



**SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)
PROJECTWISE (PW) ACCOUNT REQUEST**



ETR-PW (9-28-20)

Please submit a form for each individual at your firm requesting a SCDOT PW account. You are required to complete all required fields on this form and agree to the Terms and Conditions by printing your name and checking the box in the **ACKNOWLEDGMENT OF TERMS** section. Within this section, click on the **“Submit Form”** button at the bottom of **page 2** to submit your completed form electronically via email.

PW ACCOUNT REQUEST

Account Request: (check one): <input type="checkbox"/> New account <input type="checkbox"/> Modify account <input type="checkbox"/> Delete account <input type="checkbox"/> Name change			
Account Access: (check all that apply)	Solicitation:	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Design Build
	Project:	<input type="checkbox"/> Design Project ID	<input type="checkbox"/> Construction Contract ID
	Template:	<input type="checkbox"/> R/W Templates	

COMPANY INFORMATION (Complete all fields in the following section with your current information.)

Company Name (mandatory)		Company Owner (mandatory)		
Company Street Address	Building/Suite	City	State	Zip
Mailing Address		City	State	Zip

USER ACCOUNT INFORMATION (Complete all fields in the following section with your current information.)

Last Name (mandatory)	First Name (mandatory)	MI	Title
Phone Number (include area code)	Extension	Cell Phone Number (include area code)	
Email Address (mandatory)		Username (<u>Omit</u> for <u>new account</u> . Enter old username for a name change.)	

SCDOT INTERNAL USE ONLY

PW COORDINATOR		
<p>“My signature below certifies that the above applicant is working with the SCDOT. I am responsible for ensuring that this applicant has a user account with the approved access to the appropriate data source, environment, folders, and documents within the SCDOT PW system.”</p>		
PW Coordinator’s Signature	PW Coordinator’s Name (print name)	Date



PW ACCEPTABLE USE POLICY

The SCDOT PW system provides a secure method in which to allow remote users access to project files and information via the World Wide Web. The integrity of the organization's data is of prime importance. The following terms and conditions protect SCDOT's information and communications from unauthorized access, in accordance with the SCDOT's security rules and policies.

Acknowledgment, acceptance, and adherence to these items will predicate the issuance of your account.

Terms and Conditions:

- Users must use the SCDOT PW system in a responsible, lawful, and ethical manner. Usage for personal or unauthorized activities is strictly prohibited and could result in criminal prosecution under applicable state and federal laws. Users must use the SCDOT PW system solely to serve SCDOT's mission and goals.
- Users should not expect privacy, rights, or ownership in anything accessed, created, stored, sent, or received within SCDOT's network. This signed application constitutes your waiver and consents to monitoring, retrieval, and disclosing any information within the SCDOT network for all purposes deemed appropriate to enforce SCDOT's security rules and policies.
- Be aware that the SCDOT creates an audit log detailing every inbound and outbound connection made to the network. User account activities are recorded by the PW audit trail to include creating an account and the user's login and logout history. The audit history consists of any action performed with files or folders within the PW system.
- The SCDOT PW Coordinator assigns unique usernames and passwords for each user. Users are required to change their password upon receipt of account information. Users may not share their password with any other individual. Passwords must be a minimum of 8 characters long. Passwords must contain at least one upper and lower case character (e.g., A-A, a-z). Passwords must contain at least one number and one special character (e.g., 0-9, #, \$, %, ^, &, * () _ + = \ | ~ ^ [] { } ; : / ? < > , .).
- Consultant or contractors should be aware that any individual who is no longer an employee of their firm will have access to the SCDOT PW system until a request is submitted to the SCDOT PW Support Team to disable the user's account.
- Users are responsible for securing sensitive personnel and financial or security-related information they are authorized to handle.
- Accessing, viewing, downloading, or storing pornography within the SCDOT PW system is strictly prohibited. Transmission of material in violation of any state or federal law or regulation is prohibited.
- Transmission of material in violation of any state or federal law or regulation is prohibited.
- Dissemination of information regarding SCDOT's network, network topology, network address(es), or hardware is prohibited.
- Unauthorized activities that could compromise SCDOT's systems or data are strictly prohibited, including network scanning (sniffing), vulnerability scanning, security testing, and password cracking.
- Attempts to defeat security mechanisms are treated as a security incident and are potentially subject to civil and criminal penalties. Users should report any observed attempts by others to defeat security mechanisms to the SCDOT.
- Users are responsible for maintaining full and up-to-date virus protection on any device used to access the SCDOT PW system. All downloaded files must be isolated and checked for known viruses before use.
- The reliability of Internet access and Internet email depends on the configuration and availability of systems beyond SCDOT's network. Therefore, problems affecting these services may be outside the control of the SCDOT.

ACKNOWLEDGMENT OF TERMS

Statement of Understanding: I've read the above PW Acceptable Use Policy and agree to abide to the Terms and Conditions. I understand that any violation of these Terms and Conditions may result in suspension and/or termination of my access to the SCDOT PW system. Restored access to the SCDOT PW system will require a written explanation along with signature approval from the SCDOT's PW Administrator.

Your confirmation is required for access to the SCDOT PW system:

I agree to use the SCDOT PW system responsibly.

<input type="checkbox"/> By checking this box, I, _____ (printed name) agree to the terms and conditions.		If you do not receive a response, please email your completed form to FollmerZD@scdot.org
Title	Company Name (print name)	Date of Request