


ProjectWise – How to request access via SARA

In order to get access to ProjectWise you will need to login to SARA (<http://sara>) via Internet Explorer. SARA is not compatible with Google Chrome.

You will need to choose Request — Request for user access

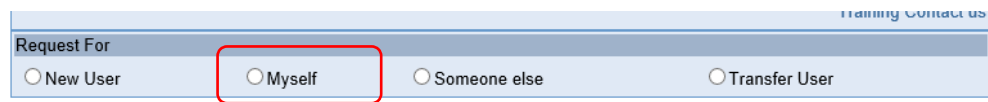


The screenshot shows the SARA System Access Request Application interface. At the top, there are logos for SARA and VDOT. Below the logos is a navigation menu with options: MY PROFILE, MY REQUESTS, MY STAFF, REQUEST, APPROVE/REJECT, REPORTS, MANAGE, and ADMIN. The 'REQUEST' option is highlighted with a red box, and a sub-menu item 'Request for User Access' is also highlighted with a red box. Below the navigation menu is a 'My Profile' section with a 'Training Contact us' link. The 'Personal Information' section contains the following details:

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		

An 'Edit' link is located at the bottom of the personal information section.

Choose Myself

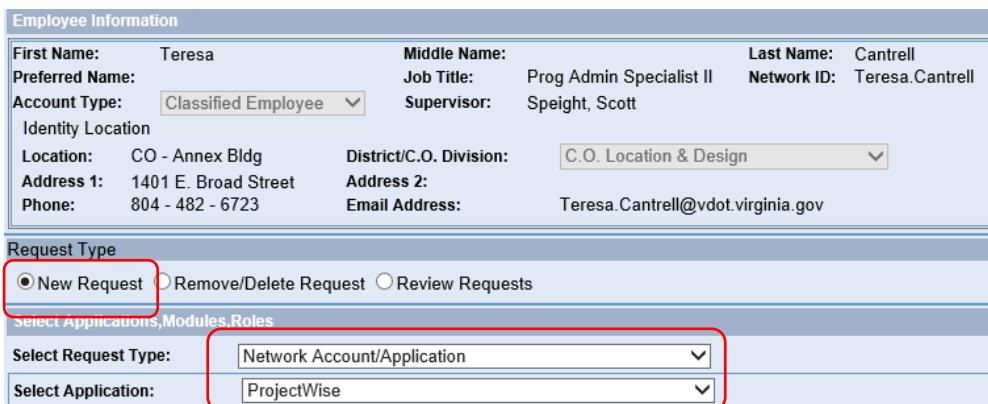


The screenshot shows the 'Request For' section of the SARA application. It contains four radio buttons: 'New User', 'Myself', 'Someone else', and 'Transfer User'. The 'Myself' radio button is selected and highlighted with a red box.

New Request

Select Request Type — Network Account/Application

Select Application — ProjectWise



The screenshot shows the 'Employee Information' and 'Request Type' sections of the SARA application. The 'Employee Information' section contains the following details:

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		

The 'Request Type' section contains three radio buttons: 'New Request', 'Remove/Delete Request', and 'Review Requests'. The 'New Request' radio button is selected and highlighted with a red box. Below the 'Request Type' section is a 'Select Applications, Modules, Roles' section. It contains two dropdown menus: 'Select Request Type:' and 'Select Application:'. The 'Select Request Type:' dropdown menu is set to 'Network Account/Application' and the 'Select Application:' dropdown menu is set to 'ProjectWise'. Both dropdown menus are highlighted with red boxes.

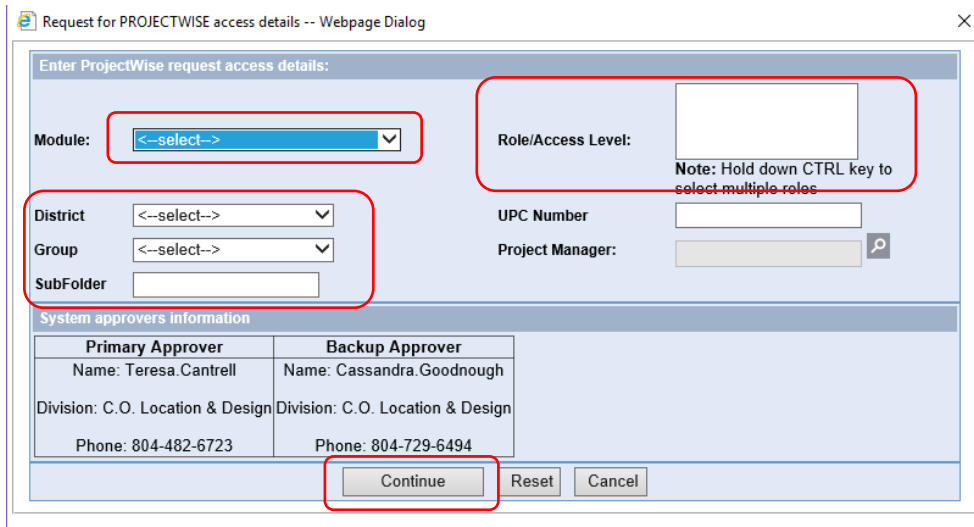
ProjectWise – How to request access via SARA

Module — New User Account

District — Choose the District in which you are located in

Group — this is where you will choose what group you are in — if you are unsure then leave blank

Role/Access Level – Leave this as “User” no one will get “Administrator” access and your SARA request will be rejected



Request for PROJECTWISE access details -- Webpage Dialog

Enter ProjectWise request access details:

Module: <--select-->

Role/Access Level:

Note: Hold down CTRL key to select multiple roles

District <--select-->

UPC Number

Group <--select-->

Project Manager:

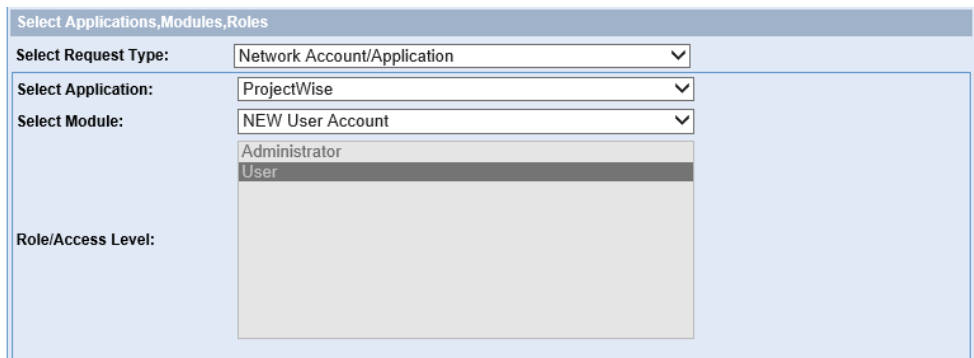
SubFolder

System approvers information

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

Continue Reset Cancel

Hit Continue



Select Applications, Modules, Roles

Select Request Type: Network Account/Application

Select Application: ProjectWise

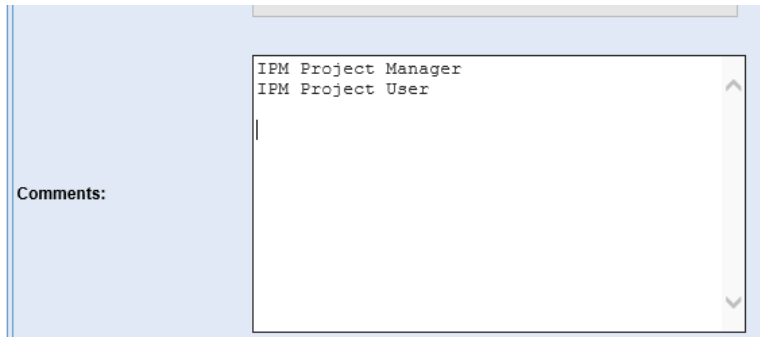
Select Module: NEW User Account

Role/Access Level:

- Administrator
- User

ProjectWise - How to request access via SARA

There is a Comments section that you can note stating your role in iPM. If you are unsure of what access you need, just enter iPM User. (This is not a required field.) If this is for another division then please just put your division in the Comments section.

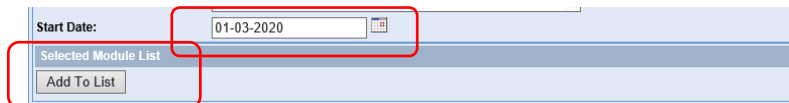


Comments:

IPM Project Manager
IPM Project User

Click the calendar next to start date — choose today's date

Click "Add to List"

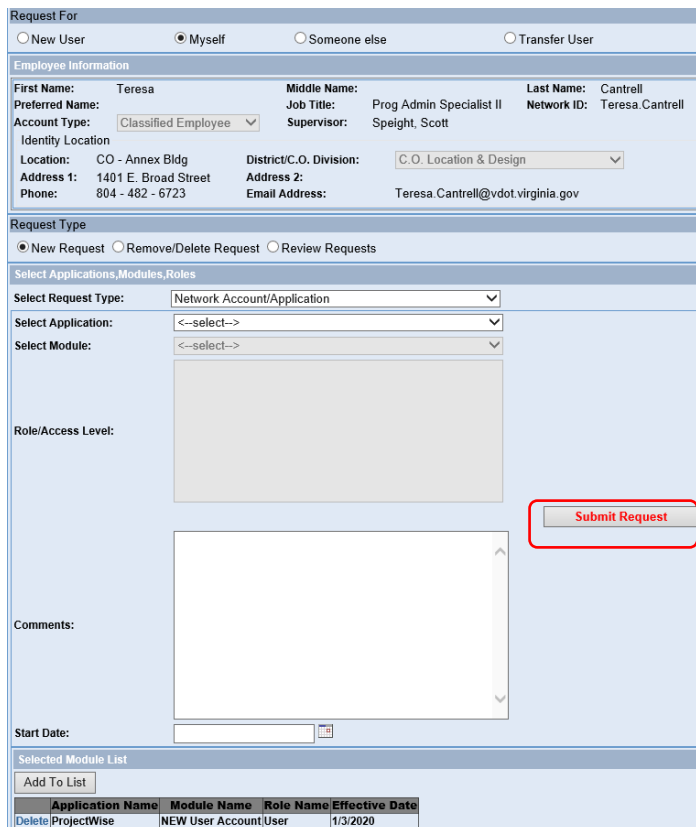


Start Date: 01-03-2020

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
Delete ProjectWise	NEW User Account/User		1/3/2020

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You will be notified by SARA Admin when your request is processed. This process does take time as it follows the below approval process:

- You submit request
- Your supervisor must approve
- The DTRM (District Technology Resource Manager) must approve
- Then the approver for ProjectWise will approve your access
- You will then receive the email that your request has been processed

Once you receive notice that your SARA request has been processed you will need to send an email to [CADD Support](#) and 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
- District