

Connecticut DOT Number: EB-2023-3

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ENGINEERING BULLETIN

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Doing Business with CTDOT SharePoint Access for Consultants, Municipalities and Councils of Government

This Bulletin provides information on SharePoint Access for pre-qualified Consultants, Municipalities and Councils of Government (COGs) doing business with CTDOT. The Department no longer uses ProjectWise.

Consultants, Municipalities and COGs have a unique way to access pre-approved data and documents that are hosted by CTDOT in Office 365.

To gain access to the appropriate SharePoint site and pre-approved CTDOT documents, all Consultants, Municipalities and COGs should request access by following the instructions at the appropriate link below. This process should be completed by each individual requesting access; access is provided per person.

- For Consultants: Getting Started with SharePoint for Consultants
- For Municipalities and COGs: <u>Getting Started with SharePoint for Municipalities</u> and COGs

Once the request is approved by the Department, the user will be placed in the Engineering and Construction's Consultants or Municipalities and COGs securities group, which provides access to the Department's approved content.

- For Consultants: Connecticut Department of Transportation Consultant SharePoint Site
 - Provides access to Project Legacy Plans (pre-2011), inspection reports, and other resources.
- For Municipalities and COGs: <u>Connecticut Department of Transportation</u>
 <u>Municipality and COG SharePoint Site</u>
 - o Provides access to inspection reports and other resources.

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All active project documents continue to be stored in COMPASS project sites, per the <u>2022</u> <u>Project Document Control Directive</u>. Requests to access project sites, as applicable, are to be sent to the CTDOT project team representative.

Please submit a ticket at **COMPASS Support** with any requests for assistance.