

#### State of Connecticut

DAS – Procurement Services





Welcome to CTsource Training! Training 1 is the first of three trainings provided by DAS Procurement Services which are as follows:

Training 1: Log In, Navigation & User Set Up

**Training 2: Solicitations** 

**Training 3: Contracts/Master Agreements** 

Training 2 (January 20, 2021) & Training 3 (January 27, 2021) will be *LIVE* training events in *webinar* format with a *LIVE* Questions & Answers segment at the end of each training. Both trainings will be recorded for those who cannot attend the training events to view at a later date. Links to the recordings will be posted @

https://portal.ct.gov/DAS/CTSource/CTSource

LET'S BEGIN!



## CTsource Training 1



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#### Log in to CTsource (*Stage* or *Production* environment)

https://webprocure-stage.perfect.com/login.do OR https://webprocure.perfect.com/Login

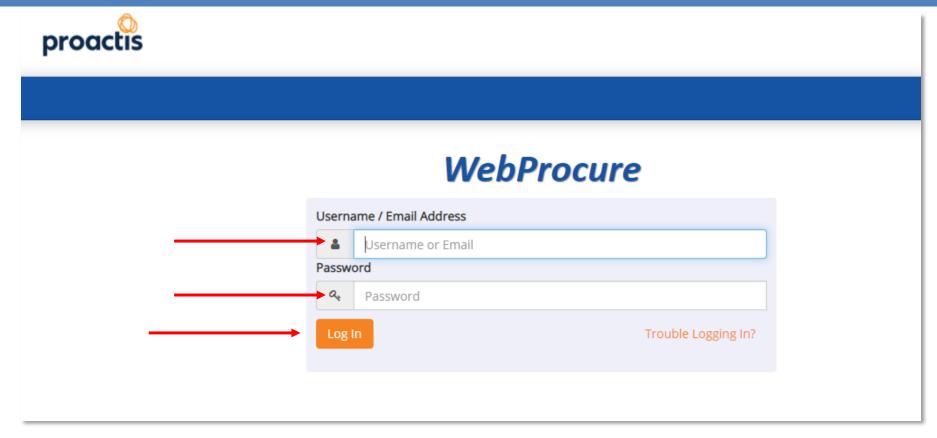
- Enter Username and Password
- Arrive at home page

You may contact DAS Procurement Services to request a username and password to the **Stage Environment** by emailing your request to: <a href="mailto:das.ctsource@ct.gov">das.ctsource@ct.gov</a>

Usernames and passwords to the Production environment will be emailed to you after the Training #3 event (January 27<sup>th</sup>) to those who have requested access.

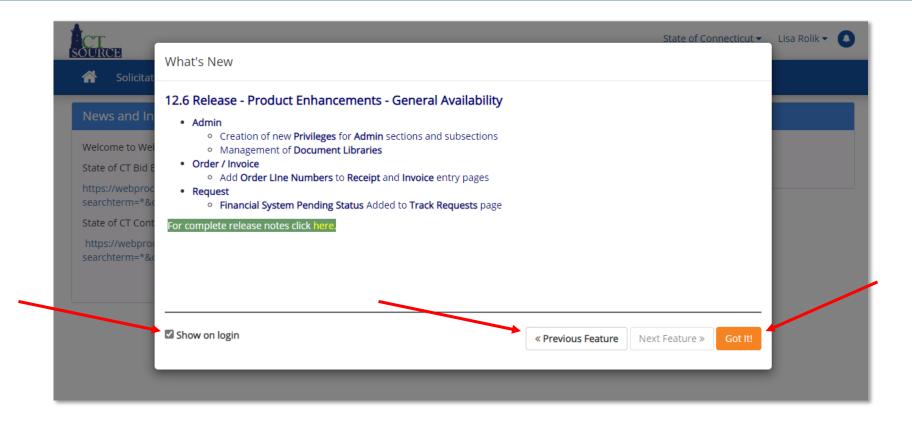






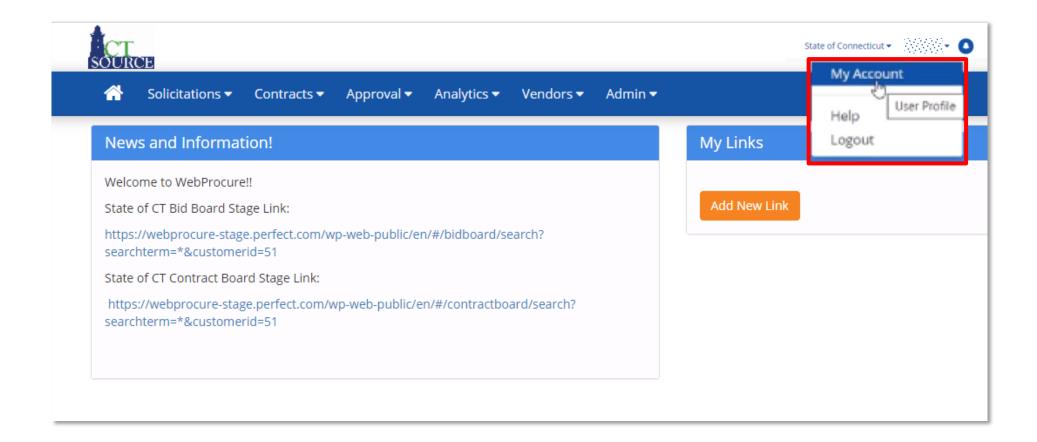
















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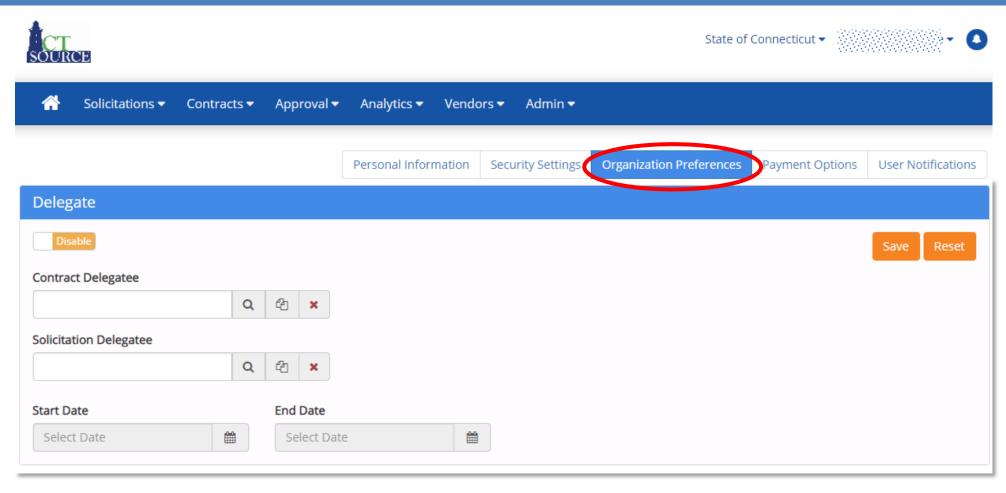


State of Connecticut >
Solicitations ▼ Contracts ▼ Approval ▼ Analytics ▼ Vendors ▼ Admin ▼
Personal Informatio Security Settings Of anization Preferences Payment Options User Notifications
Change Your Password and Challenge Question
Please Note: Passwords must be at least 8 characters in length, must be a mix of upper-case letters, lower-case letters, numbers, and special characters, and must not be the same as any password used within the past five (5) generations.
Change Password
User Id Irollikct
Old Password
New Password
Verify New Password
If you would like to keep your Challenge Question the same, please leave the fields below as they are.
Enter your Challenge Question
Please enter a challenge question. If you forget your password, we will ask you to retype your answer to verify you are a registered user and email you a new password.
Question



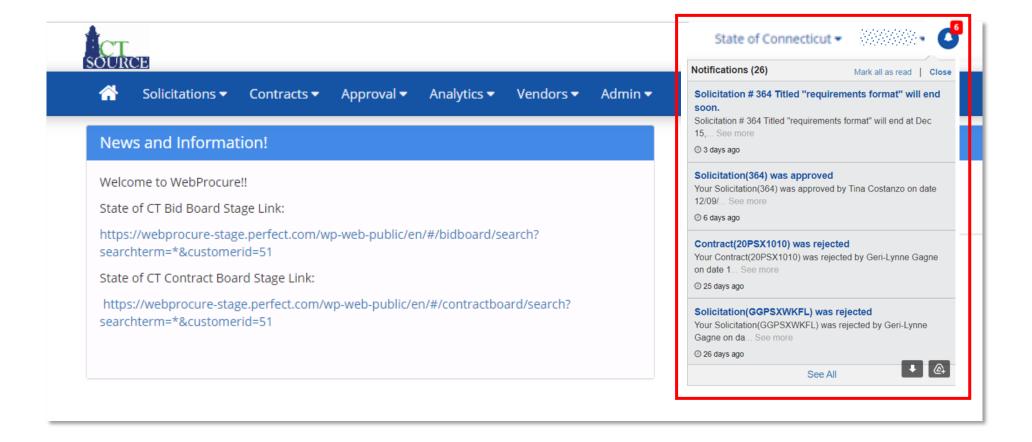
### Navigation





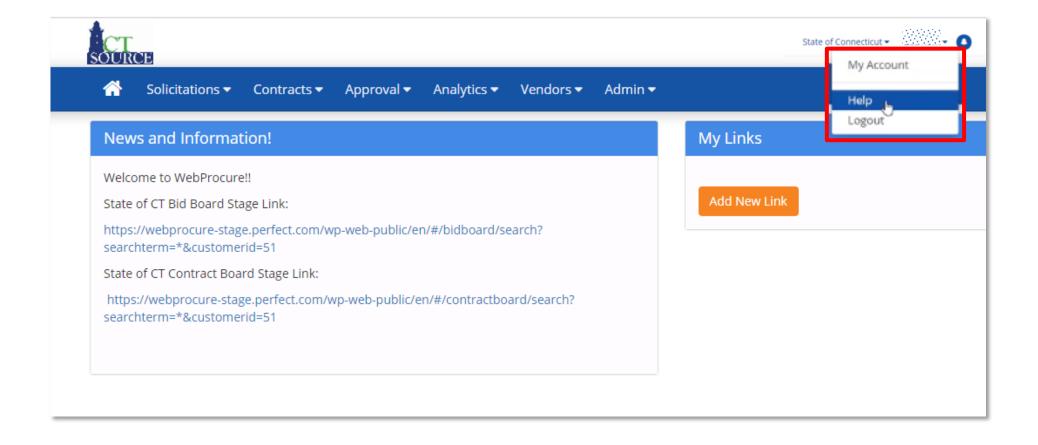






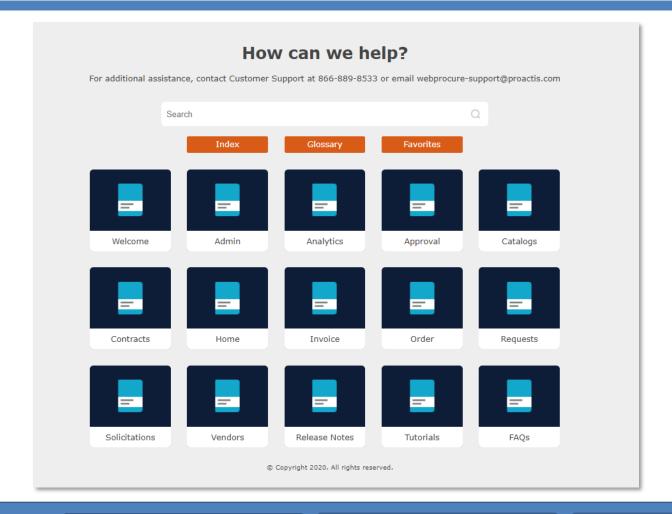






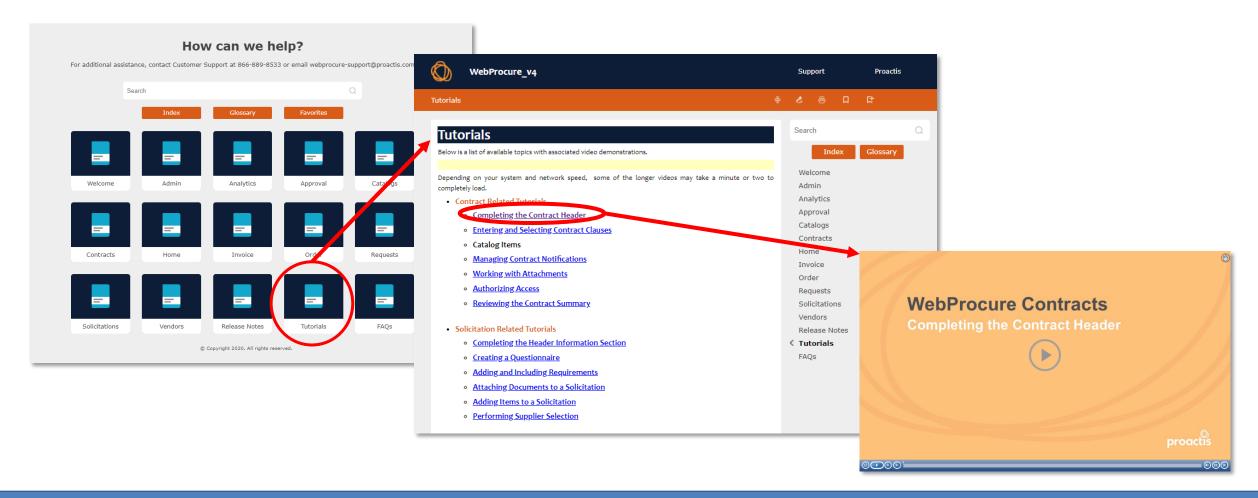






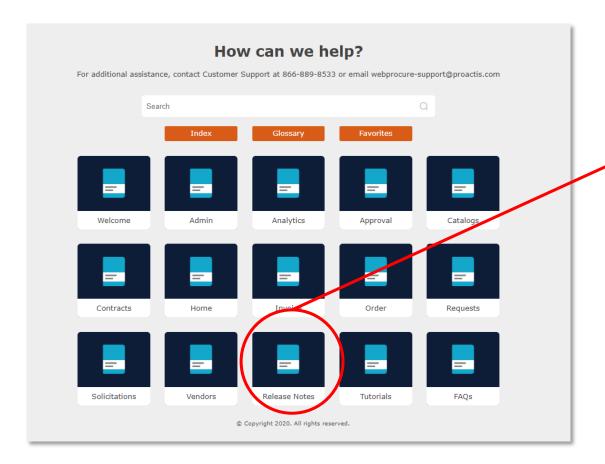


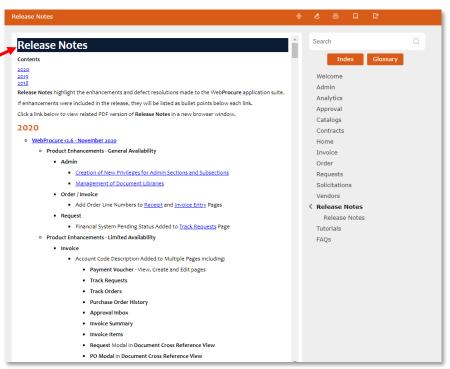






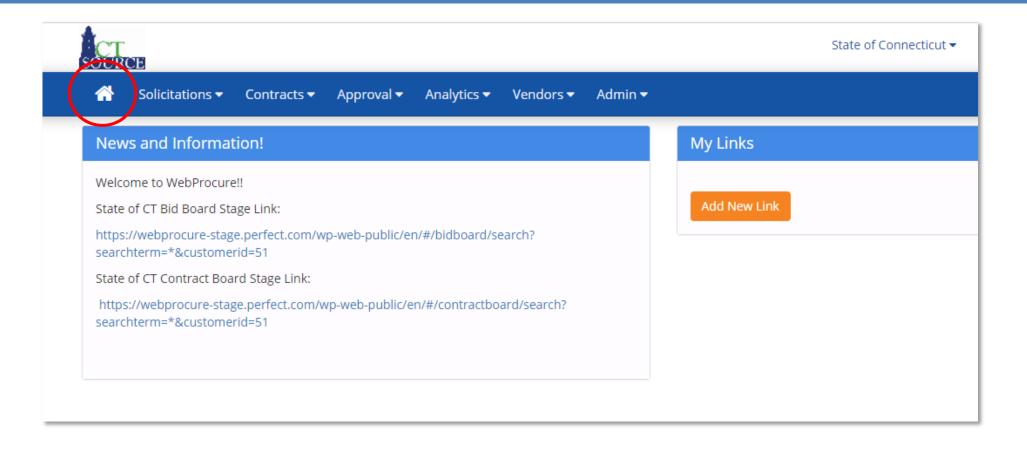






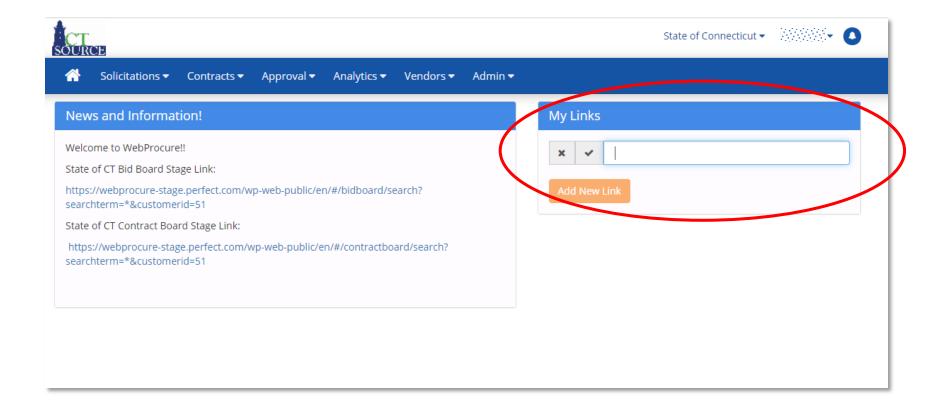






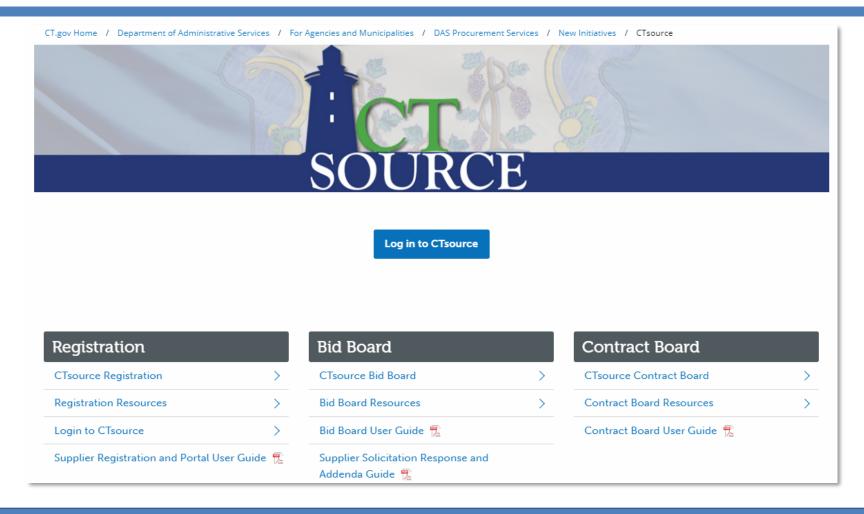






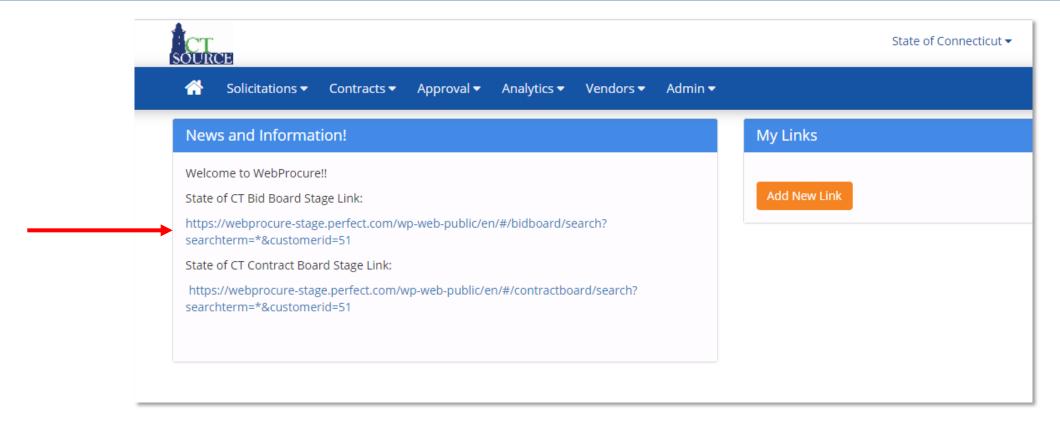






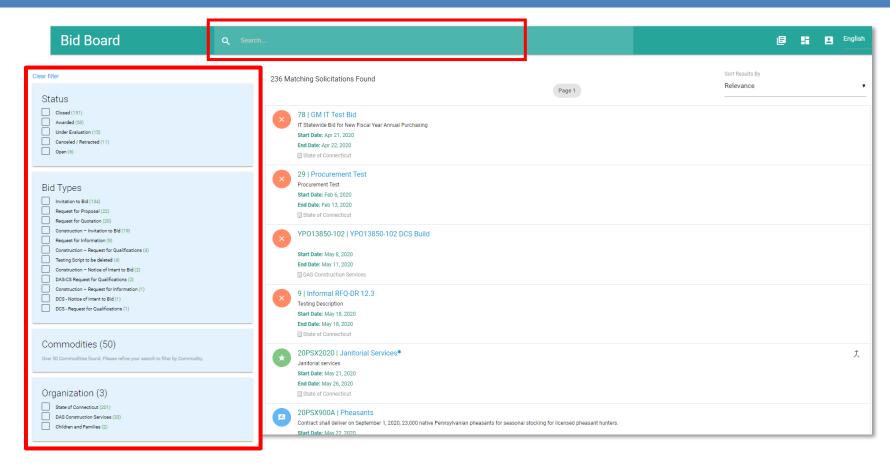






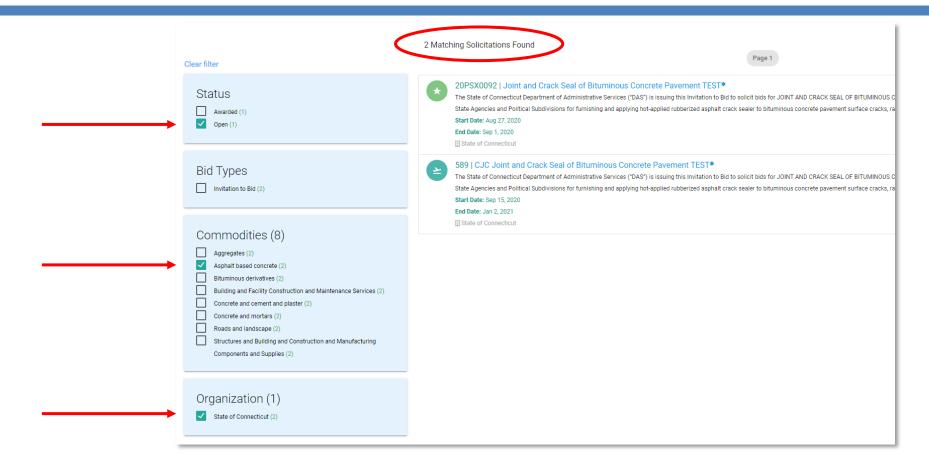






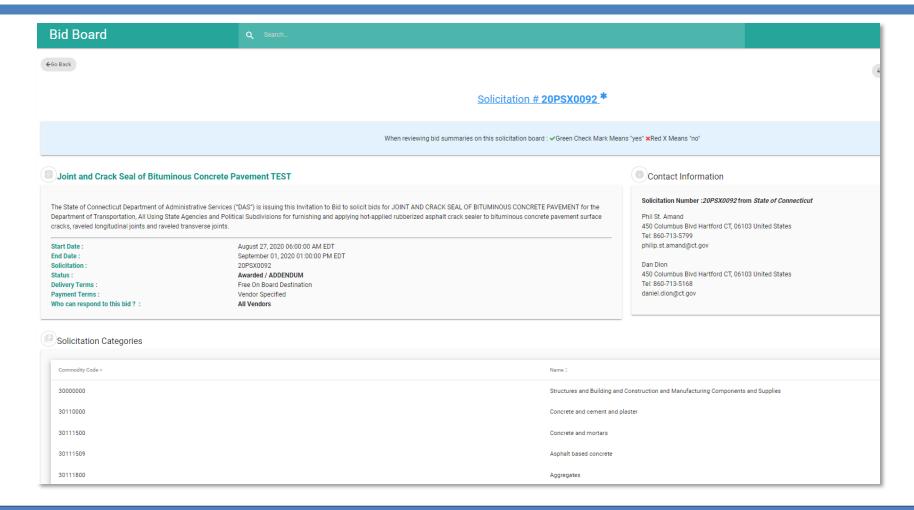






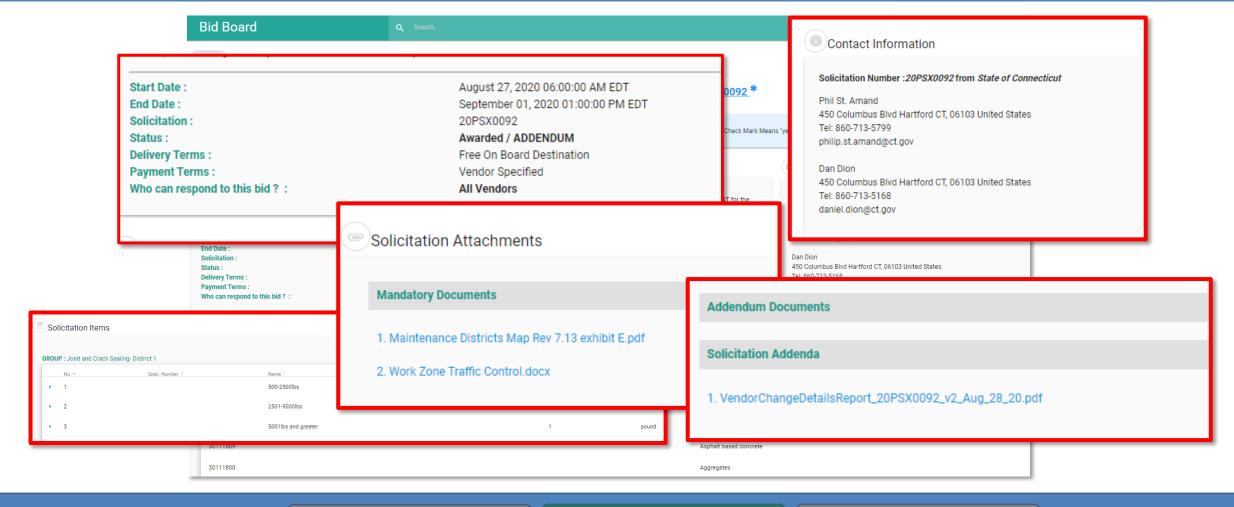






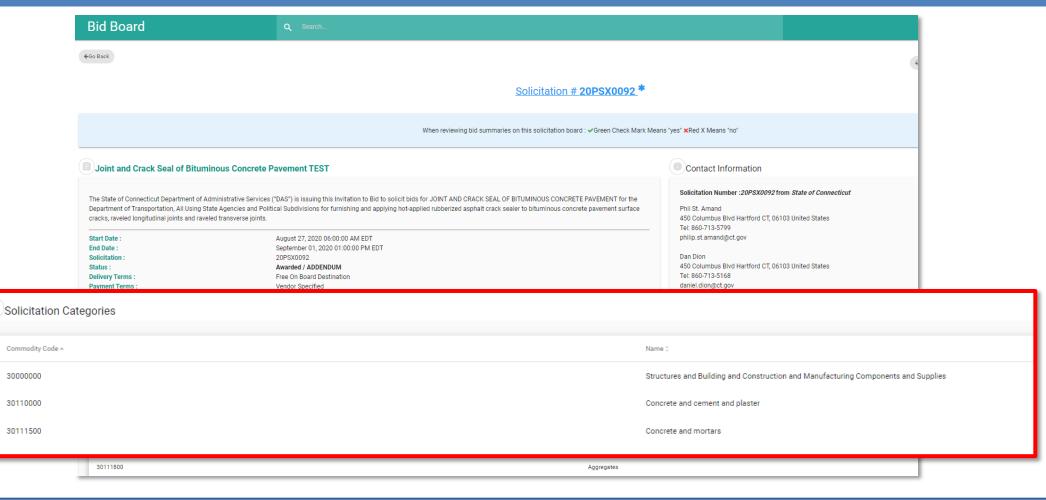






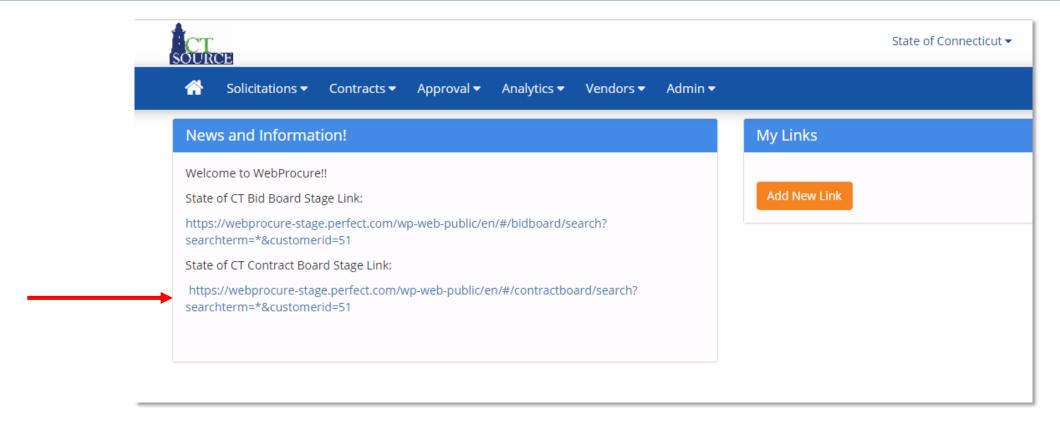






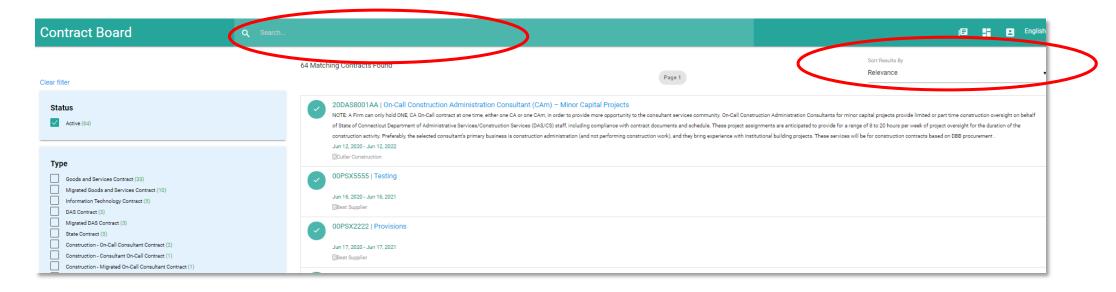






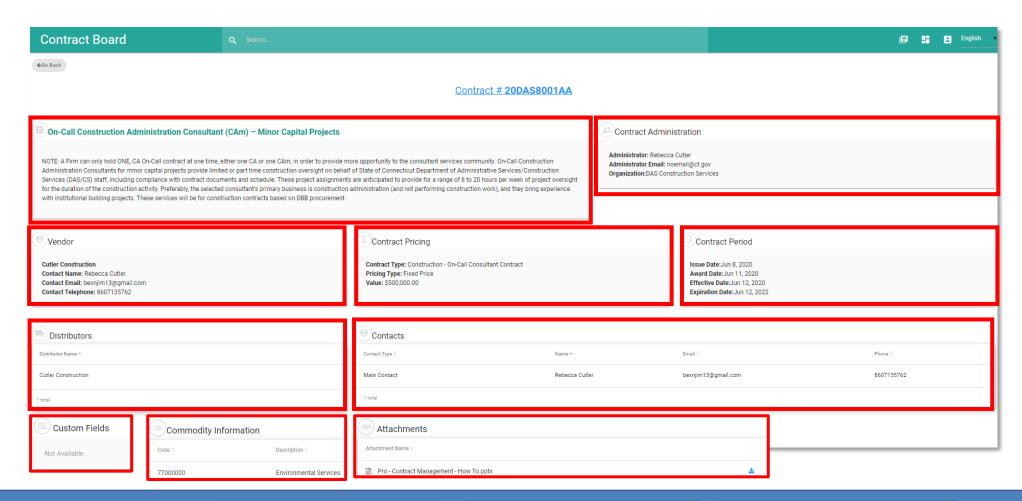






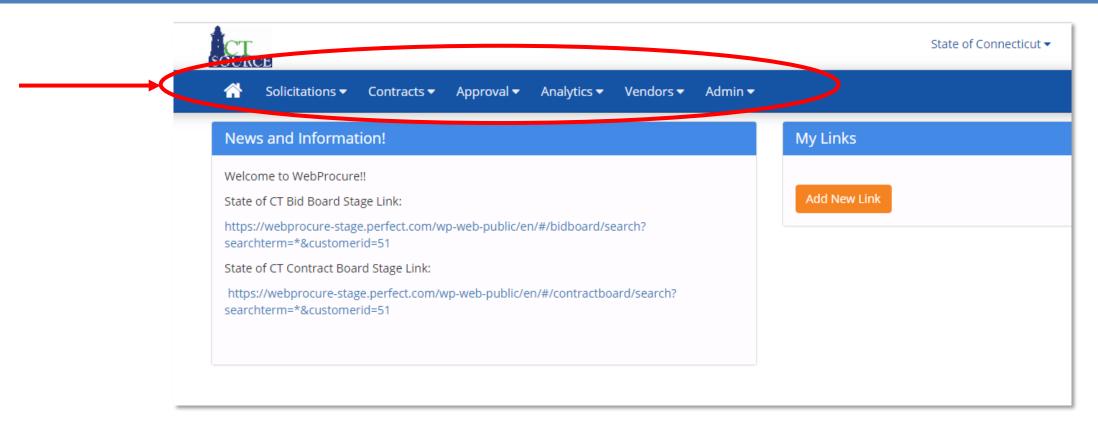






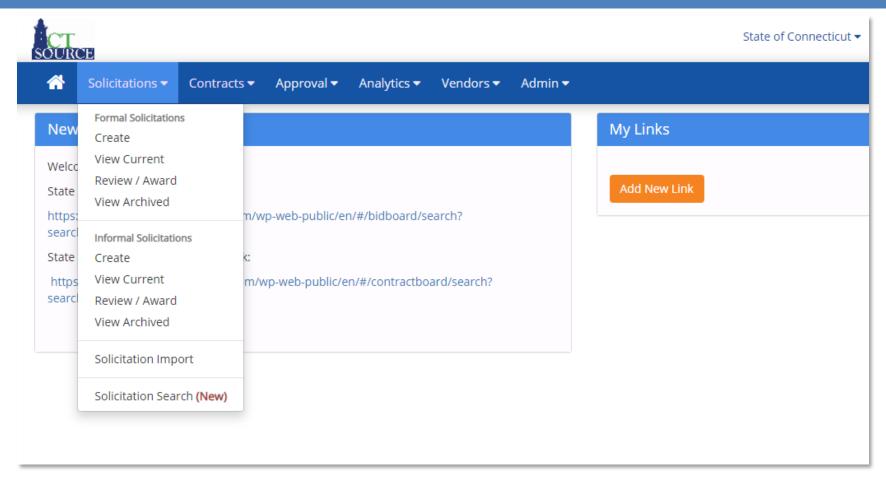






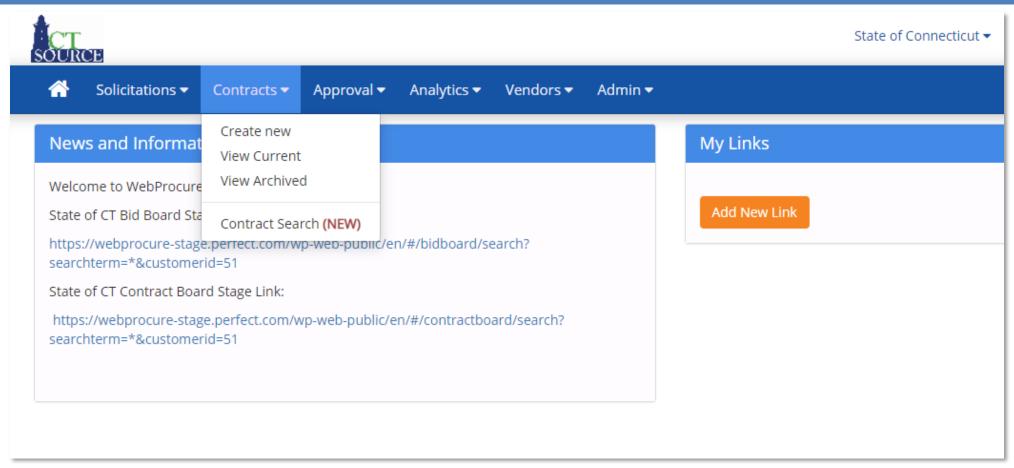






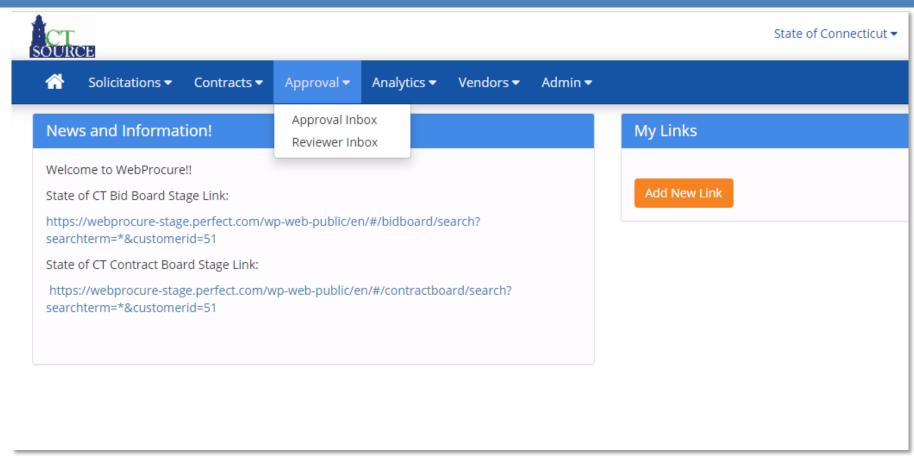






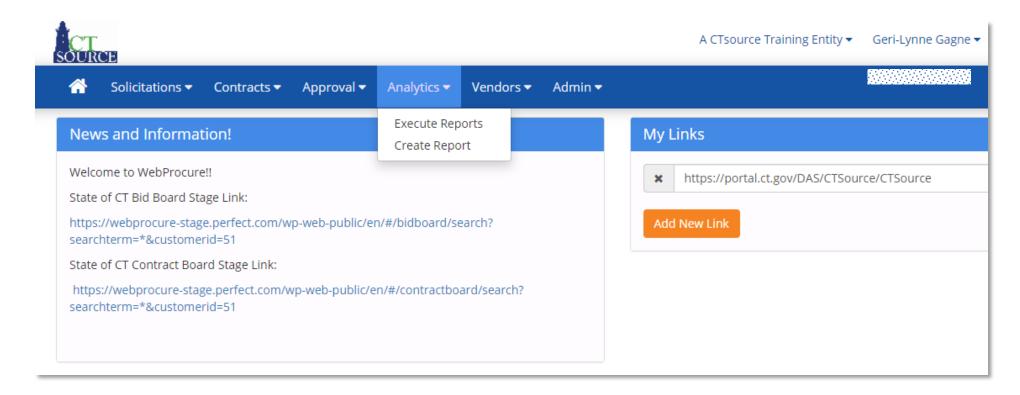






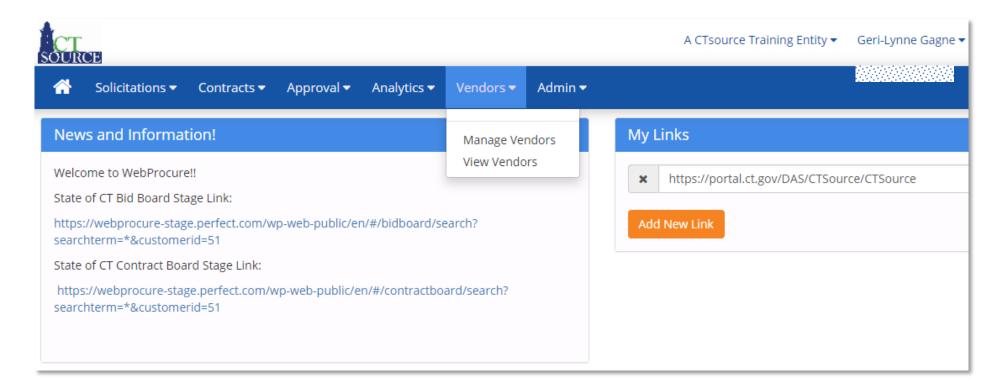






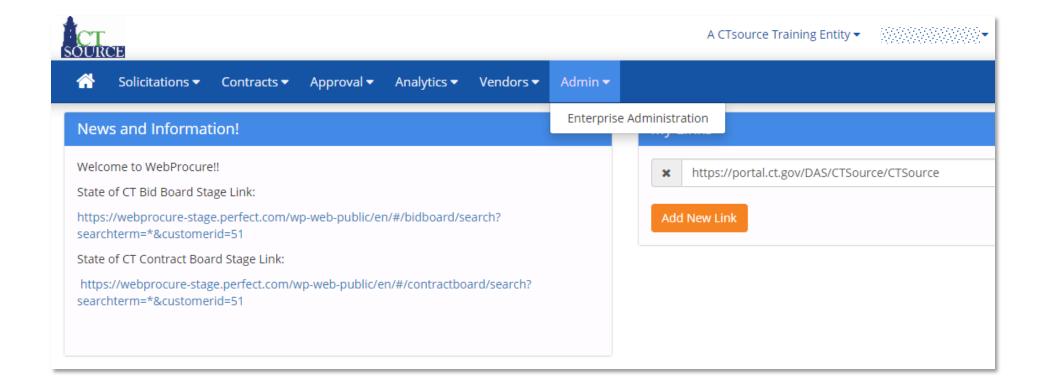








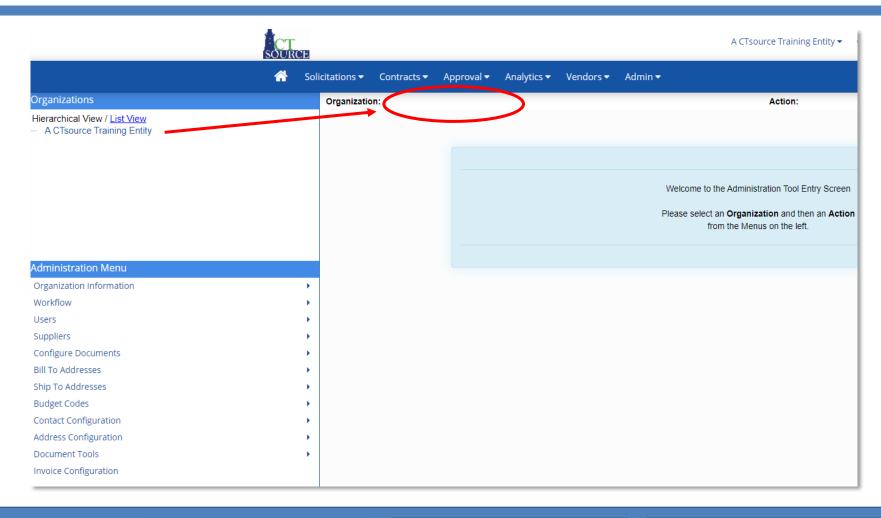






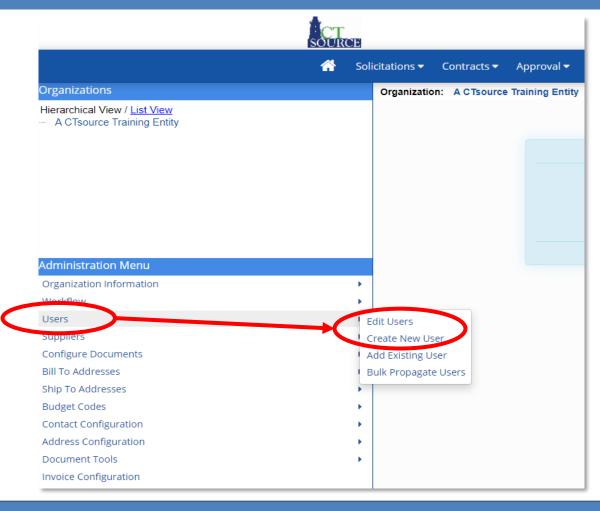
## User Set Up





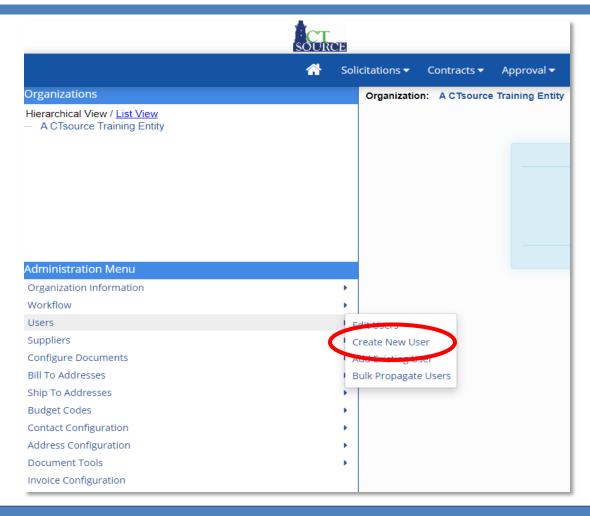












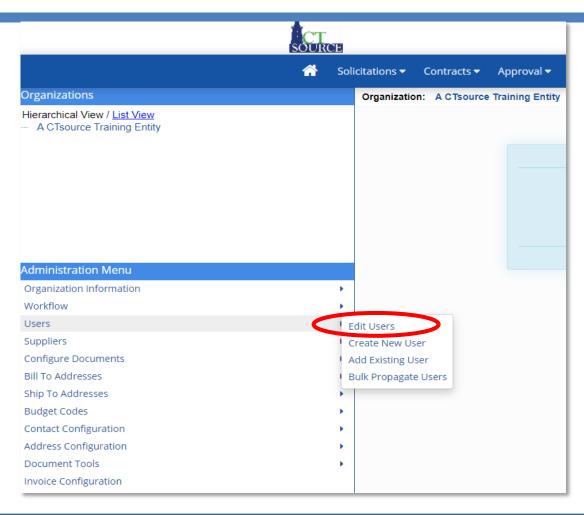




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citations <b>▼</b> Cont	tracts ▼ Approval ▼ Analy	ytics ▼ Vendors ▼ Admin ▼				
Organization: St	ate of Connecticut		Action: Edit Users			
Edit User	s in State of Co	nnecticut				
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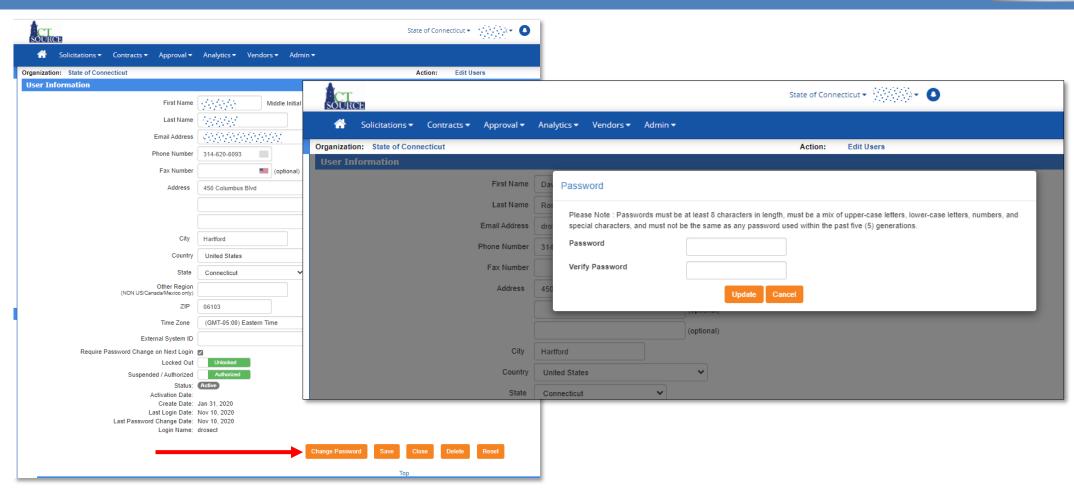


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Address	450 Columbu	s Blvd						
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City	Hartford							
Country	United States	s		~				
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Other Region (NON US/Canada/Mexico only								
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			C	hange Password	Save	Close	Delete	Reset



### User Set Up









This concludes Training 1. Trainings 2 & 3 will be *LIVE* (on-line) training events in *webinar* format with a *LIVE* Question & Answer segment at the end of each training.

*Training 2: Solicitations* is scheduled for *January 20, 2021* 

*Training 3: Contracts/Master Agreements* is scheduled for *January 27, 2021* 

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#### Thank you!