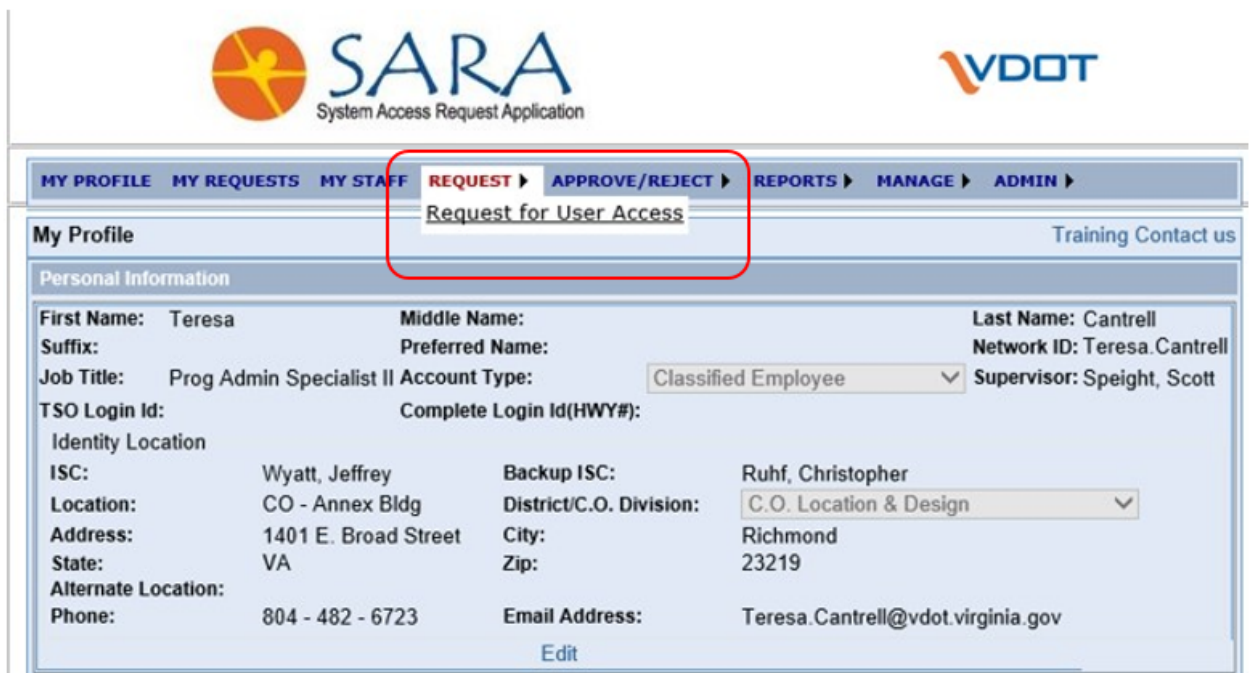


# ProjectWise – Requesting access via SARA

In order to get access to ProjectWise 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

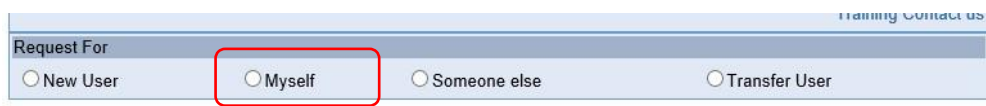
My Profile Training Contact us

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



Employee Information

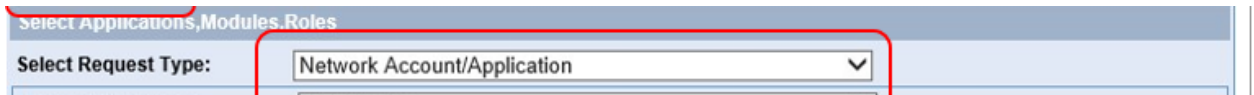
First Name: Teresa Middle Name: Last Name: Cantrell  
Preferred Name: Job Title: Prog Admin Specialist II Network ID: Teresa.Cantrell  
Account Type: Classified Employee Supervisor: Speight, Scott  
Identity Location  
Location: CO - Annex Bldg District/C.O. Division: C.O. Location & Design  
Address 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

# ProjectWise – Requesting access via SARA

- Select Request Type – Choose Network Account/Application

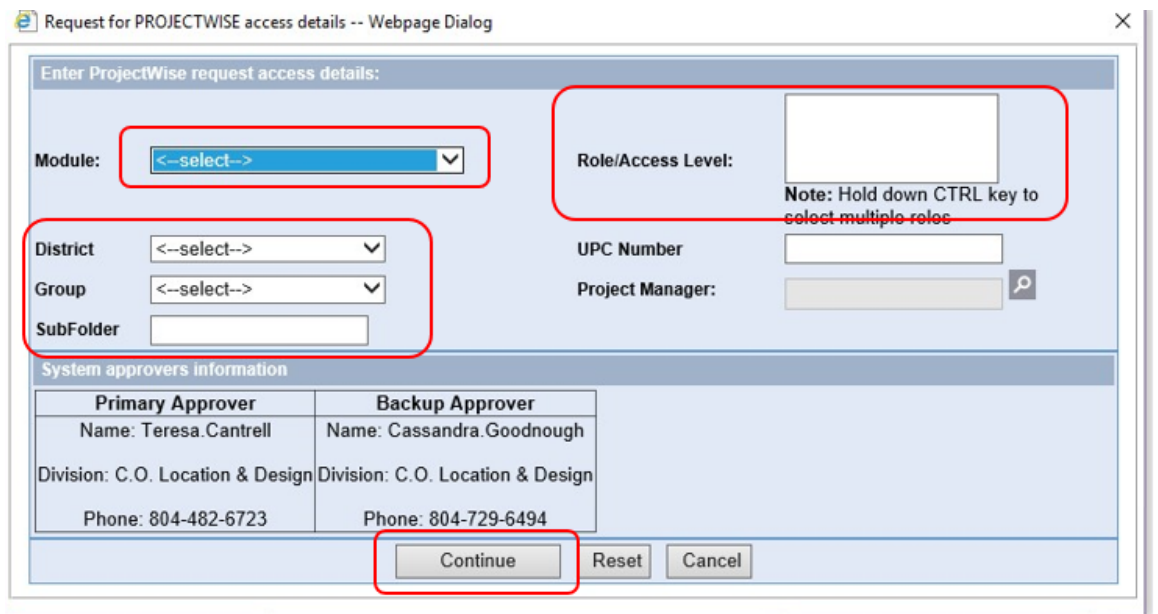


- Select Application – Choose ProjectWise



- In the pop-up 'Enter ProjectWise 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:

Note: Hold down CTRL key to select multiple roles

District: <--select-->

UPC Number:

Group: <--select-->

Project Manager:

SubFolder:

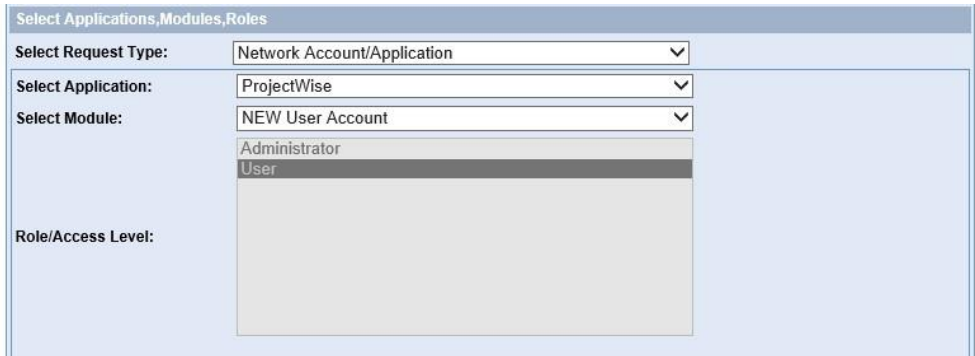
System approvers information

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

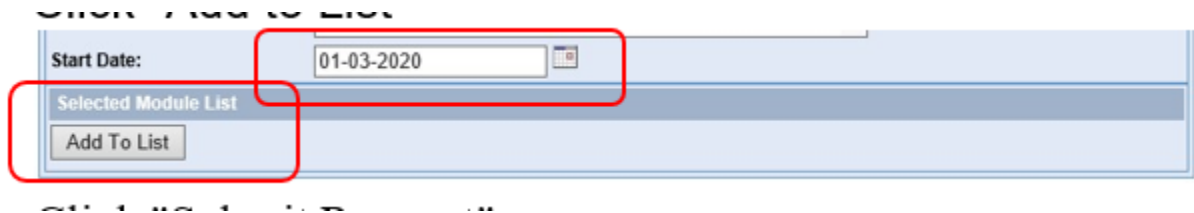
Continue Reset Cancel

# ProjectWise – Requesting access via SARA

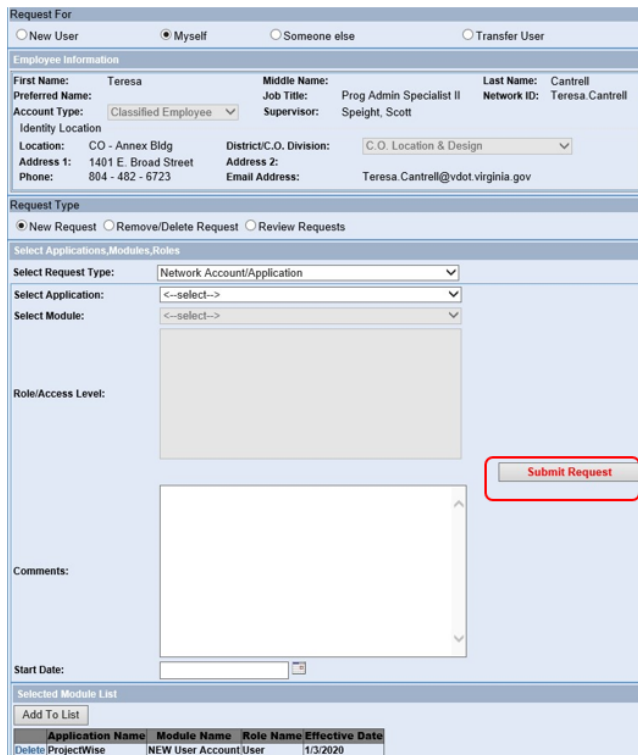
- Once you hit Continue you will see what you are requesting access for



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



- Click 'Submit Request'



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

# ProjectWise – Requesting access via SARA



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.

After you receive that email you are responsible for contacting CADD Support ([caddsupport@vdot.virginia.gov](mailto: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
- Good contact number
- If you are on VPN, ZScaler, or in the office