

QUICK REFERENCE GUIDE:

# Browsers and Logging On

# **Background:**

When logging on to AASHTOWare, the preferred browser is Google Chrome. If your computer does not come equipped with Google Chrome, it is free to download <u>here</u>. Microsoft Edge is another browser that is supports AWP and should always be used with BidX.

### Roles:

All Roles

## Navigation:

#### Logging On

- 1. Open a web browser, preferably Google Chrome.
- 2. Navigate to the AWP login page using the following address: awp.dot.alaska.gov.
- 3. In the Username field, type your SOA ID (usually comprised of your first initial, middle initial and last name).
- 4. In the Password field, type your State of Alaska webmail password.
- 5. The domain will automatically populate for DOT&PF Employees and Contractors. If you are signing in from another agency, toggle to the correct domain.
- 6. Click Log On.
- 7. To log off, click the Log Off button in the upper left corner.

If you have trouble logging on:

- If you are a contractor and have trouble logging on email dot.aashtoware@alaska.gov with your username and request that your password is reset.
- If you are a DOT employee and have forgotten your webmail password contact OIT at www.oit.alaska.gov or 1(888)565-8680.

If you are a DOT employee and have not logged onto AWP before, contact the module admin in your section:

- o Construction & Materials: <u>dot.awp.cm.moduleadmin@alaska.gov</u>
- Payroll: <u>dot.awp.crl.moduleadmin@alaska.gov</u>
- o Preconstruction: <u>dot.awp.precon.moduleadmins@alaska.gov</u>