

Question: I don't have ProjectWise Explorer loaded on my machine, what do I do?

Answer: Send an email to CADDSupport@vdot.virginia.gov

- Include asset tag number

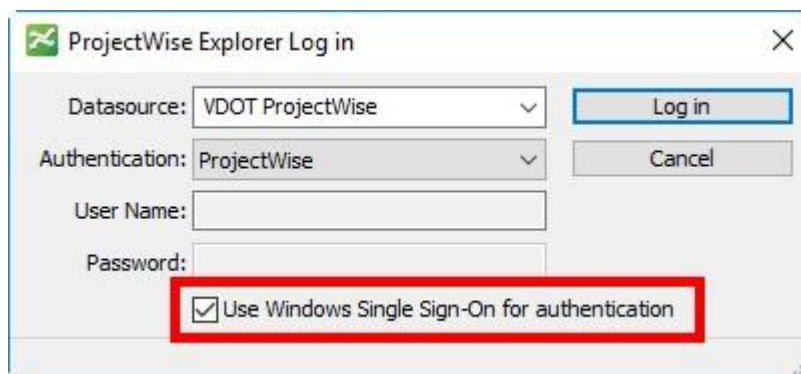
You can access ProjectWise via the web interface until ProjectWise Explorer is installed by doing the following.

- Navigate to <https://projectwise.vdot.virginia.gov> in a web browser

Question: How do I login to ProjectWise?

Answer: The answer depends on if you are using ProjectWise Explorer or the web server.

- ProjectWise Explorer
 - Click on 'Windows Single Sign-On' – no username or password is needed



- ProjectWise Web Server
 - Username is COV\FirstName.LastName
 - Password is your domain password

Question: Will every user have to submit a 'New User Account' request via SARA?

Answer: If a user has never had access to ProjectWise then yes they will need to enter in a SARA request to be granted access to ProjectWise. If a user has previously had access to ProjectWise and their account was disabled then re-enabled they will need to enter in a new SARA request to regain access to the system.

Question: Will every user have to submit 'Access to existing project' request via SARA?

Answer: No, once a user has access to ProjectWise then they can email CADDSupport@vdot.virginia.gov with the projects that they need access to.

Question: Why am I unable to upload documents to ProjectWise?

Answer: You may not be in the correct access list. Contact CADD Support to verify your access.

Question: Is there any information sent out on how to upload documents into ProjectWise?

Answer: We have several Job Aids and video trainings available.

Question: Who can add files to the ProjectWise Documents folder area?

Answer: Each district has a Project Management userlist