8.1 Adding AWP User Accounts

Background:

For adding and maintaining/modifying DOT employee AWP accounts, you will access to areas of the System Admin component: Persons and Users.

Note: Before adding consultants to AWP, they must be in the LDAP system.

Roles:

Module Admin

Navigation:

System Administration > Persons

1. Expand the Person Overview component action menu and select **Add**.
2. Verify the employees LDAP username by navigating to the Data Server Gateway: https://dsgw.state.ak.us/DSG/ (You must be connected to the SOA network to access this site)
3. In the **Person ID** field, enter the employee's State of Alaska User ID
4. In the **Last Name** field, enter the employee's last name.
5. In the **First Name** field, enter the employee's first name.
6. In the **Middle Initial** field, enter the employee's middle initial
7. Click **Save**.
8. Expand the component action menu and select **Associate Person to a Domain**.
9. Enter the person ID in the search field and select the person when they populate below. A green checkmark will appear next to the name selected.
10. Click the **Associate** button. A green Save Complete banner will appear.

Note: Consultants are considered Agency Users, so the Agency User box should be checked for all DOT and consultants. Construction contractors are considered non-agency users.

11. Click the **User** quick link.
12. Toggle the **Region Access** field to the region the user is working within.
13. Select the **User Roles** tab.
14. Click the **Select Roles** button.

15. Select all the roles the user needs to do their job. A green checkmark will appear next to the selected roles.
16. Click the **Add to User** button.
17. In the **Effective Date** field(s), click the calendar icon and select the correct date.
18. From the **Status** dropdown, select **Active**.
19. Click **Save**.

Note: If you are adding several roles to a user, you can enter the effective date and status for the first role and then range fill the rest if the same effective date and status apply.

Next Steps:

Notify the user that they are now able to login to AWP.