# Chapter 13 – Module Administration

**Contents**

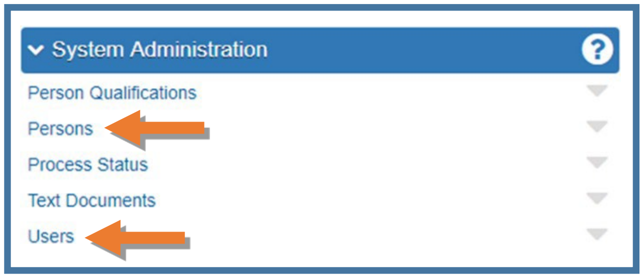


Note: Adding Items has been replaced by the Quick Reference Guide for **Adding New Items** on the User Guides tab of the Alaska Aashtoware page here: https://dot.alaska.gov/aashtoware/

## 13.1 Adding / Modifying AWP User Accounts

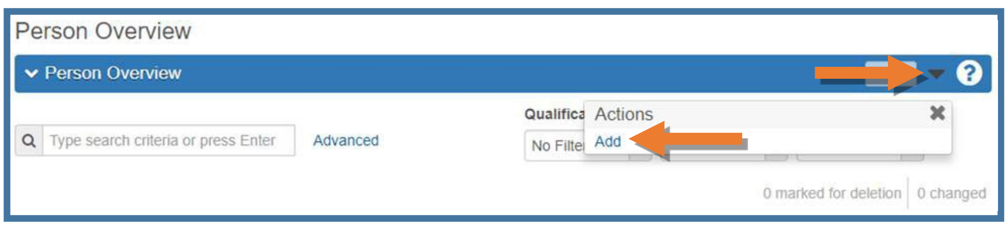
For adding and maintaining/modifying DOT employee AWP accounts, you will access to areas of the System Admin component: Persons and Users.

NOTE: Before adding consultants to AWP, they must be in the LDAP system.

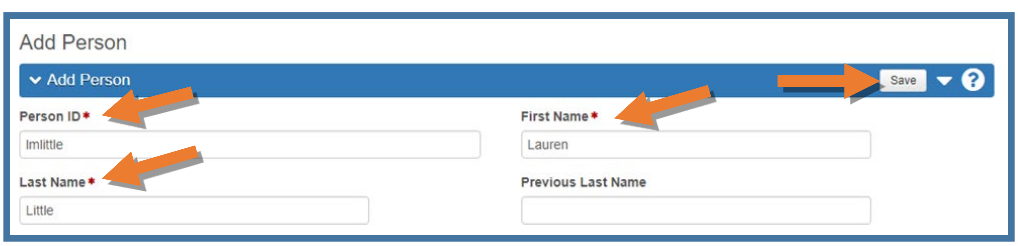



To create a new account:

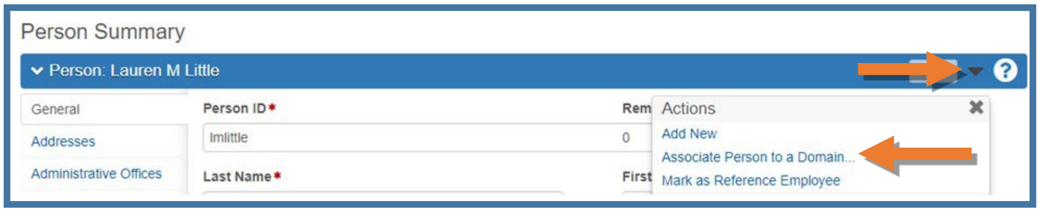
1. Log into AWP.
2. Make sure you are in the ***Module Admin*** role.
3. Select **Persons**.
4. Expand the Person Overview component **action menu** and select **Add**.



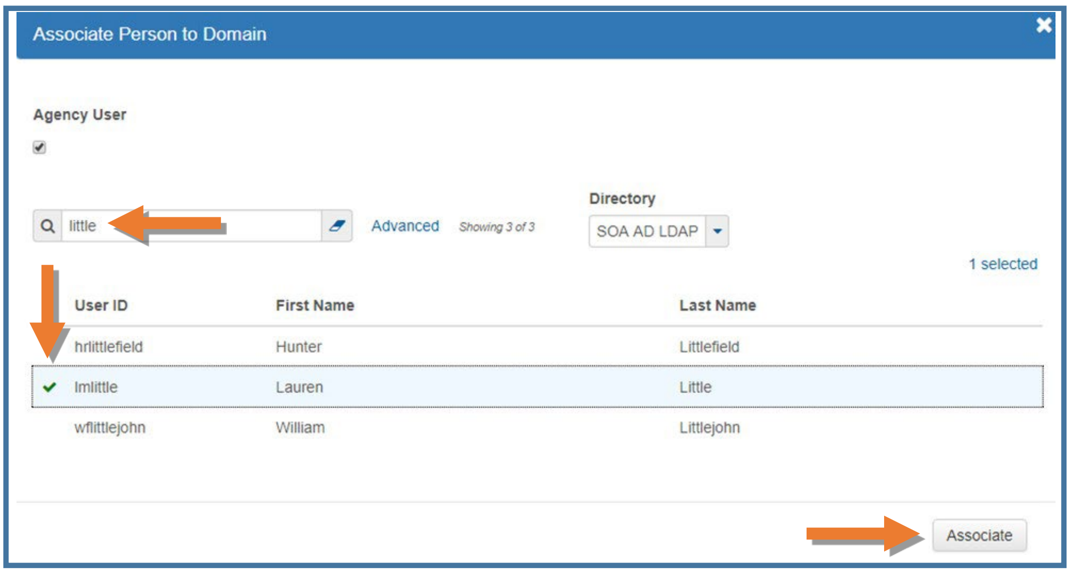

5. Verify the employees LDAP username by going to this site: [https://dsgw.state.ak.us/dsgwcmd/lang?context=dsgw&file_=auth.html](https://dsgw.state.ak.us/dsgwcmd/lang?context=dsgw&file_=auth.html)
6. In the **Person ID** field, enter the employee's LDAP username.
7. In the **Last Name** field, enter the employee's last name.
8. In the **First Name** field, enter the employee's first name.
9. Click **<Save>**.



10. Expand the component **action menu** and select **Associate Person to a Domain**.

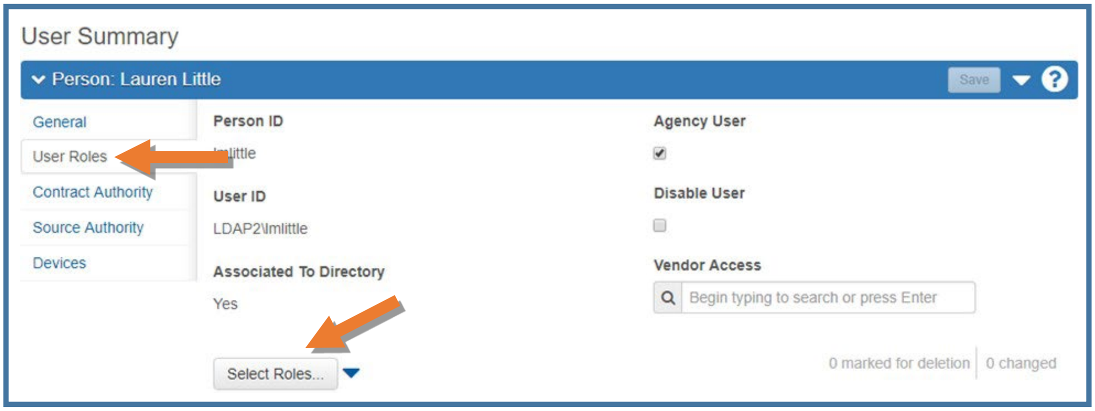



11. Search for and select the username of the person. A green checkmark will appear next to the name selected.
12. Click the **<Associate>** button.

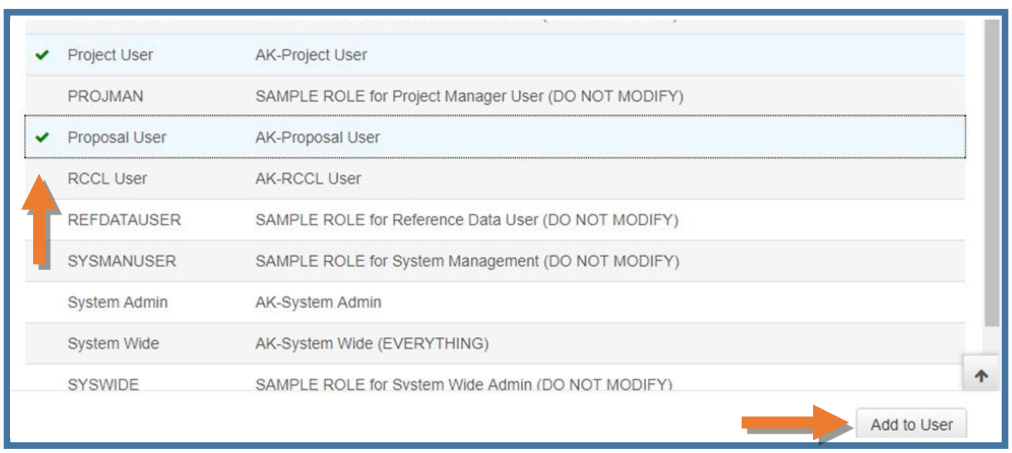



13. Click the **User** quick link.

14. Select the **User Roles** tab.
15. Click the **<Select Roles>** button.
    NOTE: 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.

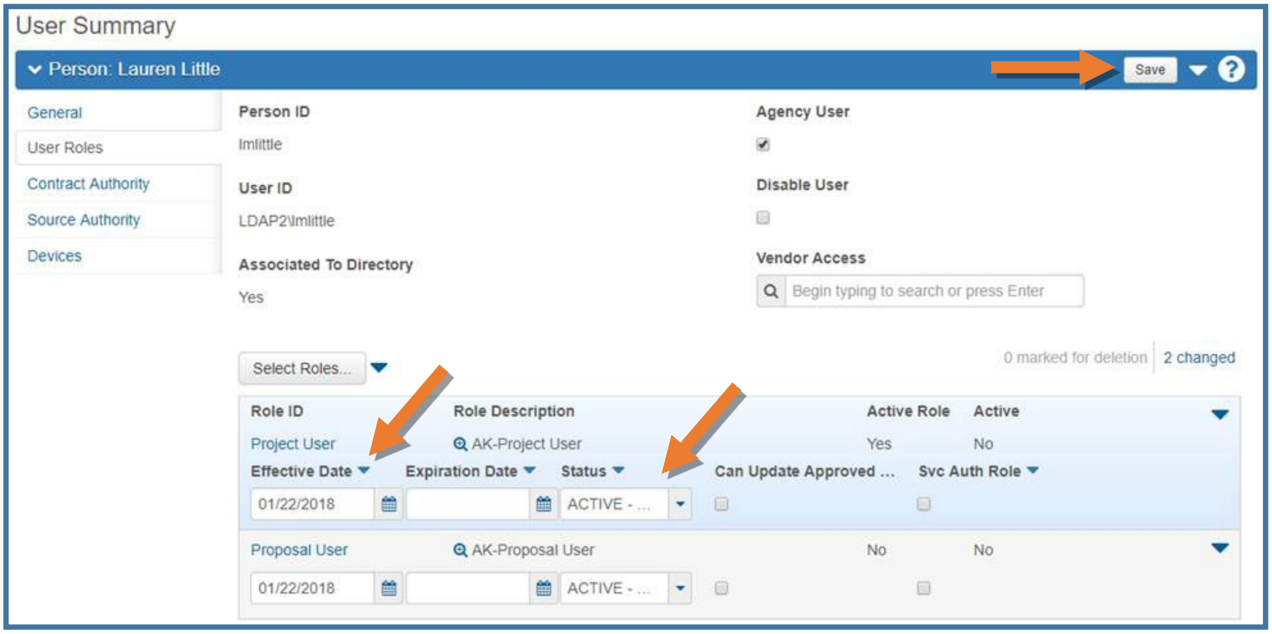



16. Select the roles to add to the user. A green checkmark will appear next to the selected roles.
17. Click the **<Add to User>** button.
18. Click **<Save>**.



19. In the **Effective Date** field(s), click the calendar icon and select the correct date.
20. From the **Status** dropdown, select **Active**.
21. Click **<Save>**.

    NOTE: 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.



## 13.2 Adding Consultants to AWP

The standard process for creating consultant accounts in AWP is as follows:

1. Consultants working on active projects contact their DOT project PM to sponsor consultant user account for approval.
2. Once DOT PM verifies and approves consultant user(s), DOT PM submits an email request to OIT and cc's Module Admin (MA) on email. *email template in next section*
3. OIT creates consultant LDAP account and then replies to DOT PM & MA to let know an LDAP account has been created for the consultant.
4. MAs add/link AWP account(s) and contacts PM that the account is activated.

***For PMs:*** Email template & additional information:

Before consultants can be added to AWP, they must be in the LDAP system. Please check first to verify they are not already in the system, then you will need to submit a request to the OIT Help Desk (oitsupport@alaska.gov). Below is a template to be used for that request. Make sure to update to singular instead of plural if only requesting one new user. As noted in the template, you should put ALL new users in one email when doing more than one in a similar time period.

You should receive a response from the help desk with the next steps required in order to get the username/password for your consultant(s). They will need to change their password after that at the SOA Password Change page (https://aws.state.ak.us/password).

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Hello,

I am requesting SOA/LDAP accounts for the following DOT consultants:

- John Doe, johndoe@consultantsrus.com Consultants R Us, Co.
- Jane Doe, janedoe@alsoaconsultant.com That Other Company
- Etc

These users will not need DOT accounts created, just SOA/LDAP. I am the sponsor for these accounts.

Please let me know the username/password once their setup is complete and I will take care of giving the consultants their account information.

Thank you!

Your Name

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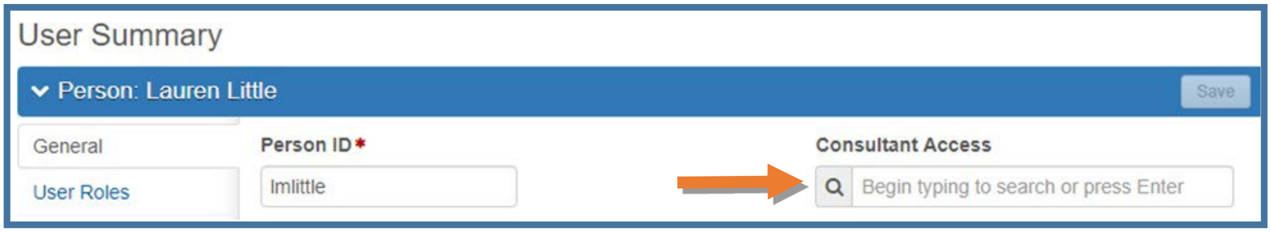
***For MAs:*** Once the consultant's LDAP account is ready, create their AWP account by using the steps in the previous section (***Adding / Modifying AWP User Accounts***).

One additional step is necessary:

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>**.



## 13.3 Adding Items

See Quick Reference Guide for **Adding New Items** on the User Guides tab of the Alaska Aashtoware page here: https://dot.alaska.gov/aashtoware/

## 13.4 Adding Funds

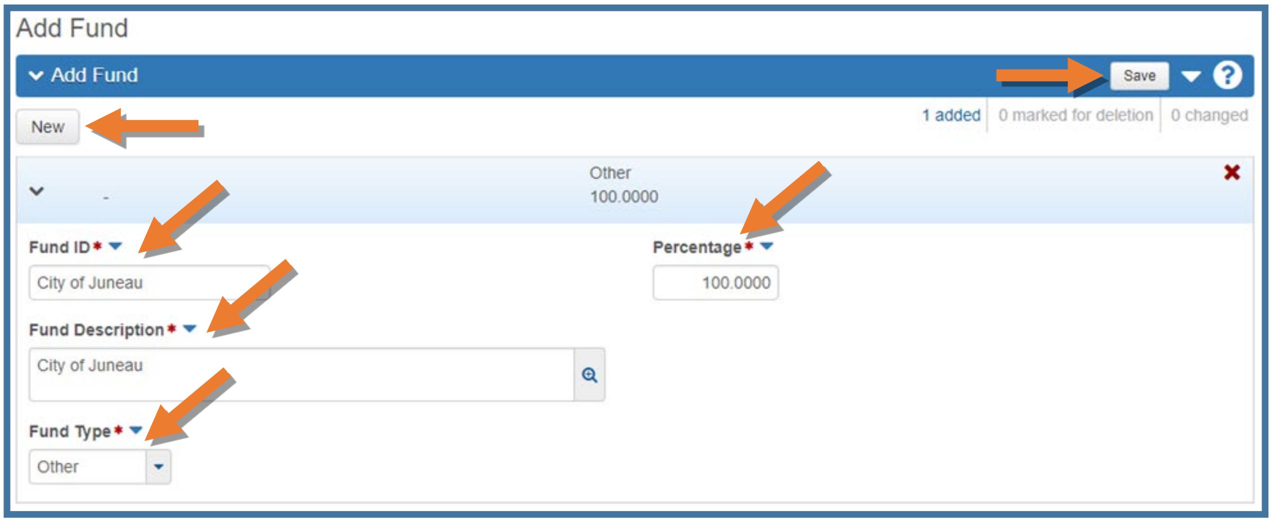
Unlike Fund Packages that can be created from scratch, Funds that need to be added to the Fund Packages on a project must be added to the Fund reference data. Don't delete funds unless you just created it and made an error. You don't want to delete any funds that may have been used on a project.

1. Log into AWP.
2. Make sure you are in as the ***Module Admin*** role.
3. Select the **Funds** link.


4. Expand the Fund Overview component **action menu** and select **Add**.

**You may want to check out the existing list of funds to get an idea of what to put in each of the fields.

5. Click the **<New>** button.
6. In the **Fund ID** field, enter a description or short description of the funding source.
7. In the **Fund Description** field, enter the description of the funding source (will be same as Fund ID nearly always).
8. In the **Fund Type** dropdown, select the type of fund.
9. In the **Percentage** field, enter 100.
10. Click **<Save>**.




If you need to delete a fund you just created in error. NOTE: You cannot delete a fund that has been used on a project. AWP will give you a red error message.

1. Click the **Previous** button (or dropdown arrow) and return to the Fund Overview component.
2. Search for the fund you want to delete.
3. Expand the **row actions menu** on the right side and select **Delete**. The fund record is marked for deletion and users may "undo" the action until the user clicks **<Save>**.