Online Position Description (OPD) Quick Start Guide

Login

1. Use Mozilla 1.6+ or Internet Explorer 6.0 as the browser.
2. Go to: https://dop.state.ak.us/opd
3. The **Online Position Description Login** page should display.
4. Enter your LDAP Username and Password in the text boxes.
5. Click the **Login** button or press enter.
6. The **Online Position Description System Homepage** should display.

Homepage

The OPD homepage contains areas to **create, manage**, and **track** submissions.

Go to the **Create a Submission** area to:
- ƒ **edit an existing position**
- ƒ **create a position description for a new position**
- ƒ **request a nonpermanent position**, or
- ƒ **request a nonpermanent extension**.

Go to the **Manage Submissions** area to:
- ƒ **review**,
- ƒ **edit**, and/or
- ƒ **approve** a submission.

Go to the **Track Submissions** area to:
- ƒ **track** the progress of a submission from origination to finalization.

Submission Management Page

All submissions have a Submission Management Page. Use the **GO TO FORM** button on this page to enter information into the form. To see what requirements are needed before a submission may be sent forward, click the **# requirements left** link below the **Quick Data** header on the left side of the Submission Management Page. Once the requirements are met, the **Send Forward** button will display at the bottom of the Submission Management Page.

Certification Page

The certification page will display when the **Send Forward** button is clicked. Different options display depending on the authority of the user and the submission's step. Once the certification is complete, the system routes the submission to the next step.

Questions? Problems?

Try the online screen instructions, the online help feature, or contact the Classification Services Operations Team at 465-5646 or 465-8427 for assistance.