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.

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		CR	L Access Request	
	First Name*		Last Name*	-
	Email Address*		Company*	
	4	Designate*		_
		Captone is Case Sensitive*		
	Cold		rful	
			Submit Cancel	

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.

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	of FirstName	LastName	SmallAddress	Centerry	Designate:	Netification			
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	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 B	www. 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.

	Kaltr, Matthaw (KVTC)
Click to Start Bulk Email	

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.

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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.

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

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KYTC Groups KYTC Remote Apps	Charley George	User	
 KYTC Users Non-Agency 	David Hostetler	User	
 Project Sitemanager 	Ed DeLuca	User	
> Managed Service Accour RD Host	Erica Daughtry	User	
Training Users Users	Glen Fisk	User	

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

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