

# Partnering Application: Access and User Accounts Guide

## TXDOT Employee Accounts

### Access:

The TxDOT **internal** Partnering website is accessed through the Crossroads/EPRS website (<http://apps.dot.state.tx.us/apps/eprs/Login.aspx>).

### Accounts:

TxDOT permission to access the Partnering website is granted through a combination of Electronic Project Records System (EPRS) access and a SiteManager contract authority. If a TxDOT user seeks access to the Partnering website, a SiteManager account must be created and the employee must obtain approval for EPRS access.

To obtain EPRS access, the employee must complete [Form 2226](#), Electronic Project Records System (EPRS) Access Request and obtain their supervisor's approval. Upon the supervisor's approval, the form is submitted to the user's local automation staff for processing. There is no method to create a TxDOT Partnering account without the use of SiteManager.

NOTE 1: Creation of vendor accounts are described below in the section named, VENDOR.

NOTE 2: Partnering application user rights are determined by the user's SiteManager access level.

#### ***TxDOT (SiteManager Construction Office Staff or Project Manager) Account:***

- a. Permission to administer vendor user accounts (creates vendor accounts, reset vendor account passwords, edit vendor user account details, etc).
- b. Permission to administer contract tier representative assignments (both TxDOT and vendor) and escalation days.
- c. Permission to view contract tier representative assignments and escalation days.
- d. Permission to view issues and comments, create issues, take actions on issues and leave comments for those contracts where the user's account is a contract tier representative.
- e. Permission to view (read-only) issues and comments for contracts where the user is not a contract tier representative.\*

#### ***TxDOT Account (others):***

- a. Permission to view issues and comments, create issues, take actions on issues and leave comments for those contracts where the user's account is a contract tier representative.
- b. Permission to view (read-only) issues and comments for contracts where the user is not a contract tier representative.\*

\* User's account must be a contract tier representative for at least one contract (any contract).

## **VENDOR Accounts**

### **Access:**

The **external** Partnering website is accessed by Vendors through the TxDOT website (<https://www.dot.state.tx.us/apps/Partnering/Partnering/>).

### **Accounts:**

Vendor permission to access the Partnering website is granted through a Partnering user account that is unique to the Partnering website (no SiteManager account is required). If a vendor user seeks access to the Partnering website and the user does not have a Partnering account, one must be created. There are three (3) types of vendor user accounts.

#### **1. *Vendor Administrator Account***

- a. Permission to administer user accounts (creates vendor accounts, reset account passwords, edit user account details, etc).
- b. Permission to administer contract tier representative assignments and escalation days\*.
- c. Permission to view contract tier representative assignments and escalation days.
- d. Permission to edit their own personal user account (change account passwords, edit account details).
- e. Permission to view issues and comments, create issues, take actions on issues and leave comments for those contracts where the user is a contract tier representative.
- f. Permission to view (read-only) issues and comments for contracts where the user is not a contract tier representative.

#### **2. *Vendor Normal Account***

- a. Permission to edit their own personal user account (change account passwords, edit account details).
- b. Permission to view contract tier representative assignments and escalation days.
- c. Permission to view issues and comments, create issues, take actions on issues and leave comments for those contracts where the user is a contract tier representative.
- d. Permission to view (read-only) issues and comments for contracts where the user is not a contract tier representative.

#### **3. *Vendor Normal (Limited View) Account***

- a. Permission to edit their own personal user account (change account passwords, edit account details).
- b. Permission to view contract tier representative assignments and escalation days.
- c. Permission to view issues and comments, create issues, take actions on issues and leave comments for those contracts where the user is a contract tier representative\*\*.

\* Vendors contract tier representatives' setup is only available to vendors after TxDOT has setup the TxDOT representative and escalation days.

\*\* The difference between a Normal (limited view) and a Normal accounts is that Normal users have a read-only view to issues and/or comments where the account is not a contract tier representative. Normal (limited view) accounts can only view issues and/or comments when setup as one of the contract tier representatives.

# User Account Permissions

	User Account Administration			Tier Representative & Escalation days									Issues			
	Create	View	Update	Vendor Representative			TxDOT Representative			Escalation Days			Create	View	Update	
<b>TxDOT</b>																
Construction Staff & Project Manager	✓	✓	✓	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1,3</sup>	✓ <sup>1</sup>	✓ <sup>1,3</sup>	
Others					✓ <sup>1</sup>			✓ <sup>1</sup>			✓ <sup>1</sup>		✓ <sup>1,3</sup>	✓ <sup>1</sup>	✓ <sup>1,3</sup>	
<b>Vendor</b>																
Normal Limited		✓ <sup>4</sup>	✓ <sup>4</sup>		✓ <sup>2</sup>			✓ <sup>2</sup>			✓ <sup>2</sup>		✓ <sup>2,3</sup>	✓ <sup>2,3</sup>	✓ <sup>2,3</sup>	
Normal		✓ <sup>4</sup>	✓ <sup>4</sup>		✓ <sup>2</sup>			✓ <sup>2</sup>			✓ <sup>2</sup>		✓ <sup>2,3</sup>	✓ <sup>2</sup>	✓ <sup>2,3</sup>	
Administrator	✓ <sup>5</sup>	✓ <sup>5</sup>	✓ <sup>5</sup>		✓ <sup>2</sup>	✓ <sup>2</sup>		✓ <sup>2</sup>			✓ <sup>2</sup>		✓ <sup>2,3</sup>	✓ <sup>2</sup>	✓ <sup>2,3</sup>	

1.Contract availability based on SiteManager contract authority.  
 2.Contract availability limited to vendor's contracts.  
 3.Must be one of three contract tier representatives.  
 4.Access is limited to user's personal account only.  
 5.Access is limited to users own vendor accounts.