



Connecticut DOT

Number: CD-2017-7

Office of Construction

Date: August 28, 2017

CONSTRUCTION DIRECTIVE

Construction Administrator

ProjectWise Credential Requests for Construction Engineering and Inspection (CEI) Consultants

This directive establishes the procedure for requesting ProjectWise (PW) user credentials for CEI consultant staff assigned to Department of Transportation (Department) construction projects. These procedures are necessary to comply with the Department's Computer Use Policy, and reduce confusion related to CEI consultant PW access for electronic construction records.

PROCEDURE

1. Until further notice, PW access for CEI consultant staff will be provided on an individual basis. Individual CEI access rights will be limited to currently assigned project(s) and predetermined folders. Access will no longer be based on companywide usernames and passwords.
2. CEI consultant staff that have previously accessed the *210_Construction* folder group using their company's user name and password must use procedures listed below to receive individual user credentials and maintain access to the folders.
3. If a CEI consultant individual does not have a PW user name and password:
 - a. The individual must complete and forward the [*CTDOT ProjectWise New User and Project Access Request Form \(For Non-CTDOT Employees\)*](#) to their CTDOT Construction Project Engineer (PE) to request PW credentials and access to the Project file folders in PW. In order for the form to be executed, all fields must be filled and the CEI consultant individual must indicate they will abide by the referenced Terms and Conditions.
 - b. The PE will confirm the individual is assigned to the Project and that the form is properly completed before forwarding it to DOT.AECApplications@ct.gov for processing. Only properly filled out forms submitted by the PE will be processed, all others will be returned.

4. If a CEI consultant individual has already been assigned an individual PW username and password, but were provided access to their existing project's *210_Construction* folder group using their companywide username and password, or are being assigned to a new project, they are not required to fill out a new user form. In order to obtain edit rights to the electronic construction records the CEI must do the following:
 - a. The Individual or Resident Engineer must forward a list to the PE assigned to the Project which includes the Project staff names, their user names and the Project number.
 - b. The PE will review the list, confirm that the identified individuals are assigned to the Project, and submit the list to DOT.AECApplications@ct.gov.
5. For any CEI companies that have not already done so, a primary contact must be selected and submitted to DOT.AECApplications@ct.gov. This individual will serve as the primary point of contact for their company and communicate with AEC Applications regarding any staffing changes that affect ProjectWise.

For any questions regarding these procedures, contact Matthew Calkins (860-594-2988), Julie Annino (860-594-2730) or Douglas Harz (860-594-2681).