

# Add Contract Specific Authority in AASHTOWare Project™

Office of Construction and Innovative Contracting

Effective Date: 05/13/2020

## Purpose

This procedure details how the MnDOT Construction Office Manager can add contract-specific authority in AASHTOWare.

## Applicability

The MnDOT Construction Office Manager must add contract-specific authority to the following users

- Consultant staff
- Temporary worker(s) in the Administrative Office
- Mobile Inspector users
- Users who do not have Administrative Office authority

## Repository of Procedure

The procure can be found within AASHTOWare Project™ online help within Managing Contract Specific Authorities.

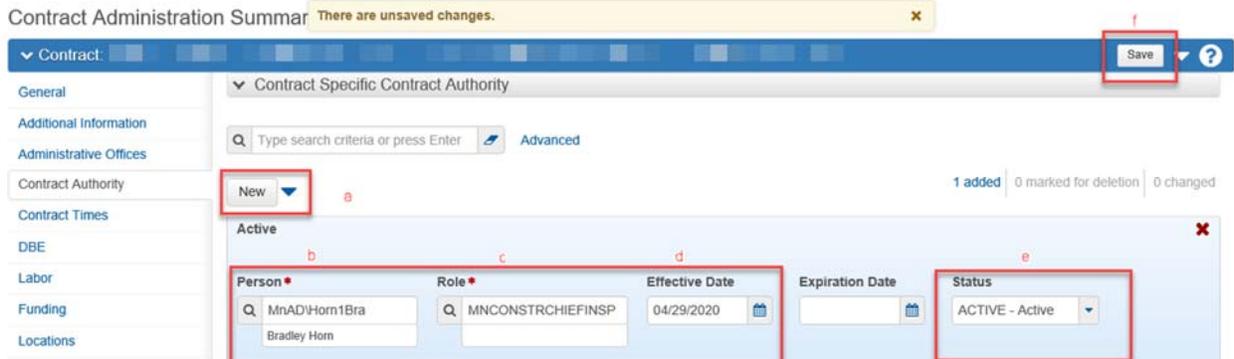
## Procedure Steps

1. Log on to AASHTOWare
2. Navigate to the applicable contract in the Contract Administration Component
  - a. Open the Administrative Offices tab
  - b. Ensure the appropriate Administrative Office is active

Contract Administration Summary

Contract	Administrative Office	Active
3 6B-Winona	3 6B-Winona	Yes 03/20/2019 -
2 6A-Rochester	2 6A-Rochester	No -
1 Central Office	1 Central Office	No -

- i. If not, contact the [Contact Payments Group](#) (CPG) or [AASHTO Construction Support](#)
3. Navigate to the Contract Authority tab
- a. Click on New
  - b. Enter Person, it is best if you can enter User ID, (last1fir)
  - c. Put cursor into the Role field, then press enter to see all roles assigned to that user, select appropriate role
  - d. Enter the effective date
  - e. Change Status to Active
  - f. Save



## Contact

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