

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.

The screenshot shows a web form titled "CRL Access Request" within a blue header bar that reads "TEAM KENTUCKY TRANSPORTATION CABINET". The form contains several input fields: "First Name*", "Last Name*", "Email Address*", and "Company*". Below these is a "Designate*" dropdown menu with "Please Select" as the current selection. A CAPTCHA challenge is displayed with the word "Colorful" in a stylized font. At the bottom of the form are "Submit" and "Cancel" buttons.

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.

The screenshot shows a SharePoint interface for a list titled "Initial List". The table below contains the following data:

Prphname	Lastname	EmailAddress	Company	Designate	Notification
Prime	Contractor1	matthew.keith@ky.gov	Run01	Prime Contractor	
Sub	Contractor2	matthew.keith@ky.gov	Run02	Sub-Contractor	
Both	Contractor3	matthew.keith@ky.gov	Run03	Both Sub and Prime Contractor	
Test	Name	jonathan.cordier@ky.gov	Test Co	Sub-Contractor	
Jon	cordier	jonathan.cordier@ky.gov	TEST	Prime Contractor	
Matthew	Keith2	matthew.keith@ky.gov	KYTC	Prime Contractor	
Jon	Cordier	jonathan.cordier@ky.gov	Test Comp	Sub-Contractor	
Matthew	Keith4	matthew.keith@ky.gov	KYTC	Prime Contractor	

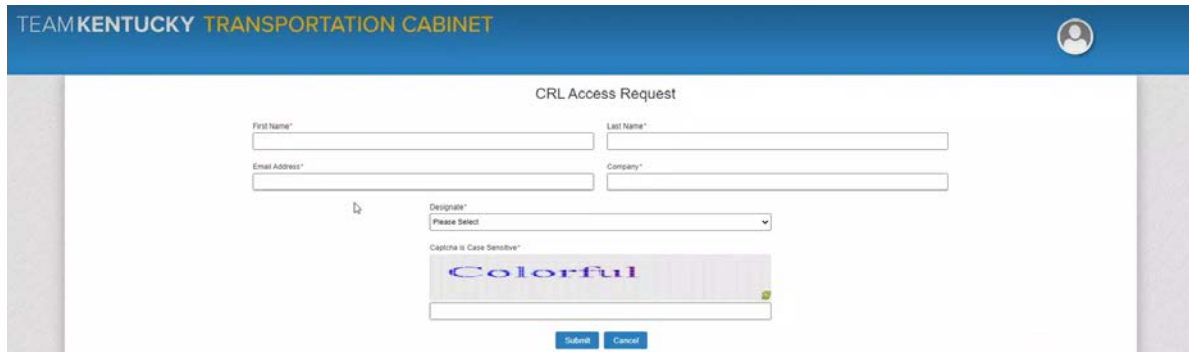
3. Once ITI has completed their bulk uploads, an Admin will go to the AgilePoint Bulk Email page and click Submit. This will send two emails to each customer on the list. One with their username and the second with their password.

The screenshot shows the "AGILEPOINT" Bulk Email page. It features a header with the AgilePoint logo and a user profile for "Keith, Matthew (KYTC)". The main content area has a button labeled "Click to Start Bulk Email" and two buttons below it: "Submit" and "Cancel".

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.



The screenshot shows the 'CRL Access Request' form. The header is 'TEAM KENTUCKY TRANSPORTATION CABINET' with a user profile icon. The form fields include: 'First Name*', 'Last Name*', 'Email Address*', and 'Company*'. There is a 'Designate*' dropdown menu with 'Please Select' as the current selection. Below the dropdown is a CAPTCHA image with the word 'Colorful' and a text input field. At the bottom are 'Submit' and 'Cancel' buttons.

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.

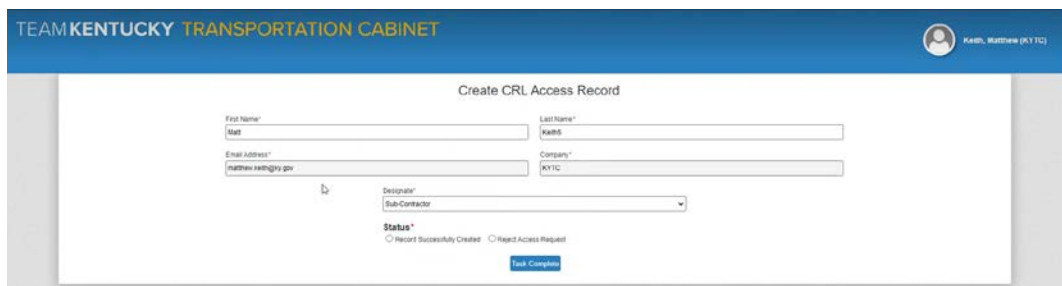
Dear Keith, Matthew (KYTC),

Create CRL Record has been created for you. Request you to take necessary actions.

[Click Here to access the task](#)

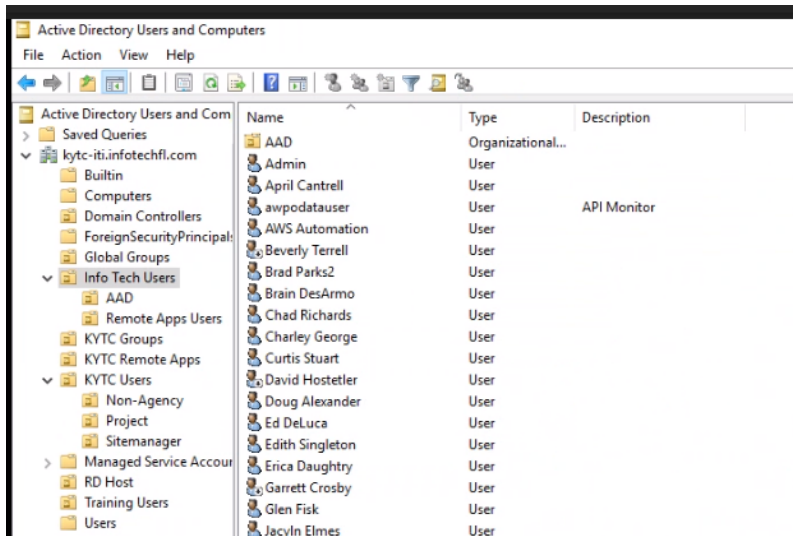
This is an automatically generated email. Please do not reply to this message.

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.



The screenshot shows the 'Create CRL Access Record' form. The header is 'TEAM KENTUCKY TRANSPORTATION CABINET' with a user profile icon for 'Keith, Matthew (KYTC)'. The form fields include: 'First Name*' (filled with 'Keith'), 'Last Name*' (filled with 'Matthew'), 'Email Address*' (filled with 'matthew.keith@kytc.gov'), and 'Company*' (filled with 'KYTC'). There is a 'Designate*' dropdown menu with 'Sub-Contractor' as the current selection. Below the dropdown is a 'Status*' section with two radio buttons: 'Record Successfully Created' (selected) and 'Reject Access Request'. At the bottom is a 'Task Complete' button.

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.

The screenshot shows the 'Add Person' form in a web application. The form is divided into two columns of input fields and checkboxes. The left column includes fields for Person ID, Middle Initial, Supervisor Id, Primary Lab, Email On-File, Email Required, Sampler, Exempt Sampler, and Sample Reviewer. The right column includes fields for First Name, Previous Last Name, Title, Geographic Area, User, Reference Employee, Calibrator, Exempt Calibrator, Tester, and Exempt Tester. There are also search icons and a 'Save' button in the top right corner.

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