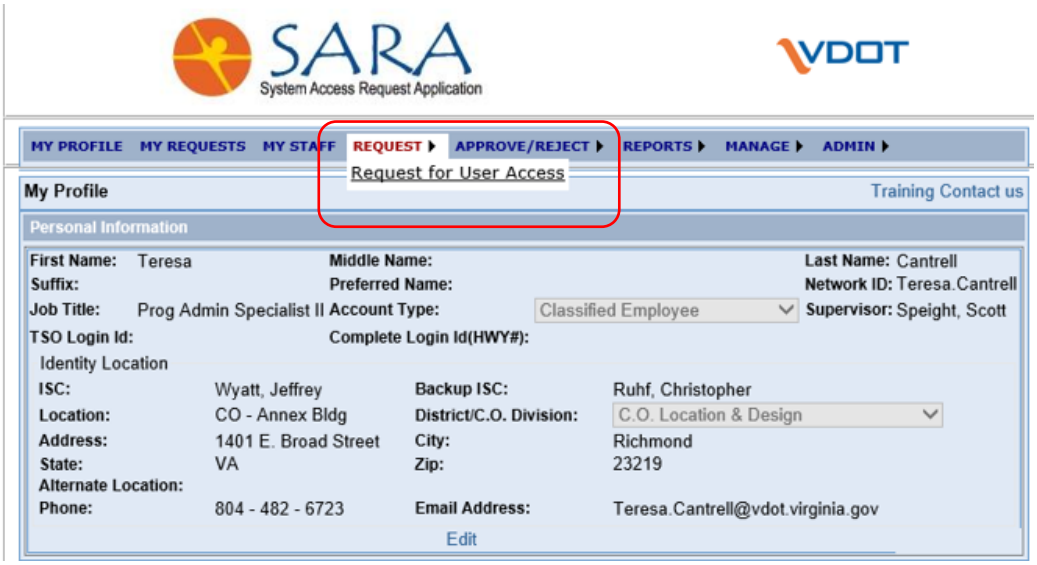
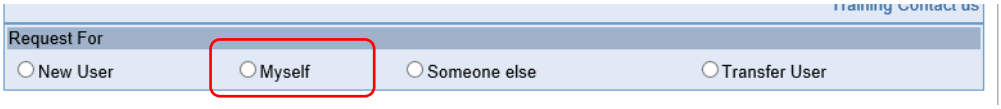
ProjectWise – How to request access via SARA

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



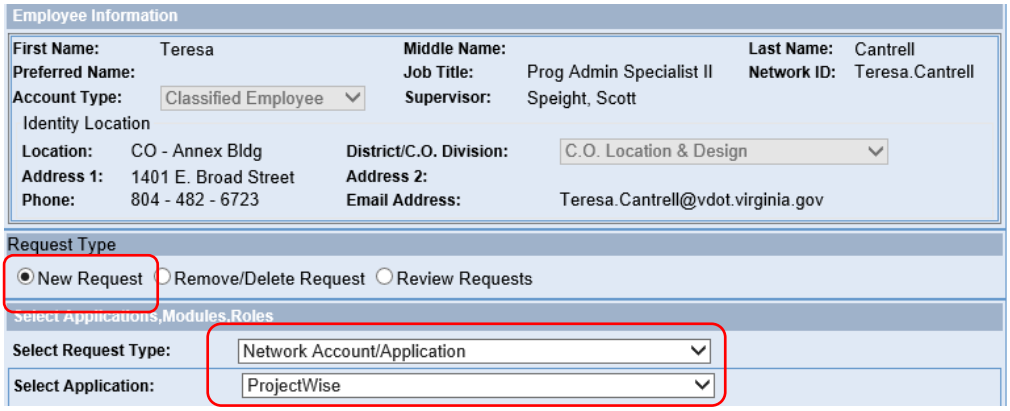
Choose Myself



New Request

Select Request Type — Network Account/Application

Select Application — ProjectWise

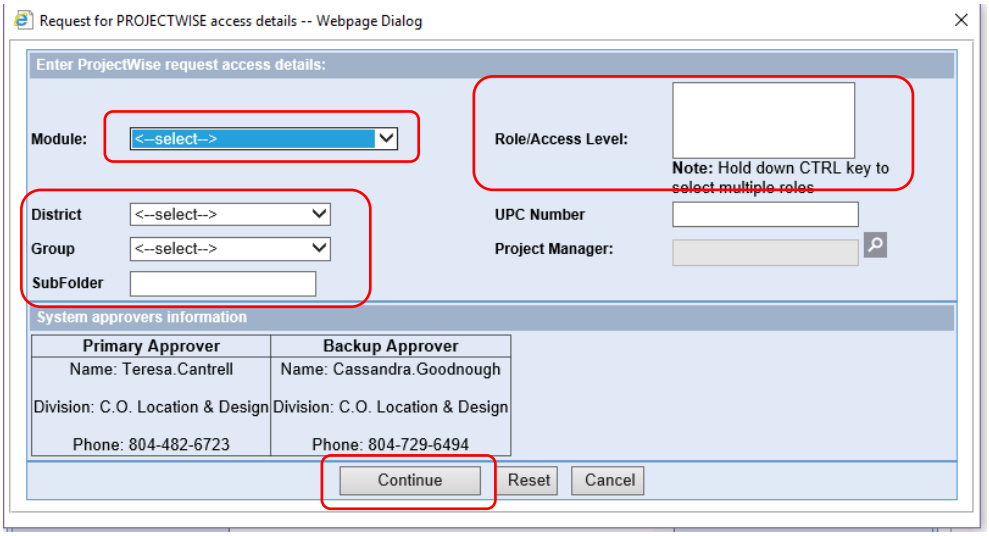


Module — New User Account

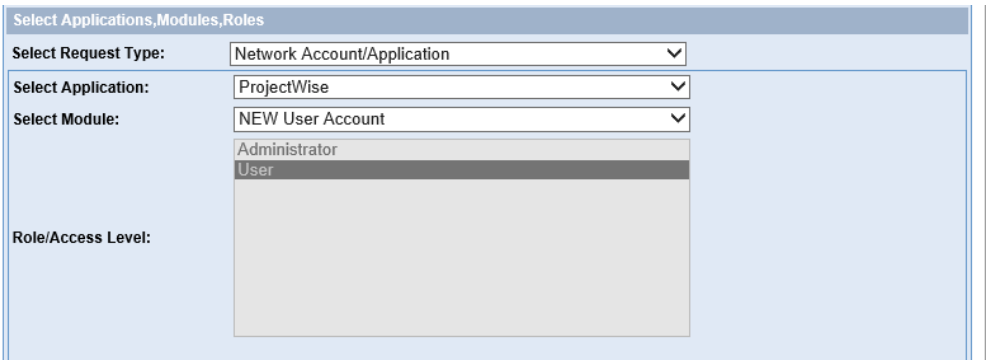
District — Choose the District in which you are located in

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

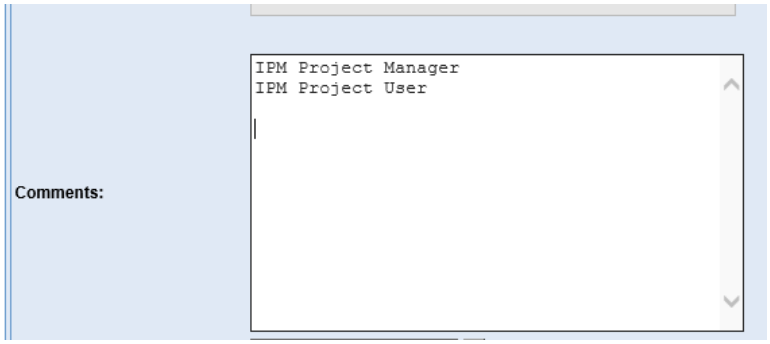
Role/Access Level – Leave this as "User" no one will get "Administrator" access and your SARA request will be rejected



Hit Continue

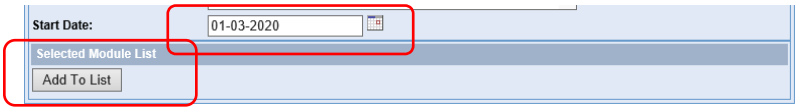


There is a Comments section that you can note stating your role in iPM. If you are unsure of what access you need, just enter iPM User. (This is not a required field.) If this is for another division then please just put your division in the Comments section.

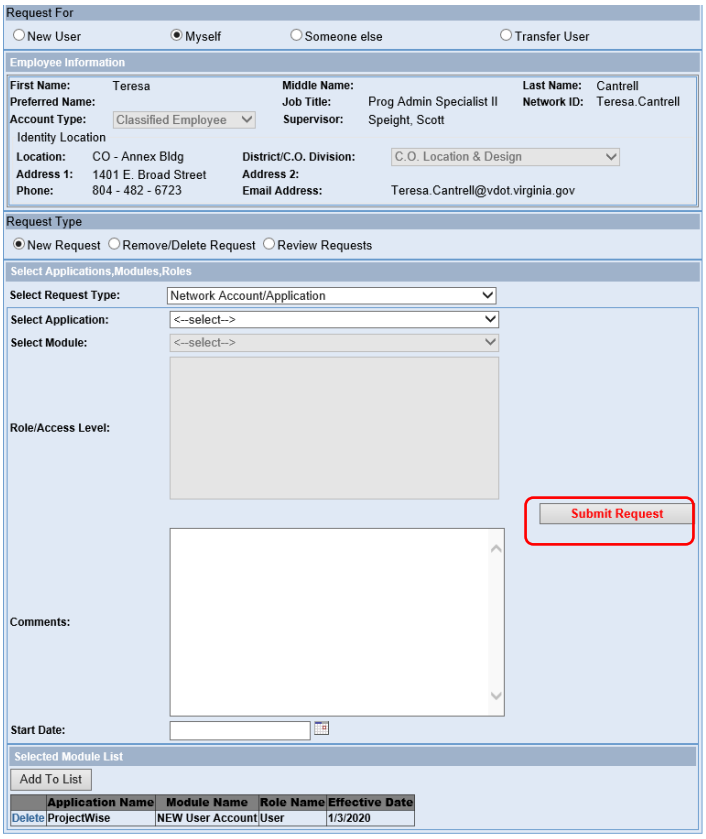


Click the calendar next to start date — choose today's date

Click "Add to List"



Click "Submit Request"



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