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# Chapter 1 – Getting Started

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## 1.1 Supported Operating Systems and Browsers

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There are three (3) supported operating systems – Windows 7, Windows 8.1, and Windows 10.

Alaska DOT&PF supports two (2) browser platforms for using AWP – Internet Explorer (IE11) and Google Chrome.

If you are using Google Chrome, you are all set. Proceed to next section: Logging On.

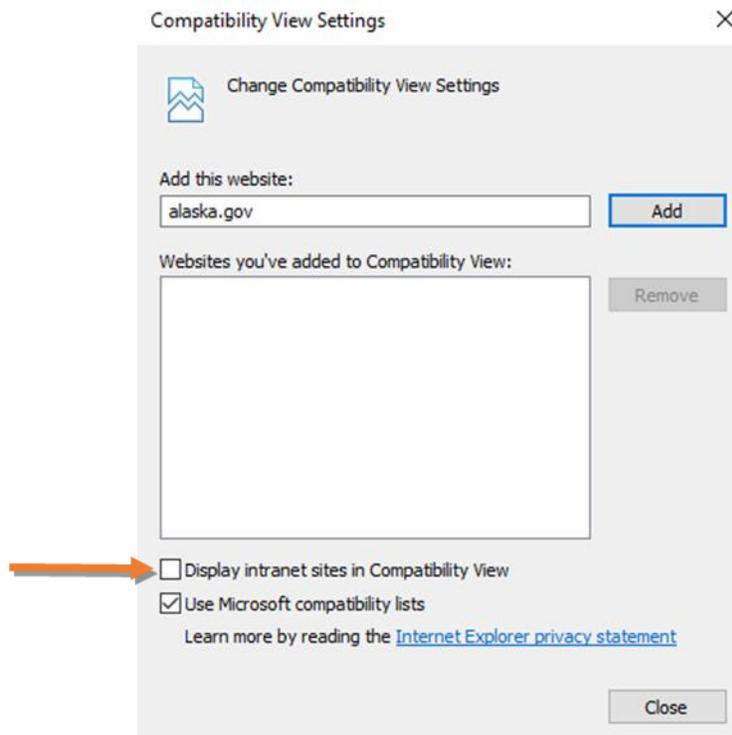
If you are using Internet Explorer v11, you will need to complete the steps below.

1. Open the Internet Explorer browser.
2. Press the <Alt> key to display the toolbar (*Figure 1.1*).
3. Click **Tools**.



*Figure 1.1*

4. Select **Compatibility View Settings**.
5. In the **Compatibility View Settings** window (*Figure 1.2*), clear the **Display intranet sites in Compatibility View** check box.
6. Click the <Close> button.



*Figure 1.2*

Next, you must set your Internet Options in Internet Explorer.

1. While still in Internet Explorer, press the <Alt> key to redisplay the toolbar.
2. Click Tools.
3. Select **Internet Options** (should be at the bottom).
4. Under **Browsing History**, click the <Settings> button (*Figure 1.3*).

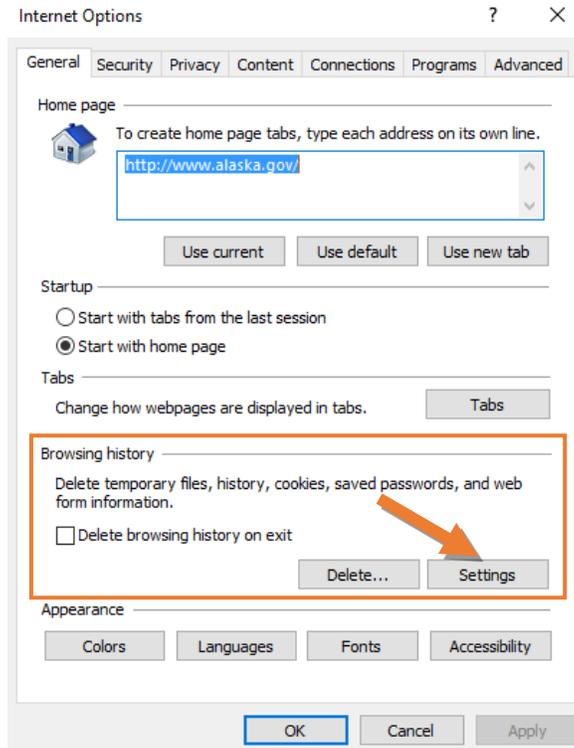


Figure 1.3

5. (*Figure 1.4*) Under **Check for new version of stored pages**, select **Every time I visit the webpage** option.
6. Click <OK> on this window.

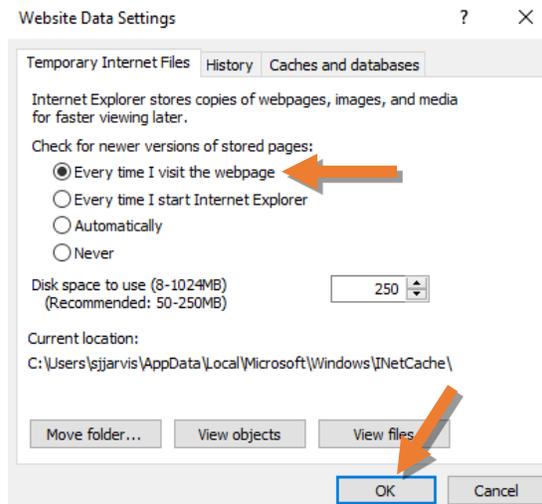


Figure 1.4

7. (Figure 1.5) In the **Internet Options** dialog box, click the **Advanced** tab.
8. In the **Settings** box, scroll down to the **Security** section, and ensure the **Enable DOM Storage** option is selected.
9. Click **<OK>**.
10. Close and restart Internet Explorer.

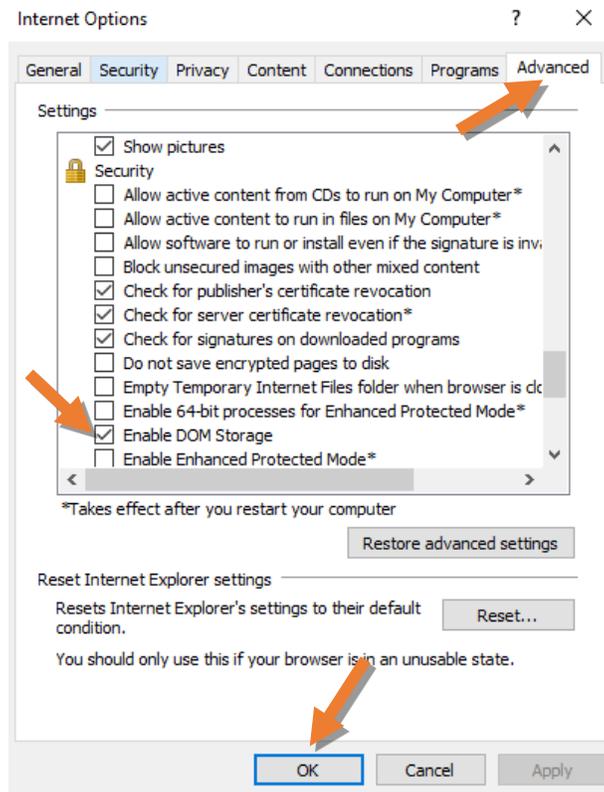


Figure 1.5

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## 1.2 Logging On

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To log onto AASHTOWare Project (AWP):

1. Open a web browser: Google Chrome or Internet Explorer version 11 (IE11).
2. Navigate to the AWP login page by entering the following address to your web browser or click the link (*Figure 1.6*):
  - a. Internal access: <http://dot.alaska.gov/awplogin>
  - b. External access: <https://awp.dot.alaska.gov>
3. In the **Username** field, type your State of Alaska Username.
4. In the **Password** field, type your State of Alaska *EMAIL* password.
5. The **Domain** field should be set to SOA AD LDAP.
6. Click the **<Log On>** button.



The image shows the AASHTOWare Project logo, which features a stylized mountain range and the text "AASHTOWare Project" with "Alaska DOT&PF" underneath. Below the logo is a login form with three input fields: "Username", "Password", and a dropdown menu currently set to "SOA AD LDAP". A blue "Log On" button is positioned below the dropdown menu.

*Figure 1.6*

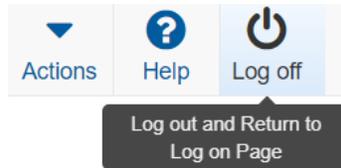
Occasionally this pop-up may appear prompting staff to confirm their email address (*Figure 1.7*). This is required to keep the AWP database up-to-date so system notifications and other information are sent to active email accounts. The email address listed should be correct since it is tied to your State of Alaska account. Click **<Confirm>**.



The image shows a pop-up dialog box with a blue header bar. The header text reads "Confirm Email Address: Sara J Jarvis" and contains two buttons: "Update" and "Confirm". Below the header, the text says "The system requires confirmation of your email address before proceeding." and "Current Email Address sara.jarvis@alaska.gov". An orange arrow points to the "Confirm" button.

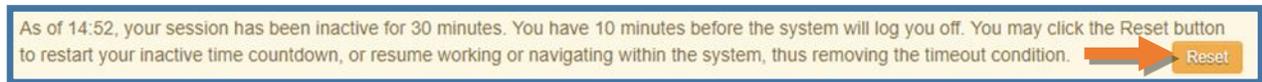
*Figure 1.7*

You can log off the system at any time by clicking **<Log off>** on the Global Menu bar on any page in the application (*Figure 1.8*). When you log off, the system ends your session and returns you to the logon page.



*Figure 1.8*

NOTE: After 30 minutes of inactivity, the following notice will appear stating that you will be logged off in 10 minutes (*Figure 1.9*). You have the option to reset the inactive time countdown and resume working in the system.



*Figure 1.9*