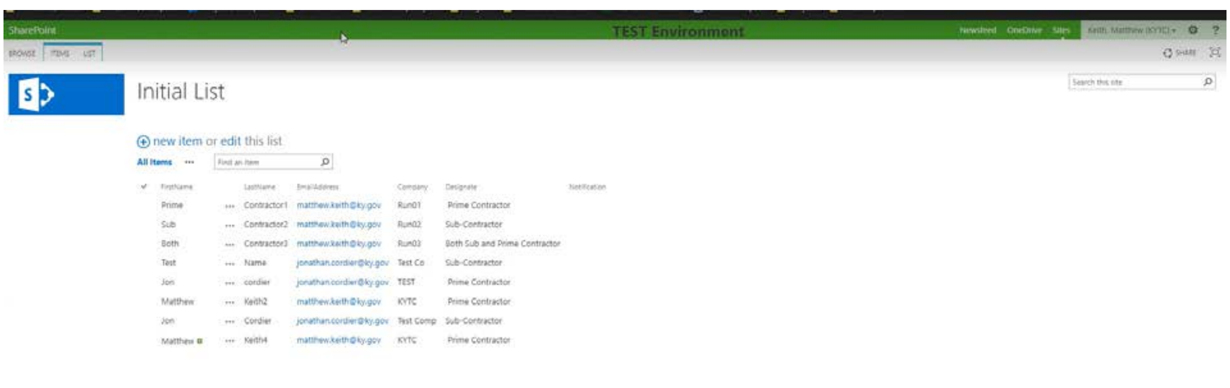
AWP CRL – Internal Account Creation User Guide

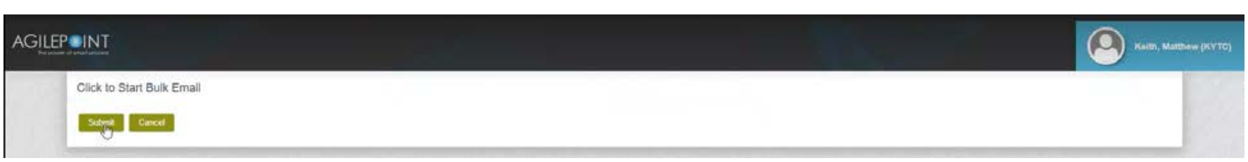
Initial On-boarding Access

1. During the Initial On-boarding time frame, the customers will complete the CRL Access Request Form and click Submit.

2. The Initial On-boarding request builds a SharePoint list that will be used to export the information for ITI to bulk upload the data to the Hosted Active Directory and to the AWP CRL, creating the new use accounts.



3. Once ITI has completed their bulk uploads, an Admin will go to the AgilePoint Bulk Email page and click Submit. This will send two emails to each customer on the list. One with their username and the second with their password.

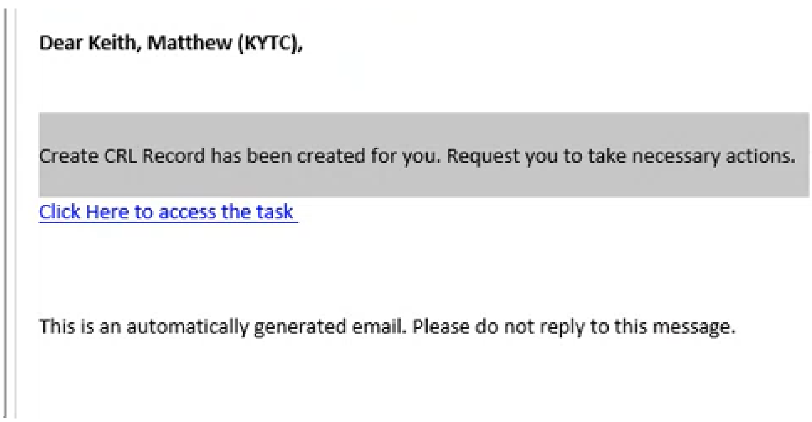


4. An Admin will take the spreadsheet and 'Associate' the user to their respective vendor (Prime Contractor or Subcontractor)

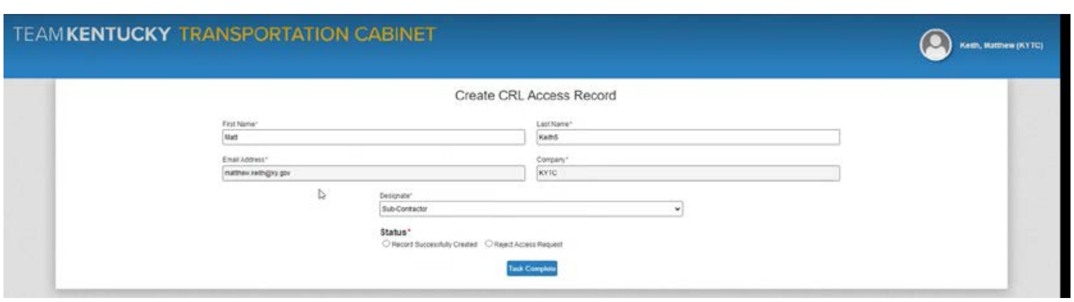
Ongoing Access

1. For the Ongoing access requests, the customers will complete the CRL Access Request Form and click Submit.

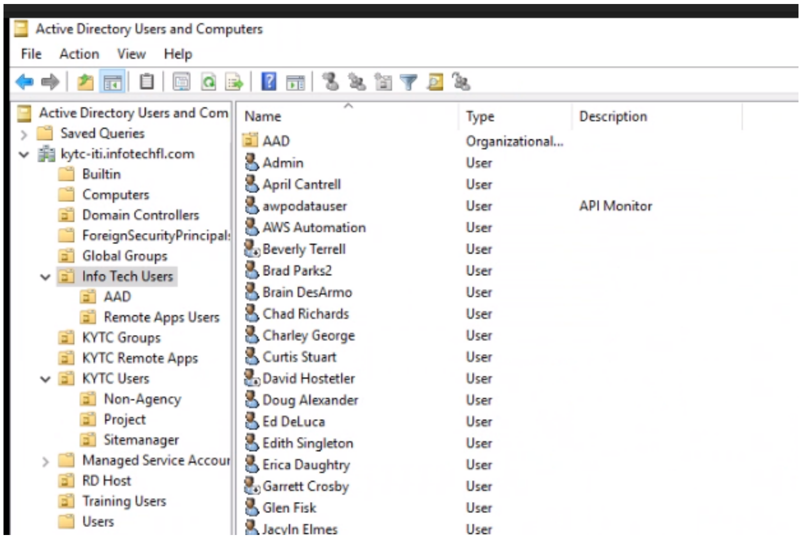
2. An email will be sent to internal AWP Admins notifying them a request for access has been submitted. The link will take the Admin to the Create CRL Access Record page within AgilePoint.



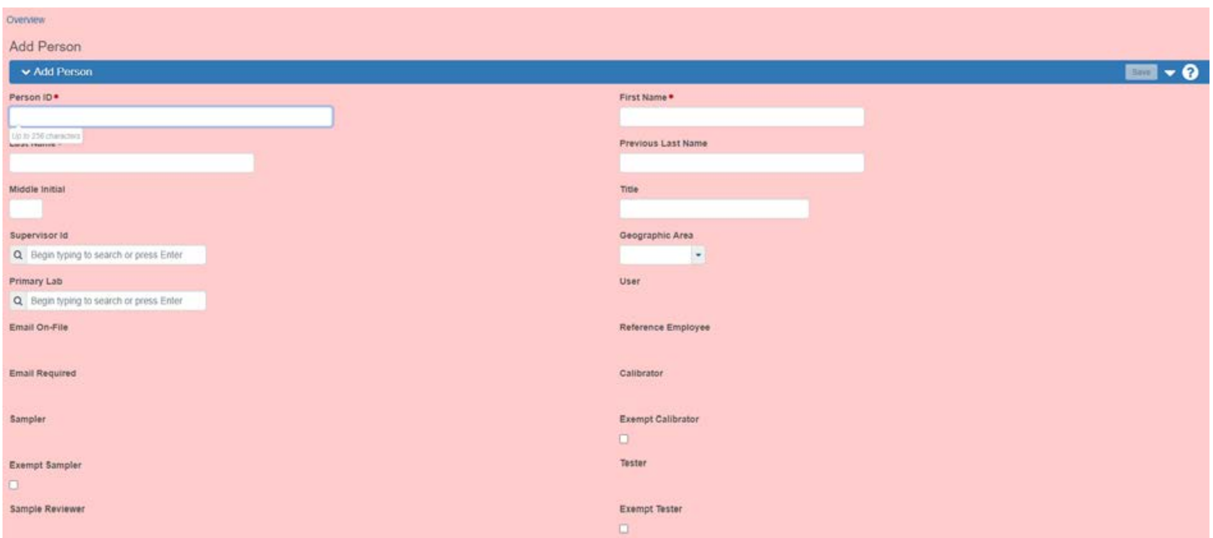
3. If this is a valid request, use the information to complete Steps 4 - 6. Once they are completed, the AWP Admin will select 'Process Successfully Created' and click Task Complete, which will send two emails to each customer on the list. One with their username and the second with their password. Otherwise, they will click 'Reject Access Request', which will send an email stating their request was rejected.



4. The AWP Admin will create the new user account in the Hosted Active Directory.



5. The AWP Admin will then create the new user account in AWP CRL.



6. The Admin will ‘Associate’ the user to their respective vendor (Prime Contractor or Subcontractor) once the account has been created.