

ProjectWise CII – Requesting access via SARA



In order to get access to ProjectWise CII (Sensitive Datasource) 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

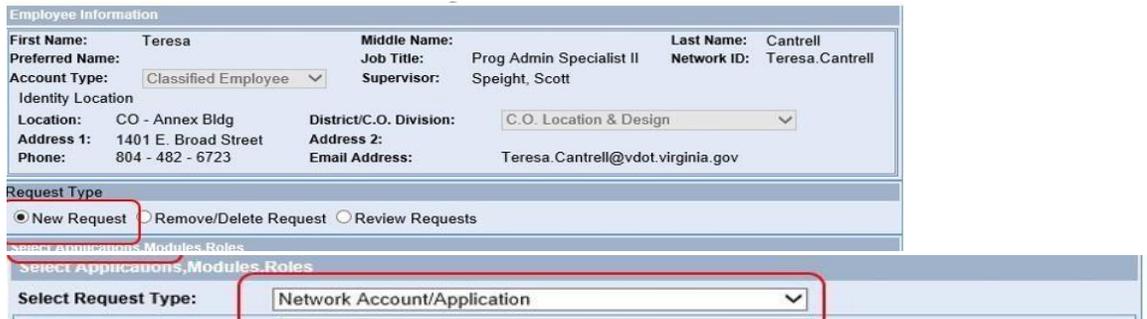
- Choose Myself

Request For

New User Myself Someone else Transfer User

- Choose New Request
- Select Request Type – Choose Network Account/Application

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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

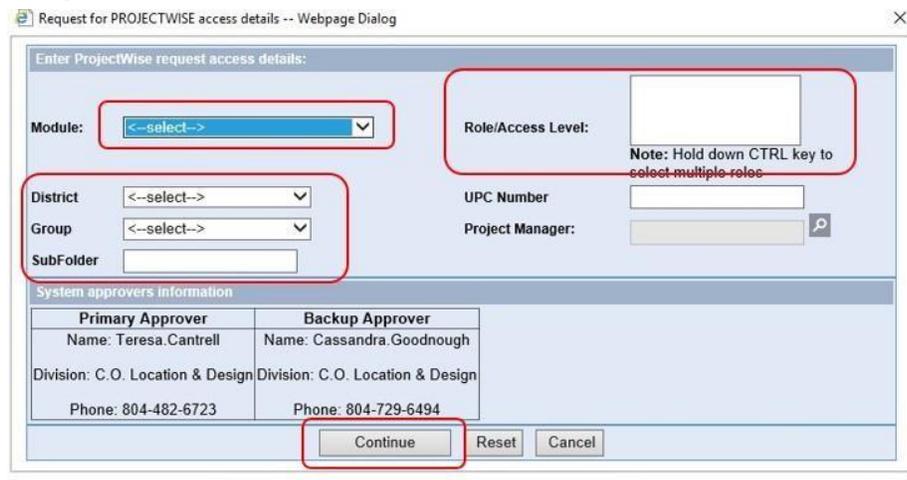
- Select Application – Choose ProjectWise



Select Application: ProjectWise CII

- In the pop-up ‘Enter ProjectWise CII 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



Request for PROJECTWISE access details -- Webpage Dialog

Enter ProjectWise request access details:

Module:	<--select-->	Role/Access Level:	
District:	<--select-->	UPC Number:	
Group:	<--select-->	Project Manager:	
SubFolder:			

Note: Hold down CTRL key to select multiple roles

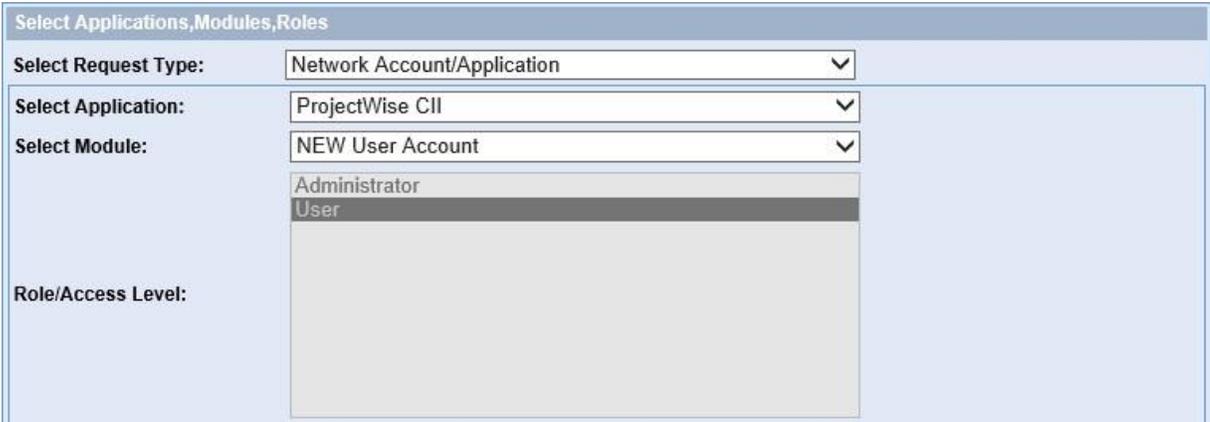
System approvers information

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

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

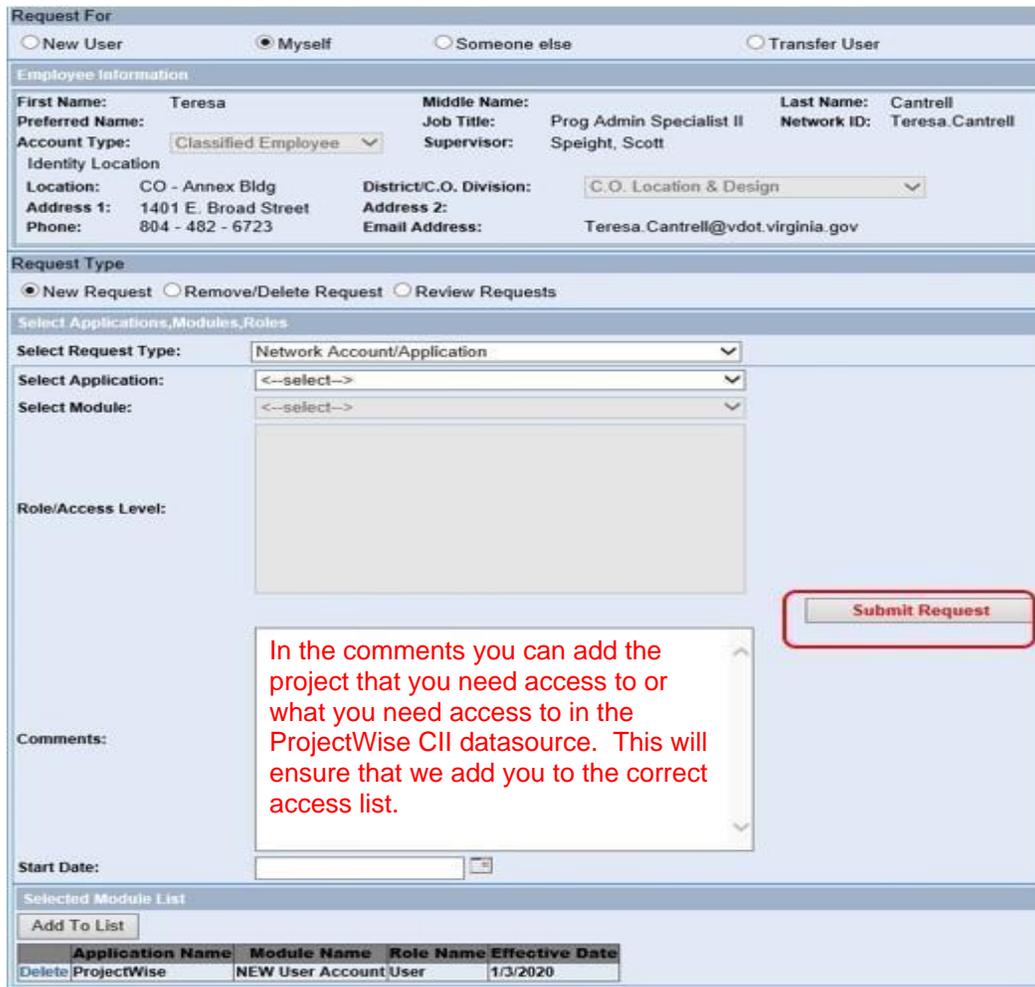


- Click the calendar next to start date – choose today’s date
- Click ‘Add to List’



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- Click 'Submit Request'



The screenshot shows a web form for requesting access. It includes sections for 'Request For' (Myself selected), 'Employee Information' (Teresa Cantrell, Prog Admin Specialist II), 'Request Type' (New Request selected), and 'Select Applications, Modules, Roles'. A red box highlights the 'Submit Request' button. A red text box in the comments area reads: 'In the comments you can add the project that you need access to or what you need access to in the ProjectWise CII datasource. This will ensure that we add you to the correct access list.'

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

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.

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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
- If you are on VPN, ZScaler, or in the office
- That you need the ProjectWise CII datasource