If you are having problems logging into or modifying your Capital Improvement Program (CIP) in MnDOT's ASM program, follow this guide to see if one of these commonly encountered issues is causing your problem.

 First, to login to ASM, you will need to have the correct web link to the ASM program and use a web browser that is compatible. Microsoft Internet Explorer (MS-IE) versions 7, 8, 9, 10, or 11 should work. The web link to use from outside the State of Minnesota Firewall is: <u>http://dotapp7.dot.state.mn.us/ASM</u>

You will also need a login ID and a password. If after you navigate to the above web link and input your username and password, if all is well you will see the screen below.

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| CIP + | | | |
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 If you have a screen view as above, you have successfully logged in. There is a tutorial on the MnDOT website that will guide you through how to modify your CIP. The link to the tutorial is at:

http://www.dot.state.mn.us/aero/airportdevelopment/documents/cip/cipsponsortutorial.pdf

If you are not able to log in, make sure you have used uppercase and lowercase characters, as appropriate, to match those you have been assigned. If you still can not log in, then call or email Dan Boerner at <u>dan.boerner@state.mn.us</u> – 651-234-7244. If you have simply forgotten your password, there is a "forgot password" button on the login screen. Clicking on this link will result in the password being sent to the email that is on record for your account. If the email on

record is not yours (maybe it's the email address to the previous airport manager), then the password will be emailed to someone else and you will need to contact Dan to have him change the password for you.

3. After you login, the next step is to get into "CIP" mode. This is really the only mode you will be authorized to get into. To get into "CIP" mode, hold your cursor over the CIP tab on the left side of the screen. Then a second "CIP" button will appear as in the screen picture below.

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If all is well the second "CIP" button will appear immediately to the right of the "CIP" tab. Slide the cursor to the right, over the "CIP" button and left click on the button.

In some newer browser versions, the second "CIP" button will appear in a location where you are not able to move your cursor to, as in the screen print below.



If this is the case, and you are using MS-IE versions 10 or 11, then the solution is to turn the "Compatibility Mode" to on.

4. After you get into the "CIP" mode, you need to select your airport in order to view your CIP, as below

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| Airport Q System Manager App Ve | ersion: 4.8.7.7 Database Ver: 4.8.7.7 \$ | Server: codc1its8sss829 Catalog: ASM | Transportation |
| Facility Data State System Data Util | ities 🖂 | Aitkin Municipal Airport - Steve Kurtz Field | Options Help Logout |
| General Information Filter by Status/Ty | /pe | Altkin Municipal Airport - Steve Kurtz Field Albert Lea Municipal Airport | ₩ |
| Project Status All | Project Typ | Alexandria Municipal Airport - Chandler Field Anoka County/Blaine Airport - Janes Field Appleton Municipal Airport | End Year 2038 |
| Facility Information Prog F | Project Name Stat 2. (PHASE II) - RWY Under Gr | Austin Municipal Airport Backus Municipal Airport Bagley Municipal Airport | ocal Other 8,112.50 0.00 |
| CIP 2012 OBSTRUC 2012 OBSTRUC | TION REMOVALS 14 Under Gr TION SURVEYING & Under Gr | Baudette International Airport Bayside Marina Seaplane Base Bemidji Regional Airport | 6,000.00 0.00 5 5,100.00 0.00 |
| Grants 2012 PUBLIC FU 2013 Crosswind | JEL FACILITY - 100LL Under Gr Runway & Obstruct Deferred | Benson Municipal Airport - Veterans Field Big Falls Municipal Airport Birfork Municipal Airport | 7,952.00 0.00 5 6,000.00 0.00 |
| Inspections 2014 Plow Attac 2014 WILDLIFE | hment Awaiting MANAGEMENT PLAN Under Gr | Birch Lake Seaplane Base Blue Earth Municipal Airport | 0.00 0.00 3,500.00 0.00 |
| Documents Library 2015 Vegetation 2016 CRACK RE | PAIR & SEAL COAT CIP | Brainerd Lakes Regional Airport Broiten Municipal Airport | 4,500.00 0.00 3,500.00 0.00 ± |
| Maps/Graphics 2016 Jet A Fuel 2016 Mower with | Facility (FY16) CIP h Brush Attachment CIP | Buffalo Municipal Airport Cambridge Municipal Airport Canby Municipal Airport - Myers Field | 8,600.00 0.00 s 8,332.50 0.00 |
| 2017 PAPI Visu 2018 Replace R | al Approach Aids (F CIP unway 16/34 Lights CIP | Carey Lake Seaplane Base Clarissa Municipal Airport | 3,000.00 0.00 1 |
| 2019 EA (Phase | 1) for 16/34 Exten CIP | Cloquet-Carlton County Airport | 7,500.00 0.00 |
| | | Crookston Municipal Airport - Kirkwood Field Crystal Airport | 2,097.00 0.00 \$2 |
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5. Once you see your CIP, you will only be able to change, modify, or delete projects where the "Status" is set to "CIP". Your MnDOT regional engineers are the ones who can change the CIP status, so call them if you need to modify a project that has a status other than "CIP".

| X | Airport IQ System Manager | | App Version: 4.8.7.7 Database | Ver: 4.8.7.7 Server: co | dc1its8sss629 (| Catalog: ASM | | | Transporta | ation |
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| Fac | lity Data State S | ystem Da | ta Utilities | 🖂 Aitkin M | Municipal Air | port - Steve Kurtz | Field | Options | Help Lo | ogout |
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| | Airport Activity | Project \$ | Status All 🔻 | Project Type All | | ▼ 5 | tart Year <mark>Null</mark> | 🚽 End Y | 'ear <mark>2038</mark> | • |
| =# | Facility Information | Prog | Project Name | Status | Type | FAA | State | Local | Other | |
| | | 2012 | OBSTRUCTION REMOVALS 14 | Under Grant | Runway | 144,000.00 | 0.00 | 16,000.00 | 0.00 | - |
| | Constantia di A | 2012 | OBSTRUCTION SURVEYING & PUBLIC FUEL FACILITY - 1001 | Under Grant .L. Under Grant | Land (D Fuel Sys | 45,900.00 251,568.00 | 0.00 | 5,100.00 27,952.00 | 0.00 | 5 |
| | Grants | 2013 2014 | Crosswind Runway & Obstruct Plow Attachment | Deferred / Rej Awaiting Applic | ALP SRE | 54,000.00 0.00 | 0.00 | 6,000.00 0.00 | 0.00 | |
| | Inspections + | 2014 | WILDLIFE MANAGEMENT PLAN | Under Grant | Other | 31,500.00 | 0.00 | 3,500.00 | 0.00 | |
| 1 | Documents Library | 2015 | CRACK REPAIR & SEAL COAT | . CIP | Runway | 391,500.00 | 0.00 | 43,500.00 | 0.00 | - |
| | Maps/Graphics | 2016 | Jet A Fuel Facility (FY16) Mower with Brush Attachment | CIP | Fuel Sys Mower | 167,400.00 0.00 | 0.00 16,667.50 | 18,600.00 8,332.50 | 0.00 | 4 |
| | | 2017 | PAPI Visual Approach Aids (F. | CIP | PAPIs | 117,000.00 | 0.00 | 13,000.00 | 0.00 | 5 |
| | | 2018 | Replace Runway 16/34 Lights EA (Phase 1) for 16/34 Exten | CIP | Runway | 270,000.00 | 0.00 | 30,000.00 17,500.00 | 0.00 | 4 |
| | | | | | Total | 1,793,380.50 | 27,167.50 | 212,097.00 | 0.00 | \$2 |
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