



QUICK REFERENCE GUIDE:

8.1 Adding AWP User Accounts

Background:

Prior to adding a new User to AWP, they must have an LDAP account. All SOA employees have LDAP accounts. A consultant's DOT Sponsor (usually a Project Manager) must submit an AlaskaNow Ticket requesting that an LDAP account be set up for the consultant.

Roles:

Module Admin

Navigation:

Connect to the SOA Network and search for the DOT and Consultant users within the Directory Server Gateway (DSG):

<https://dsgw.state.ak.us/DSG/>. The User's information on this screen will be used to populate the AWP fields. If the search results don't produce the person you are looking for, they do not have an LDAP account.

System Administration > Persons

1. In the Person Overview, search for the first name or last name of the person to see if they already have an Account in the system.
 - a. If there is no entry for the Person proceed to Step #2.
 - b. If there is an entry for the Person, open their profile by clicking on the user's last name hyperlink and verify that all information in the profile is correct.
 - i. If the Person is associated with a DOT User account, no further setup is required. Alert the DOT user that they can log in to AWP using their SOA ID and webmail password.

- ii. If there is an entry for the person, but their User ID is a number (their WAQTC number), modify their **Person ID** to match their DSG User ID and skip to step #5.
 - iii. If there is an entry for the Person but they are set up as anything other than a DOT User (i.e. Consultant or External User), a new account will need to be created for them to differentiate actions they are taking as a DOT employee vs. actions they have taken as a consultant or contractor. Proceed to step #2.

2. Click the **Component Action Menu** and select **Add**.
3. Enter the DSG User ID in the **Person ID** field.
4. Enter the **First Name**, **Middle Initial**, and **Last Name** fields as they appear in the DSG (this is the final step you will use information from the DSG).
5. Click **Save**.
6. In the **Staff Type** dropdown select **Consultant** and press **Save**.
7. Click the **Component Actions Menu** and press **Associate Person to ExternalLoginProvider**.
8. In the modal window, make sure the **Agency User** box is checked.
 - a. 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.
9. In the **User Name** field Enter DOT\ appended with the **Person ID** from step 3. This should look like: DOT\PersonID
10. Press **Associate**.

If you need further assistance, please contact your Module Admin

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11. Click the **User** quick link.
12. Toggle the **Region Access** field to the region the user is working within.
 - a. If the user is a consultant, this field can be left blank.
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**.
 - a. 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.
19. Click **Save**.

Select Consultant Access:

1. In the consultant's User Summary component, in the **Consultant Access** field, search for and select the name of the consultant company the individual works.
2. Click **Save**.

Next Steps:

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