

OUICK 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 here. Microsoft Edge also supports AWP and should always be used when accessing BidX.

There are two different account types that will determine how you will Log on to AWP, a State of Alaska Account (SOA) or a MyAlaska Account.

- State of Alaska Accounts are issued to DOT&PF employees, and Consultants, and were assigned to Contractors prior to 01/06/2025.
- MyAlaska Accounts are created by Contractors and linked to AWP to submit certified payroll.

Roles:

All Roles

Navigation:

State of Alaska Account Login:

Use this login if you are a DOT&PF employee, Consultant working for DOT&PF, or a Contractor who has had a User ID issued by DOT.

- 1. Open a web browser, preferably Google Chrome.
- 2. Navigate to the AWP login page using the following address: https://akdotpf-pr-prod.infotechinc.com

- DOT&PF Staff: Enter your **SOA email address** and **password**
 - Consultants and Contractors: Enter your DOT Sponsored email and password.
 - i. Consisting of your UserID + 4soa@alaska.gov (userid4soa@alaska.gov).
- 3. Click Sign in.
- 4. DOT&PF Staff and Consultants will be prompted to authenticate with Multifactor Authentication (MFA).
 - Guidance for setting up MFA can be found on the Consultants tab of our information website: https://dot.alaska.gov/aashtoware
- 5. To log off, click the **Log Off** button in the upper right corner.

MyAlaska Account Login:

Use this login if you are a Contractor submitting payroll, who has had their MyAlaska User ID set up in AWP. Guidance for this process can be found on the Contractors tab of our information website:

https://dot.alaska.gov/aashtoware

- 1. Open a web browser, preferably Google Chrome.
- 2. Navigate to the AWP login page using the following address: https://akdotpf-pr-prod-ext.infotechinc.com
- 3. Enter your MyAlaska **User ID** and **password**.
- 4. Click **Sign in**.
- 5. 5.To log off, click the **Log Off** button in the upper right corner.



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When creating a password:

 AWP does not allow the use of the following characters. Refrain from using < or >. If your password currently contains these characters, please reset your password.

If you have trouble logging on:

- If you attempt to log in and a blank white screen appears, your password likely contains < or >. A password reset is required.
- If you are a contractor experiencing login issues, email dot.aashtoware@alaska.gov. Include your username and the issue you're experiencing to request assistance.
- Resetting your MyAlaska Account password can be done through your MyAlaska account by clicking the "Forgot my Password" link.
- 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 consultant and have forgotten your password or need to extend your account, reach out to your DOT Sponsor, and they will submit an AlaskaNow ticket.

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

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