



QUICK REFERENCE GUIDE:

8.2 Adding Consultants to AWP

Background:

Before consultants can be added to AWP, they must be in the LDAP system. You can verify they are not already in the system by looking them up in the DSG (<https://dsgw.state.ak.us/DSG/>). If they are not, the project manager will need to create an [Alaskanow](#) help desk ticket in which they provide the consultant's full name (including middle initial), phone number, email address, company they work for, DOT sponsor and request they have an LDAP account set up for AWP Consultant Access.

The manager should receive a response from the help desk with the next steps required in order to get the username/password for the consultant(s). The consultant will need to change their temporary password to one that only they know at the SOA Password Change site: (<https://aws.state.ak.us/password>) before being able to login to AWP.

Roles:

Module Admin

Navigation:

Once the consultant's LDAP account is ready, create their AWP. See QRG - *Adding AWP User Accounts*.

One additional step is necessary:

1. In the consultant's User Summary component, in the **Consultant Access** field, search for and select the name of the consultant company the individual works.
2. Click **Save**.

Next Steps:

Notify the user that they are now able to login to AWP.