



## QUICK REFERENCE GUIDE:

# Add a DOT User to AWP

## Background:

Prior to this step being performed, the User must have an LDAP account. All SOA employees have an LDAP account.

## Roles:

Module Admin, CRL Module Admin, CRO Module Admin

## Navigation:

Connect to the SOA network and search for the User within the Directory Server Gateway (DSG): <https://dsgw.state.ak.us/DSG/>. Keep this screen up as you log into AWP. You will use the Users credentials to populate the AWP fields. If there is no search result the person does not have an LDAP account.

Within AWP:

System Administration -> Persons

1. In the Person Overview search for the first or last name of the person to make sure they are not already in the system
2. Assuming they are not in the system click the **Component Actions Menu** and click **Add**
3. Enter the DSG User ID in the **Person ID** field
4. Enter the First Name and Last Name as it appears in the DSG in the **First Name** field and **Last Name** field (this is the final step you will use information from the DSG)
5. Press **Save**

6. Press the **Component Actions Menu** and click **Associate Person to Domain**
7. Make sure the **Agency User** box is checked.
8. Use the first or last name to search for the person, and select them when their name appears in the list
9. Press **Associate**
10. Select the **User** quick link at the top of the Person Summary
11. Select the **User Roles** Tab
12. Click **Select Roles\***
  - a. Begin to type the Role ID or Role Description in the search field or press **Show First 10**
  - b. Upon finding the appropriate role select the role and click **Add to User**
13. Enter today's date as the **Effective Date** and set the **Status** to **Active**
14. Click **Save**

\*To copy the role(s) from another user select the **Actions Menu** to the right of **Select Roles** and click **Copy Roles from another User**. Select the user whose roles you would like to copy. Please note that the effective date from the copied role(s) will also be copied but any contract authority for that role will not.

## Next Steps:

Contract Authority for User (from Contract Administration Summary, see QRG for guidance)

If you need further assistance please contact your Module Admin  
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