “Admin.”

Applications Portal

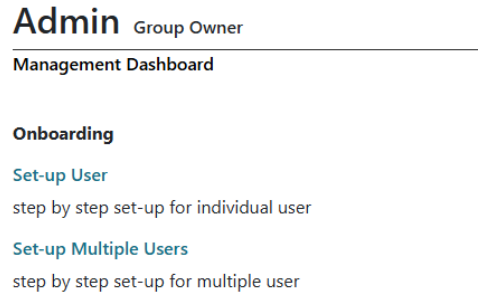
Account Settings | **Admin**

- Once selected, you will be directed to an Admin Dashboard.

The screenshot displays the Admin Dashboard interface. At the top, a red banner indicates 'You are currently Managing TEST' with a 'TEST' dropdown menu. Below this, the user is identified as 'Admin Group Owner' with links for 'Account Settings', 'Admin', and 'Help'. The main content area is divided into sections: 'Onboarding' (Set-up User, Set-up Multiple Users), 'Manage Users' (Edit Users, Connect Users to Group, Connect Users to App, Edit User App Settings, Edit Group User Roles, View User Creation Errors), and 'Management Dashboard'.

Onboarding New User

If a user does not yet have an account, then proceed to dashboard, and Select “**Set-Up User**” under “Onboarding” to create a new user.



Admin Group Owner

Management Dashboard

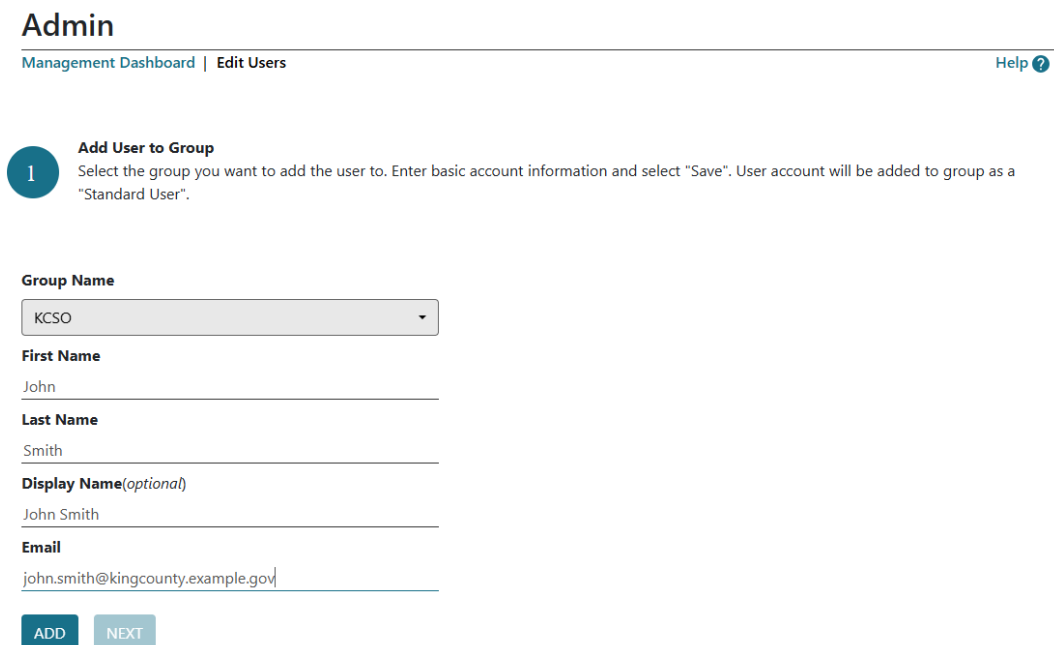
Onboarding

[Set-up User](#)
step by step set-up for individual user

[Set-up Multiple Users](#)
step by step set-up for multiple user

1: The “Add User to Group” screen displays.

- Select group from dropdown menu. This should be your agency’s name.
- Enter First Name.
- Enter Last Name.
- Enter Display Name (*optional*).
- Enter Email Address.
- Select “Add”.



Admin

[Management Dashboard](#) | [Edit Users](#) [Help ?](#)

1 Add User to Group
Select the group you want to add the user to. Enter basic account information and select “Save”. User account will be added to group as a “Standard User”.

Group Name
KCSO

First Name
John

Last Name
Smith

Display Name(optional)
John Smith

Email
john.smith@kingcounty.example.gov

ADD **NEXT**

- An alert will display: “The user account was created and added to the group.”
- Click “Next”

2: The “Connect Users to App” displays.

- From the dropdown menu, select the **PRELOG - Latent Request Portal** Application.
- To associate users to the App, drag and drop a user or select a user and move using the right arrow button from the “Available Users” list to the “Connect to App” list.
- Select “Update.”
- An alert displays that “This process may take a little time. Check back in a few minutes and refresh your browser to verify users have been connected.”
- Click your browser’s refresh button, reselect the app, and confirm the user appears in the “Connect to App” list.
- Click “Update”
- Click “Next” and “Finish”

Admin

Management Dashboard | Connect Users to App Help ?

Select the group and app. To associate users to app, drag and drop user or select user and move using the arrow buttons. Select "Update"

Group Name

Your GROUP

Application

Prelog - Latent Request Portal

Available Users

Search for Users

Connect to App

Search for Users

UPDATE

3: The “Edit User App Settings” displays

- Select your Group Name, “Prelog – Latent Case Portal”, and User (if not automatically selected)
- Ensure that First Name, Last Name, Email and Agency fields are filled out.

Group Name	Application	User
Your GROUP	Prelog – Latent Request Portal	
Email:		
Role: Group Owner		
First Name	Last Name	Email
Agency	BadgeNumber	
Your Agency		
UPDATE		

- Click the “Update” button.
 - Note: You will receive an error message if required fields are not completed.
- An alert displays saying “User settings (attributes) have been updated.”
- Click “Finish.” A window displays saying the user has been added. Click “I’m Done” if you are adding just this user, or “Add Another User” if you are adding more users. You will be redirected to Step 1, so you can move through the process again.

The user you just set-up should receive a confirmation email that they have been added to the group, with a temporary password. They will then need to sign-in and change their password.

Users may also receive a confirmation email that they have been added to an app (if applicable).

Date/Time: 12/18/2020 14:28:31
User Name: Florence Nightengale
User Email: rebecca.watson@kingcounty.gov

An account has been created and you have been added to the following group(s):

- SSA_Default

Your temporary password is "5rkL4O4b2A"
Please change your password immediately after signing-in, to secure your account.

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Onboarding a current user

If the user currently has an account, you will need to connect the user to the Prelog application and edit the app settings. If you have a large number of users, you can use the bulk upload feature to edit the app settings but you will still need to connect the users to the app.

Steps with BULK UPLOAD:

- Bulk upload for app settings

- Add user to app

Steps without bulk upload:

- Add user to app
- Configure User app settings

Bulk Upload App's Settings

Use the [BULKLOAD spreadsheet template](#) to upload your users. You will want to add your (current and/or new) users to the spreadsheet filling out columns **B, D,F, J &N.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Surname	Doe	GivenName	John	displayName	John Doe	signInType	emailAddress	signupEmail	john.doe@kingcounty.gov	Issuer		Agency	KCSO
Surname	Doe	GivenName	Jane	displayName	Jane Doe	signInType	emailAddress	signupEmail	janedoe@kingcounty.gov	Issuer		Agency	KCSO

Go to **Setup Multiple Users** at the management dashboard.

Admin KC Admin

Management Dashboard

Onboarding

Set-up User

step by step set-up for individual user

Set-up Multiple Users

step by step set-up for multiple user

Select your group and upload the Bulkload spreadsheet with your data

Admin

[Management Dashboard](#) | [Add Multiple Users](#)

Bulk Upload

When you need to add a large number of new users, you can add them all at once by uploading.

1. Select the group that you want to add users to.

ALGONA-PD

2. Once the group is selected, add multiple users by uploading the pre-formatted user spreadsheet (xls or .csv file). Following the upload, you should receive an email, noting any errors and instructions on how to resolve.

Bulkload-Localuser-AgencyOnly.xlsx

[BROWSE](#)

[UPLOAD](#)

Note: If you have more than 100 users, you will need to create multiple spreadsheets and upload them one by one.

You will get a confirmation email once the process is completed.

Login King County Notification



Login King County <no-reply@kingcounty.gov>

To: Panaich, Akashdeep



[Translate message to: English](#)

[Never translate from: Japanese](#)

[Translation preferences](#)

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not

User Creation Report

Group Name: KCSO

Bulk load ID: 41b8ba95-5756-4f1e-9211-c81cc6343561

Date/Time: 09/03/2026 11:36:47

Success - Users added to group

We were able to add 100 users to the group.

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After the bulk upload you will need to connect your users to the app.

Connect Users to App

- From the Management dashboard, select **Connect Users to App** under Manage Users

Manage Users

Edit Users

create/edit user accounts

Connect Users to Group

connect/disconnect users from group

Connect Users to App

connect/disconnect users from app

- From the dropdown menu, select the **PRELOG - Latent Request Portal** Application.
- To associate users to the App, drag and drop a user or select a user and move using the right arrow button from the “Available Users” list to the “Connect to App” list.
 - Note: you can select multiple users by holding control key and selecting more than one user.*
- Select “Update.”
- An alert displays that “This process may take a little time. Check back in a few minutes and refresh your browser to verify users have been connected.”
- Click your browser’s refresh button, reselect the app, and confirm the user appears in the “Connect to App” list.
- Click “Update”

PRELOG KCLOGIN GROUP OWNERS ONBOARDING/OFFBOARDING

Admin

Management Dashboard | Connect Users to App

Help ?

Select the group and app. To associate users to app, drag and drop user or select user and move using the arrow buttons. Select "Update"

Group Name

Your GROUP

Application

Prelog – Latent Request Portal

Available Users

Search for Users

Connect to App

Search for Users

UPDATE

If you did not use the bulkupload option for the app setting, you will need to edit the app settings for each user you've connected to the app.

Edit User App Settings

- Select your Group Name, "Prelog – Latent Case Portal", and User (if not automatically selected)
- Ensure that **First Name**, **Last Name**, **Email** and **Agency** fields are filled out.

Group Name

Your GROUP

Application

Prelog – Latent Request Portal

User

Email:

Role: Group Owner

First Name

Last Name

Email

Agency

Your Agency

BadgeNumber

UPDATE

- Click the "Update" button.
 - Note: You will receive an error message if required fields are not completed.

Offboarding User accounts

Agency registrars must offboard users who leave their agency. This process involves disconnecting the user at the group level, which will revoke their access to the PRELOG - Latent Request Portal Application.

Disconnect Users to Group

- From the dashboard, select “Connect Users to Group”
- To disassociate users from the Group, drag and drop a user or select a user and move using the left arrow button from the “Add to Group” list to the “Available Users” list.
- Select “Update”.
- An alert displays that “This process may take a little time. Check back in a few minutes and refresh your browser to verify users have been connected.”
- Click your browser’s refresh button, reselect the group, and confirm the user appears in the appropriate list.

Admin

Management Dashboard | Connect Users to Group

Help ?

Connect Users to Group

Select the group you wish to add users to. To associate users to group, drag and drop user or select user and move using the arrow buttons. Select “Update”

Group Name

Available Users

Search for Users 

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]



Add to Group

Search for Users 

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

UPDATE

How to Disconnect a User from the PRELOG - Latent Request Portal App

- From the Dashboard, select “Connect User to App”.
- From the dropdown menus, select the group and PRELOG - Latent Request Portal Application.

Admin

Management Dashboard | Connect Users to App

Help ?

Select the group and app. To associate users to app, drag and drop user or select user and move using the arrow buttons. Select "Update"

Group Name

Your GROUP

Application

Prelog – Latent Request Portal

Available Users

Search for Users

[Redacted User]



Connect to App

Search for Users

[Redacted User 1]

[Redacted User 2]

[Redacted User 3]

[Redacted User 4]

UPDATE

- To disassociate users from the app, drag and drop a user or select a user and move using the left arrow button from the "Connect to App" list to the "Available Users" list.
- Select "Update".
- An alert displays that "This process may take a little time. Check back in a few minutes and refresh your browser to verify users have been connected."
- Click your browser's refresh button, reselect the group and app, and confirm the user appears in the appropriate list.