How to Request a ProjectWise Account for Third Party Users

All third party users must submit the "**ProjectWise Access Disclaimer and User Agreement for Third Party Users**" form that is included in this document to request ProjectWise access.

Please follow the directions below to complete the form.

1. Complete the fields for the requestor and the company/organization.

   Note: A requestor cannot sign as their Company/Organization Project Manager. If they are the project manager their supervisor should sign for them. Electronic signatures will not be accepted.

2. Be sure to list any previous access to ProjectWise the user may have had.

3. After the form has been signed by the requestor and their supervisor, it should be scanned and e-mailed to the MDOT SHA project manager.

4. The MDOT SHA project manager must sign off on the form and then submit the form to the SHA Service Desk.

5. The MDOT SHA OHD Computer Support Team will e-mail the requestor their login information and CC the MDOT SHA project manager to ensure they are aware access is given.

ProjectWise
Access Disclaimer and User Agreement for Third Party Users

Access by a Third Party User, i.e., any user not employed by the Maryland Department of Transportation (MDOT) to the ProjectWise document management system will be granted for lawful purposes only, limited to the scope of the service that is being provided to MDOT.

All data stored on ProjectWise is property of MDOT. Access and use of the ProjectWise system may only be made in order to serve the interests of MDOT, and limited specifically to the scope of service authorized by MDOT. By accepting this agreement, Third Party Users of ProjectWise are subject to all MDOT regulations and applicable federal and state laws. Specifically prohibited acts by Third Party Users include:

1. Unauthorized access to or use of a computer, data or software.
2. Unauthorized copying or disclosure of data or software.
3. Unauthorized access to confidential information.
4. Unauthorized modification or altering of data or software.
5. Unauthorized introduction of false information.
6. Unauthorized disruption or interruption of the operation of a computer.
7. Unauthorized disruption of government operations or public services.
8. Unauthorized denial of services to authorized users.
9. Unauthorized taking or destroying data or software.
10. Unauthorized creating or altering of a financial instrument or fund transfer.
11. Unauthorized misusing or disclosing passwords.
12. Unauthorized breaching a computer security system.
13. Unauthorized damaging, altering, taking or destroying computer equipment or supplies.
14. Unauthorized devising or executing a scheme to defraud.
15. Unauthorized obtaining or controlling money, property, or services by false pretense.
16. Unauthorized disclosing of any info regarding MDOT network such as IP addressing, design, etc.

Any hardware or software operated by Third Party Users that MDOT determines may cause hazard, interference, or service interruption to MDOT equipment, computers, or the MDOT network must be immediately removed. This equipment will only be reconnected after corrective action is taken and MDOT has determined that the threat has been minimized or eliminated.

The Third Party User, as well as the agency, firm, or organization the user represents, will be held liable by MDOT for any damage caused by intrusion, illegal or unauthorized access originating from the Third Party user, in accordance with Article 27 Section 45a and 146 of the Annotated Code of Maryland. All authorized users during the term of their access and thereafter, shall hold in strictest confidence and not willfully disclose to any person, firm or corporation without the express authorization of the MDOT Chief Information Officer, any data, or any information related to security, operations, techniques, procedures or any security matters. Any breach of security will be promptly reported to the Director, MDOT Office of Transportation Technology Services, designee or security officer.

Agreement

By requesting access to the ProjectWise document management system, I acknowledge that I understand the MDOT ProjectWise protocols, and the attached Terms and Conditions. I agree that I will not access or attempt to access ProjectWise through any system that is not at all times protected by an approved firewall and appropriate virus protection.

In addition, I acknowledge that neither MDOT nor any MDOT employee is responsible for any operating system or software application problems encountered when using the designated applications to connect to the MDOT network(s).

I acknowledge that I have read, understand and agree to comply with this agreement and certify that the information provided below is complete and correct.

Yes   No

Previous ProjectWise User?   If Yes, list any and all previously assigned ProjectWise User IDs

Requestor Name (Printed)   Signature and Date

Requestor Email Address   Requestor Phone Number

Supervisor of Requestor (Printed)   Signature and Date

Company/Organization and Address   Phone Number

Below is completed by MDOT \ SHA Project Manager

MDOT/SHA Project Manager (Printed)   Signature and Date

Office / Division   Phone Number

Below is completed by MDOT \ SHA ProjectWise Administrator

Tracking Number