


ProjectWise – How to request access via SARA

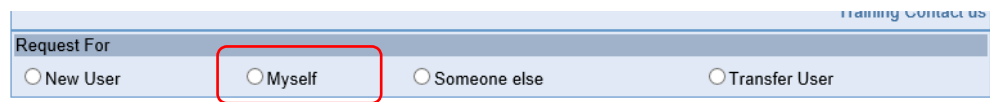
In order to get access to ProjectWise you will need to login to SARA (<http://sara>) via Internet Explorer. SARA is not compatible with Google Chrome.

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 navigation tabs: MY PROFILE, MY REQUESTS, MY STAFF, REQUEST, APPROVE/REJECT, REPORTS, MANAGE, and ADMIN. The 'REQUEST' tab is selected, and a sub-menu is open showing 'Request for User Access' highlighted with a red box. Below the navigation is the 'My Profile' section, which contains personal information for Teresa Cantrell, including job title, location, and contact details.

Choose Myself

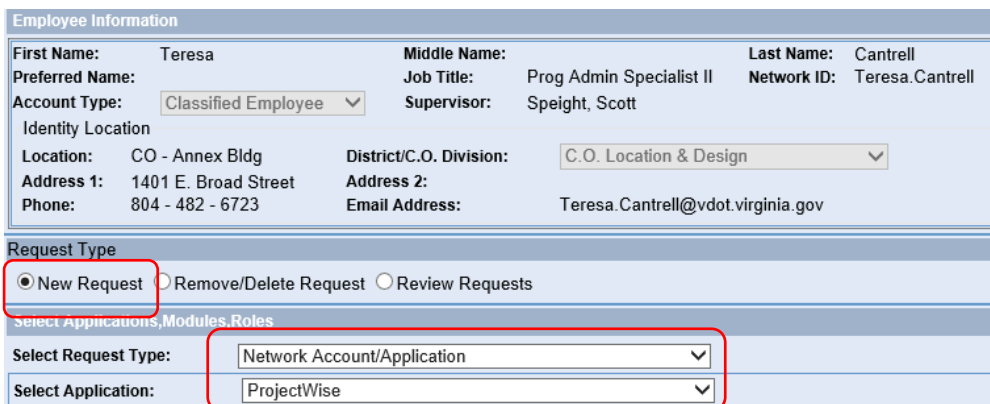


The screenshot shows the 'Request For' section of the SARA application. There are four radio buttons: 'New User', 'Myself', 'Someone else', and 'Transfer User'. The 'Myself' radio button is selected and highlighted with a red box.

New Request

Select Request Type — Network Account/Application

Select Application — ProjectWise



The screenshot shows the 'Request Type' and 'Select Applications, Modules, Roles' sections of the SARA application. In the 'Request Type' section, the 'New Request' radio button is selected and highlighted with a red box. In the 'Select Applications, Modules, Roles' section, the 'Select Request Type' dropdown is set to 'Network Account/Application' and the 'Select Application' dropdown is set to 'ProjectWise', both highlighted with red boxes.

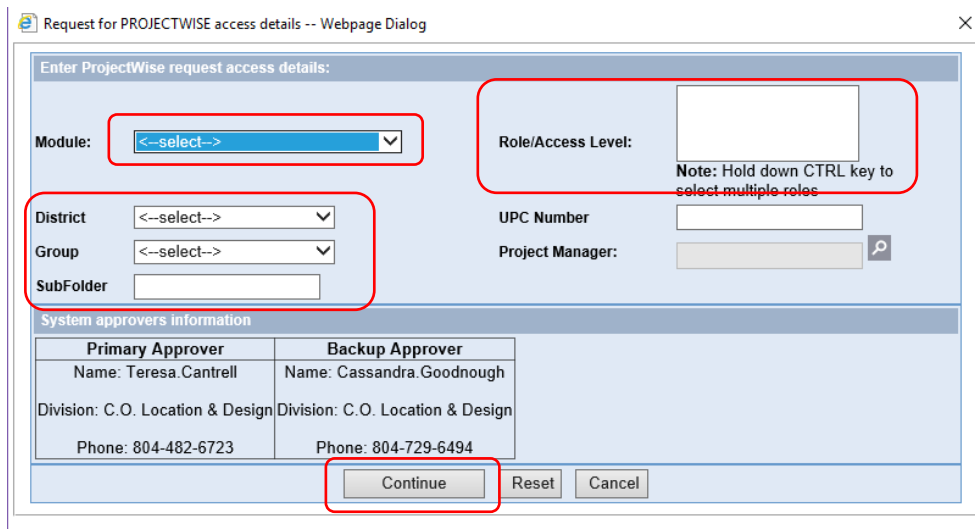
ProjectWise – How to request access via SARA

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: [Dropdown]

Note: Hold down CTRL key to select multiple roles

District: <--select-->

UPC Number: [Text]

Group: <--select-->

Project Manager: [Text]

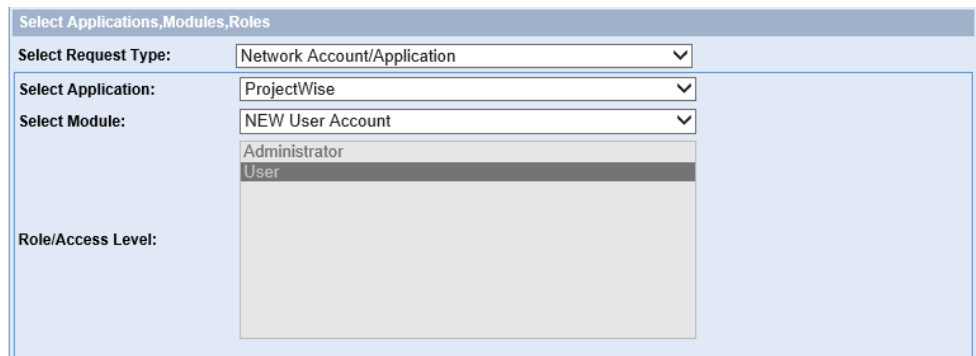
SubFolder: [Text]

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

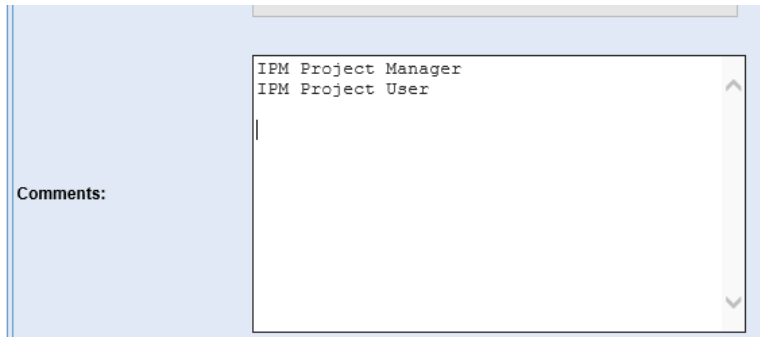
Select Module: NEW User Account

Administrator
User

Role/Access Level: [Dropdown]

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.

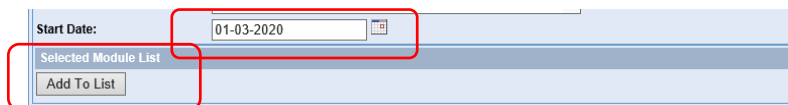


Comments:

IPM Project Manager
IPM Project User

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

Click "Add to List"

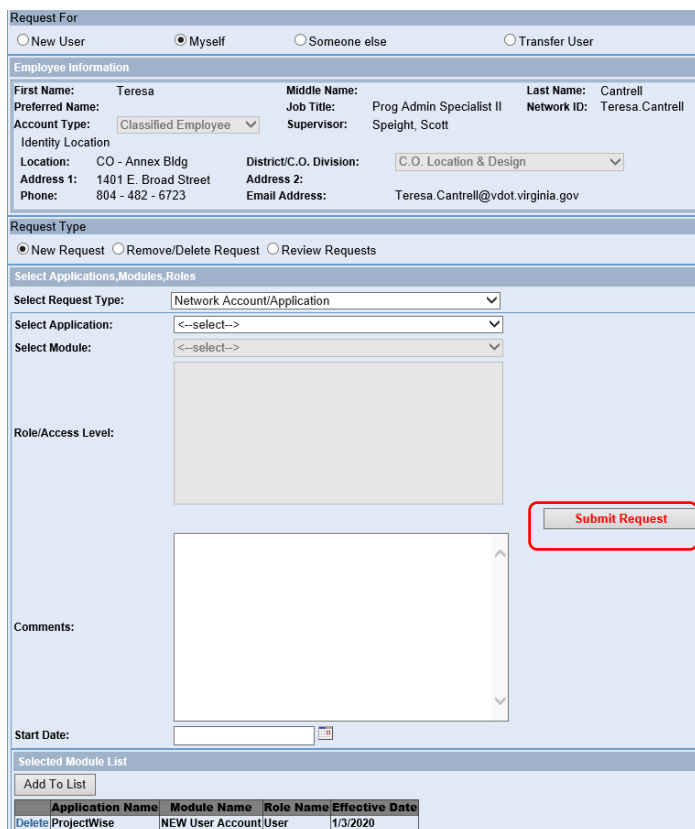


Start Date: 01-03-2020

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

ProjectWise – How to request access via SARA



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