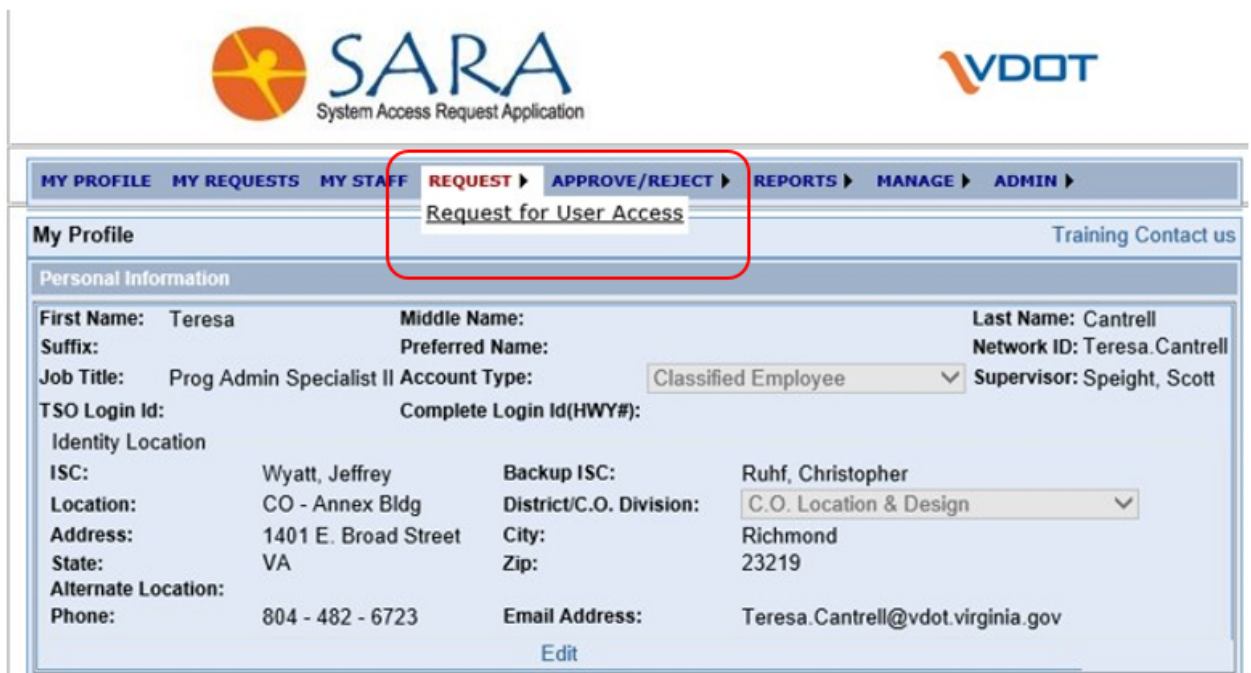


ProjectWise – Requesting access via SARA

In order to get access to ProjectWise you will need to enter a SARA request. To request access via SARA follow the below instructions.

- Open Internet Explorer and navigate to <http://sara>
 - SARA is NOT compatible with any other browser
- Choose Request
- Request for user access



SARA System Access Request Application

VDOT

MY PROFILE MY REQUESTS MY STAFF **REQUEST** APPROVE/REJECT REPORTS MANAGE ADMIN

Request for User Access

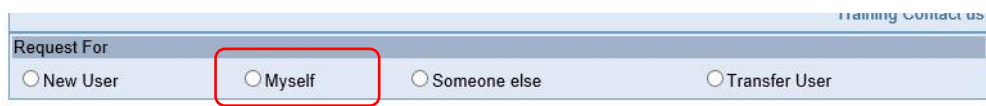
My Profile Training Contact us

Personal Information

First Name: Teresa Middle Name: Last Name: Cantrell
Suffix: Preferred Name: Network ID: Teresa.Cantrell
Job Title: Prog Admin Specialist II Account Type: Classified Employee Supervisor: Speight, Scott
TSO Login Id: Complete Login Id(HWY#):
Identity Location
ISC: Wyatt, Jeffrey Backup ISC: Ruhf, Christopher
Location: CO - Annex Bldg District/C.O. Division: C.O. Location & Design
Address: 1401 E. Broad Street City: Richmond
State: VA Zip: 23219
Alternate Location:
Phone: 804 - 482 - 6723 Email Address: Teresa.Cantrell@vdot.virginia.gov

Edit

- Choose Myself



Request For

New User Myself Someone else Transfer User

- Choose New Request



Employee Information

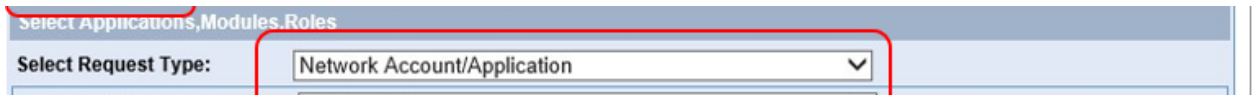
First Name: Teresa Middle Name: Last Name: Cantrell
Preferred Name: Job Title: Prog Admin Specialist II Network ID: Teresa.Cantrell
Account Type: Classified Employee Supervisor: Speight, Scott
Identity Location
Location: CO - Annex Bldg District/C.O. Division: C.O. Location & Design
Address 1: 1401 E. Broad Street Address 2:
Phone: 804 - 482 - 6723 Email Address: Teresa.Cantrell@vdot.virginia.gov

Request Type

New Request Remove/Delete Request Review Requests

ProjectWise – Requesting access via SARA

- Select Request Type – Choose Network Account/Application



The screenshot shows a dropdown menu titled "Select Request Type:" with "Network Account/Application" selected. A red box highlights the dropdown area.

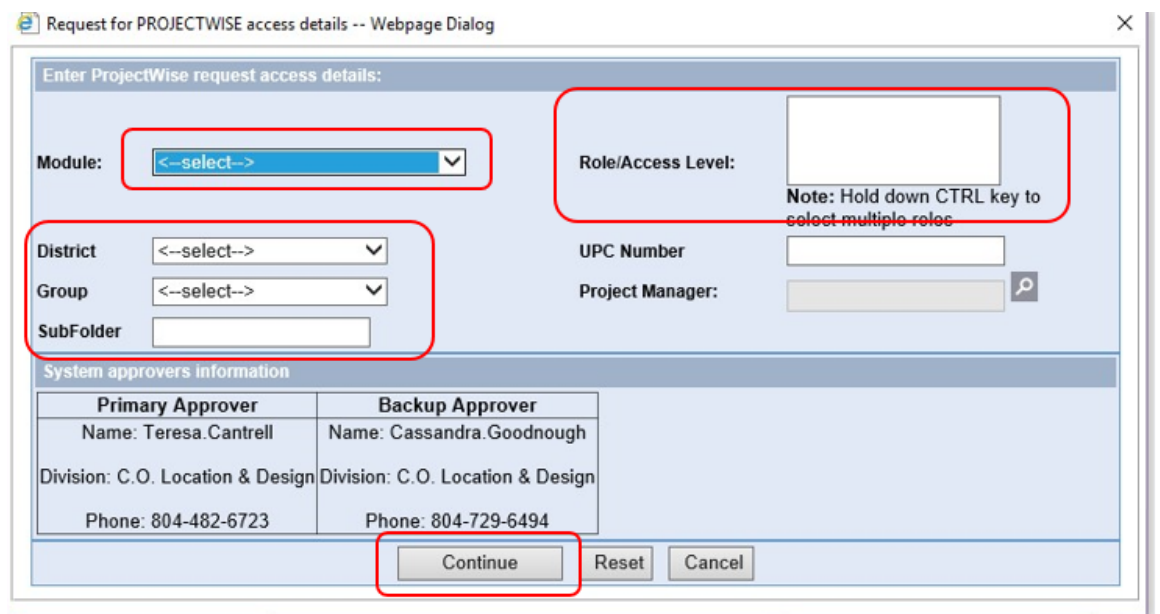
- Select Application – Choose ProjectWise



The screenshot shows a dropdown menu titled "Select Application:" with "ProjectWise" selected. A red box highlights the dropdown area.

- In the pop-up 'Enter ProjectWise request access details' you will need to get the information from your supervisor if you are unsure of what to enter

- Module – Choose New User Account
- District – Choose the District in which you are located
- Group – If you are unsure then speak to your supervisor
- Role/Access Level – Leave this as 'User'
 - If you choose 'Administrator' then your access will be rejected and you will need to enter in a new SARA request
- Hit Continue



The screenshot shows a dialog box titled "Request for PROJECTWISE access details -- Webpage Dialog". The dialog contains the following fields and information:

- Module:** A dropdown menu with "<--select-->" selected. A red box highlights this field.
- Role/Access Level:** A dropdown menu with a blank space. A red box highlights this field. Below it is a note: "Note: Hold down CTRL key to select multiple roles".
- District:** A dropdown menu with "<--select-->" selected. A red box highlights this field.
- Group:** A dropdown menu with "<--select-->" selected. A red box highlights this field.
- SubFolder:** A text input field.
- UPC Number:** A text input field.
- Project Manager:** A text input field with a search icon.

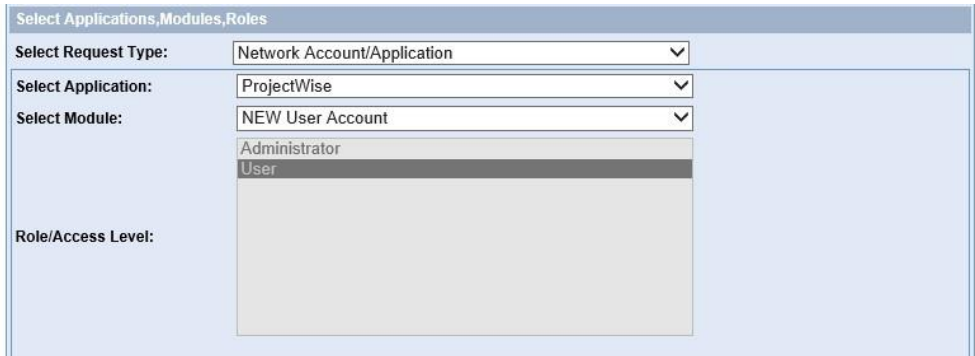
Below the input fields is a section titled "System approvers information" containing a table:

Primary Approver	Backup Approver
Name: Teresa.Cantrell	Name: Cassandra.Goodnough
Division: C.O. Location & Design	Division: C.O. Location & Design
Phone: 804-482-6723	Phone: 804-729-6494

At the bottom of the dialog are three buttons: "Continue", "Reset", and "Cancel". A red box highlights the "Continue" button.

ProjectWise – Requesting access via SARA

- Once you hit Continue you will see what you are requesting access for



Select Applications, Modules, Roles

Select Request Type: Network Account/Application

Select Application: ProjectWise

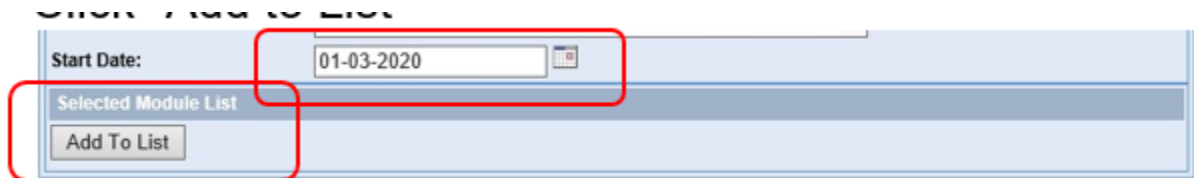
Select Module: NEW User Account

Administrator

User

Role/Access Level:

- Click the calendar next to start date – choose today's date
- Click 'Add to List'

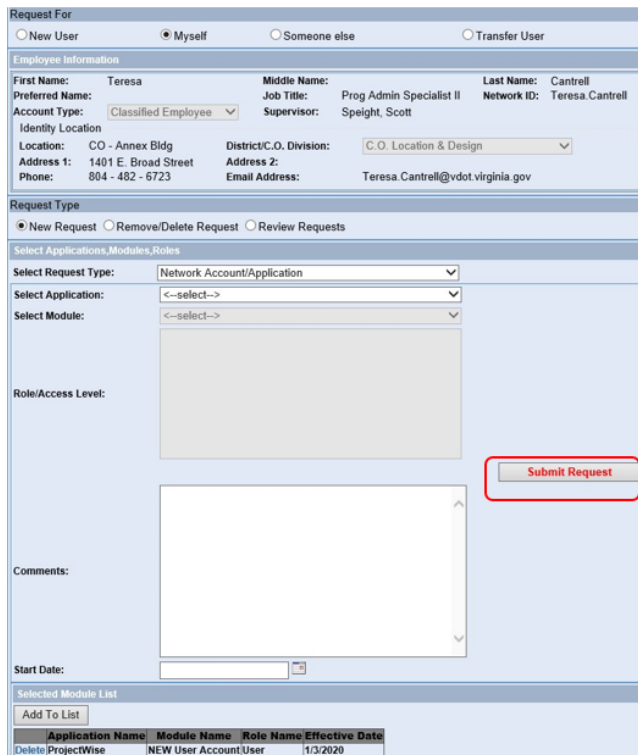


Start Date: 01-03-2020

Selected Module List

Add To List

- Click 'Submit Request'



Request For

New User Myself Someone else Transfer User

Employee Information

First Name: Teresa Middle Name: Last Name: Cantrell
Preferred Name: Job Title: Prog Admin Specialist II Network ID: Teresa.Cantrell
Account Type: Classified Employee Supervisor: Speight, Scott
Identity Location
Location: CO - Annex Bldg District/C.O. Division: C.O. Location & Design
Address 1: 1401 E. Broad Street Address 2:
Phone: 804 - 482 - 6723 Email Address: Teresa.Cantrell@vdot.virginia.gov

Request Type

New Request Remove/Delete Request Review Requests

Select Applications, Modules, Roles

Select Request Type: Network Account/Application

Select Application: <--select-->

Select Module: <--select-->

Role/Access Level:

Submit Request

Comments:

Start Date:

Selected Module List

Add To List

Application Name	Module Name	Role Name	Effective Date
ProjectWise	NEW User Account	User	1/3/2020

ProjectWise – Requesting access via SARA



Once your SARA request has been processed you will be notified by SARA Admin. This process does take time as it follows the below approval process.

- You submit your request
- Your supervisor must approve
- The DTRM (District Technology Resource Manager) must approve
- The approver for ProjectWise must sync/add your account to the ProjectWise server and then approve your request in SARA

Once your request has been approved you will receive an email stating that your request has been processed.

After you receive that email you are responsible for contacting CADD Support (caddsupport@vdot.virginia.gov) to request that the software be installed on your computer.

Include the below information in your email to CADD Support

- Computer asset tag number
- Good contact number
- If you are on VPN, ZScaler, or in the office