

INSTRUCTIONS FOR SETTING UP AND ACCESSING LOADSPRING AND PRIMAVERA P6

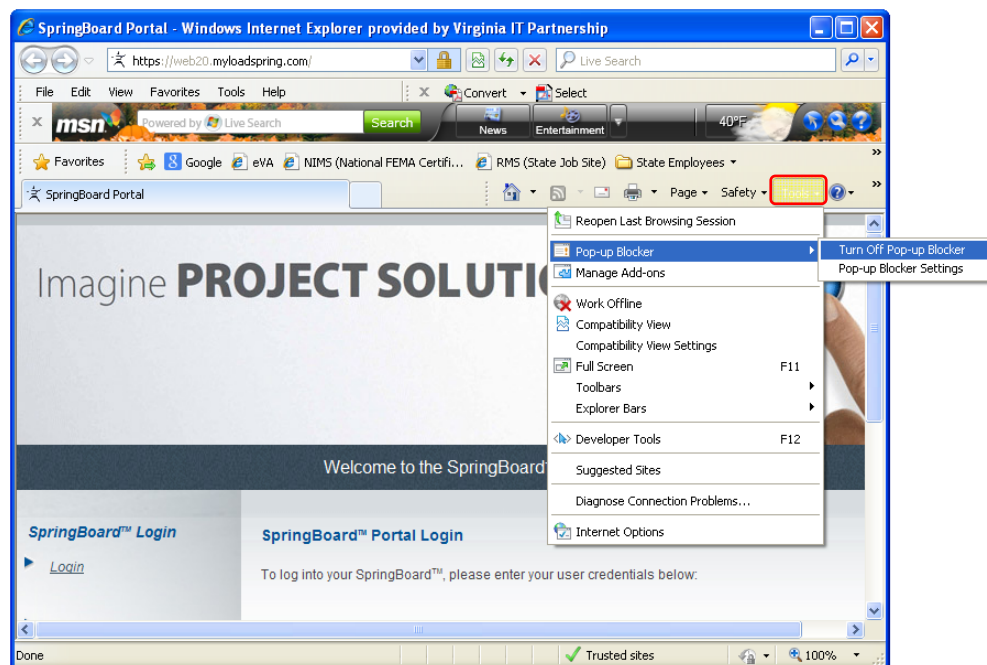
Before using the VDOT scheduling application for the first time on any computer, users must first setup the environment by downloading and installing Citrix Online Web Plug-in software onto the user's computer. The following are guidelines for setting up and accessing the VDOT scheduling application:

A. Setting Up the VDOT Scheduling Environment – The following are guidelines for setting up the VDOT scheduling environment for access:

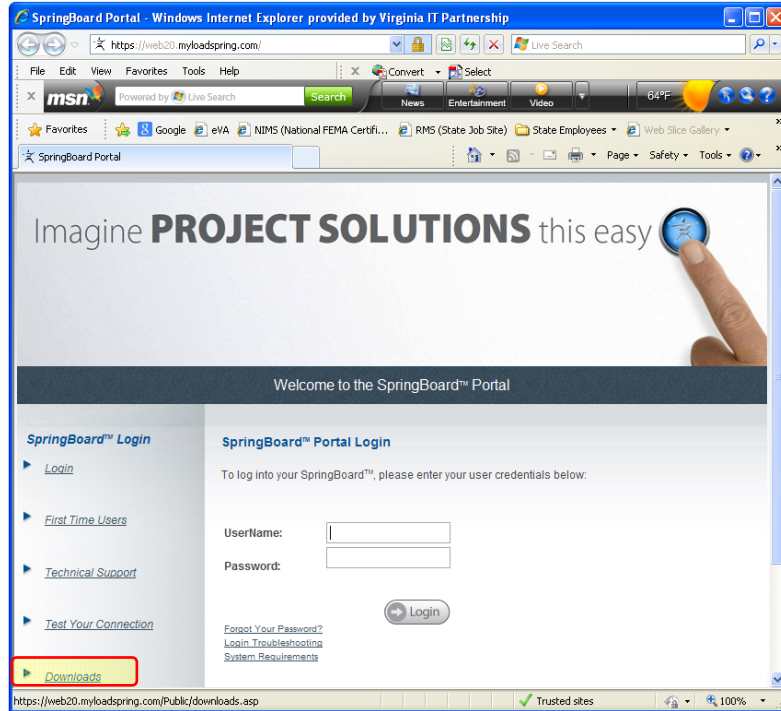
- i) Use the following link or address to launch the internet and to land on the LoadSpring SpringBoard Portal Login window:

<https://web20.myloadspring.com/>

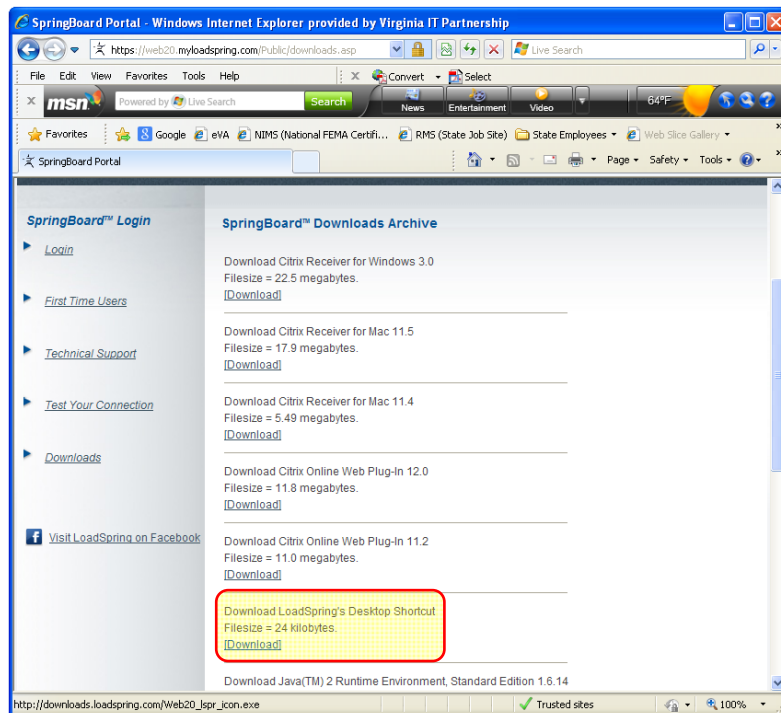
- ii) Upon accessing the internet, click on Tools, then Pop-up Blocker, and then Turn Off Pop-up Blocker to turn off the Pop-up Blocker.



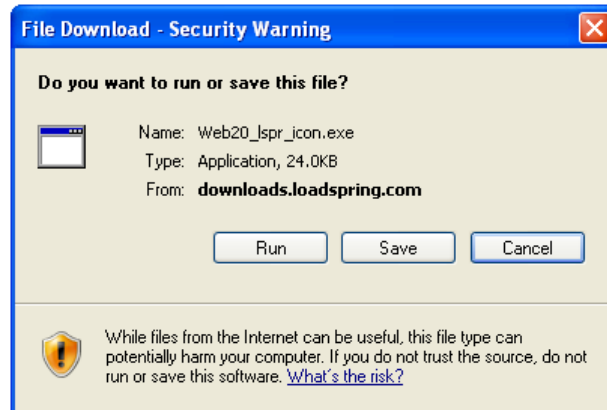
iii) In the SpringBoard Portal Login window, click on the Downloads link.



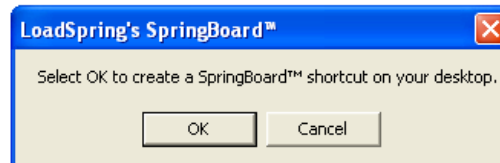
iv) In the SpringBoard Downloads Archive window, click on the Download LoadSpring's Desktop Shortcut link to download and create the shortcut on the user's desktop.



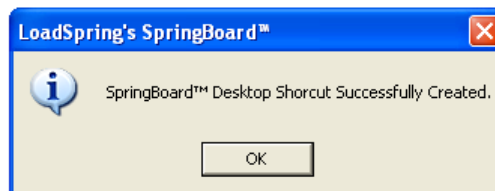
- a) Click on the Run button to proceed with the download.



- b) Click on the OK button to create the shortcut on your desktop.



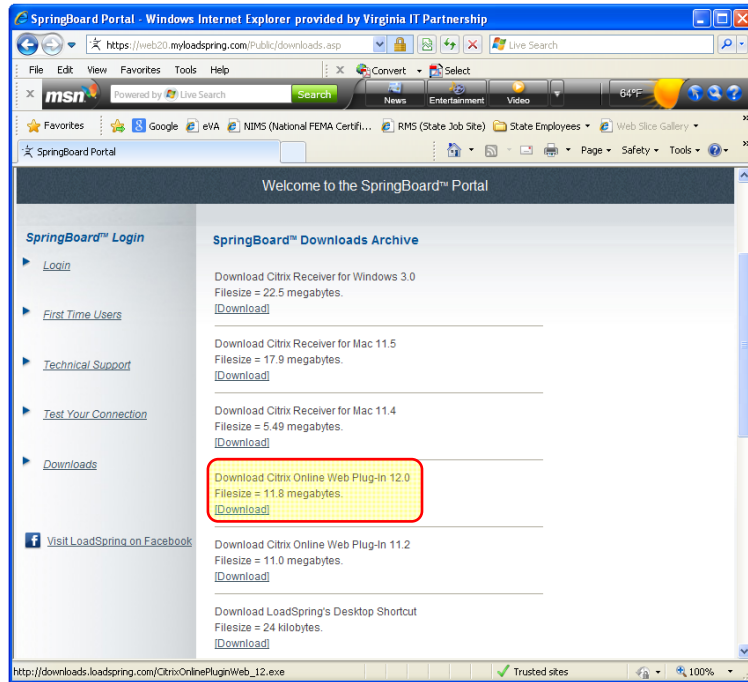
- c) Click on the OK button to complete the download.



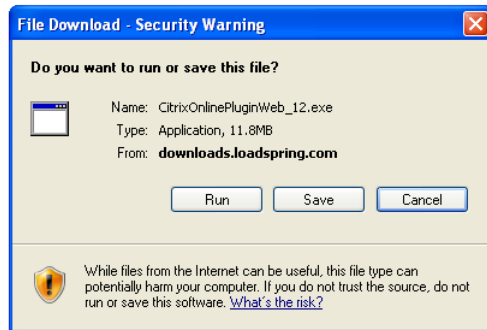
- d) The LoadSpring SpringBoard shortcut is now created on your desktop.



- v) In the SpringBoard Downloads Archive window, click on the Download Citrix Online Web Plug-in link for the latest version (currently 12.0) to download and install Citrix application. (*Note: Administrative level privileges for the user's computer may be required to install Citrix successfully*).



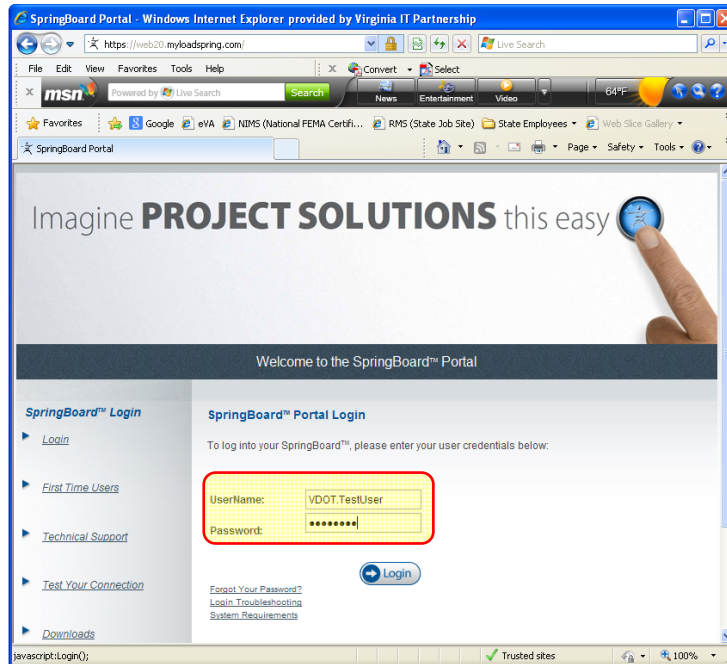
- a) Click on the Run button to proceed with Citrix download.



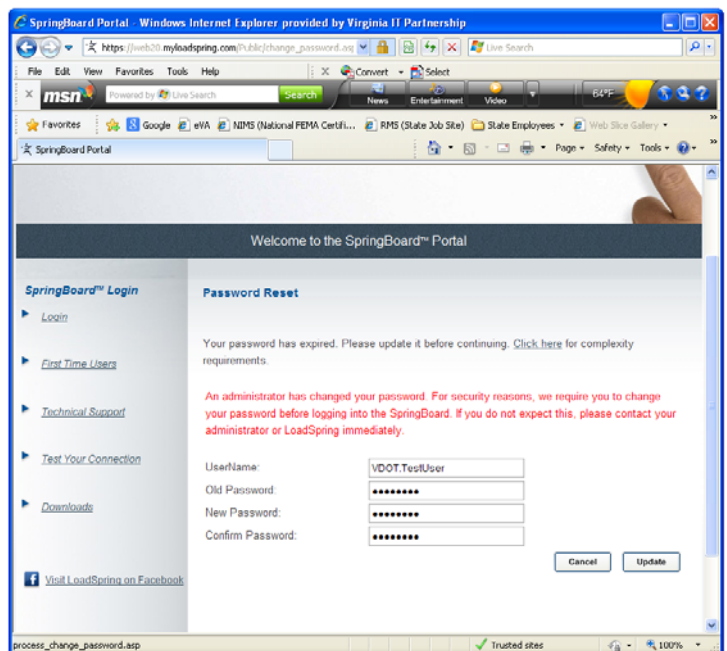
- b) Click on the Run button to install Citrix.



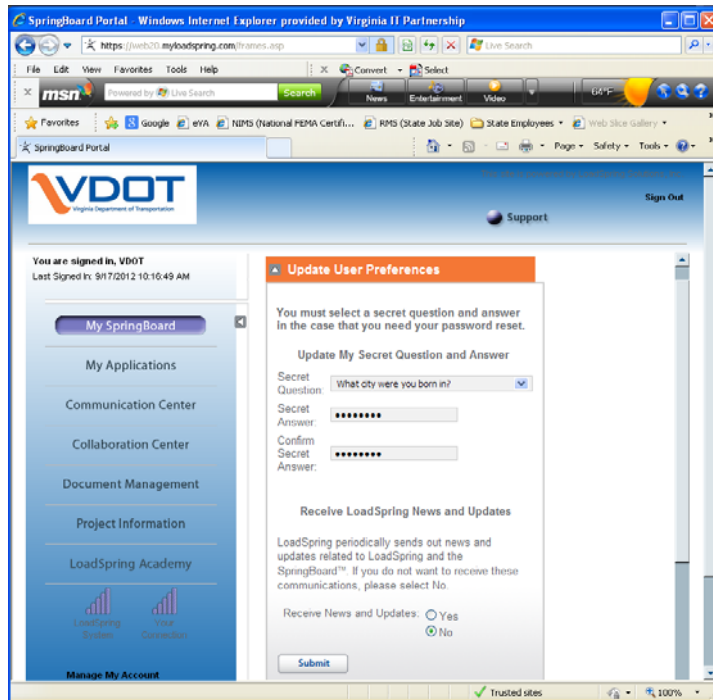
- vi) In the SpringBoard Portal Login window, enter username and generic password provided, and then click on the Login button.



- vii) In the Password Reset window, enter the generic password provided as Old Password, then enter a new user-defined password, and then click on the Update button. (Note: The user-defined password must be a minimum of 8 characters, and comprise of at least 1 uppercase, lowercase, number, and special character, for example: John\$Doe1).

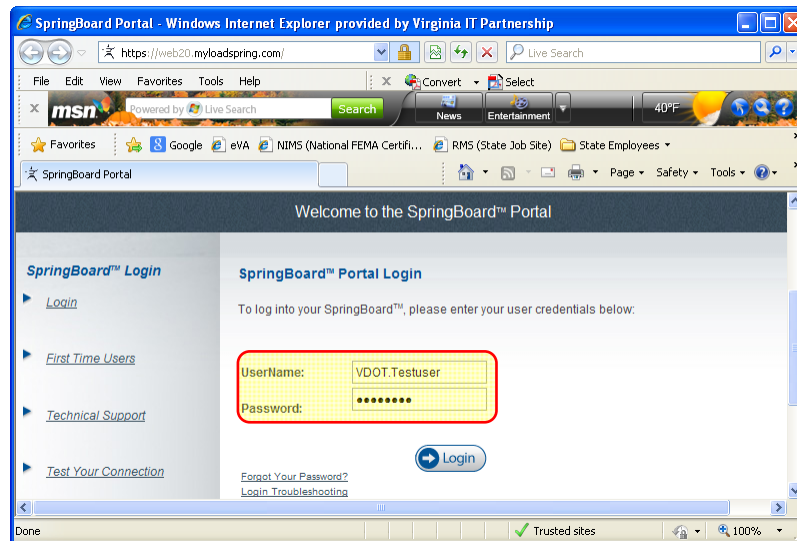


- viii) Upon login for the first time, select a Secret Question from the drop down menu, then define and confirm the Secret Answer, and then click on the Submit button.

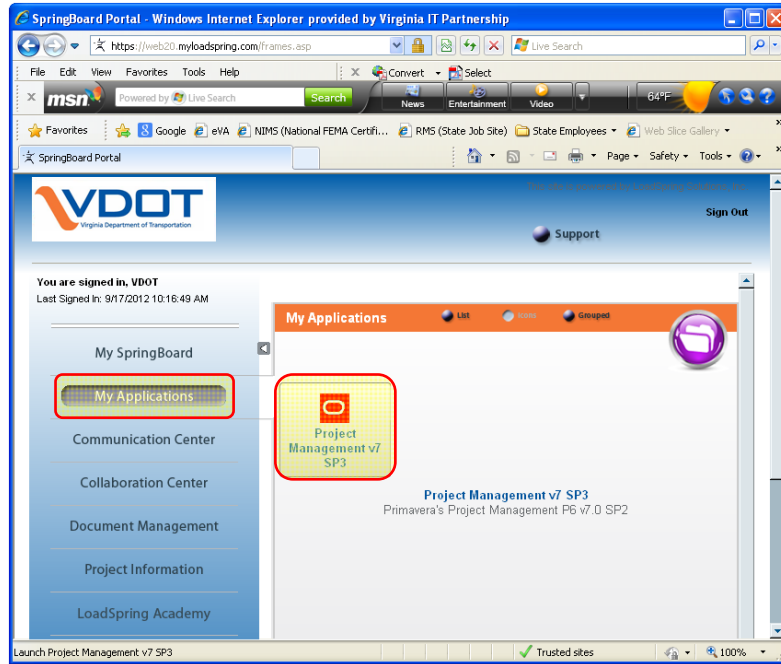


B. Accessing the VDOT Scheduling Application – The following are guidelines for accessing the VDOT scheduling application (Primavera P6):

- i) In the SpringBoard Portal Login window, enter your username and user-defined password, and then click on the Login button.



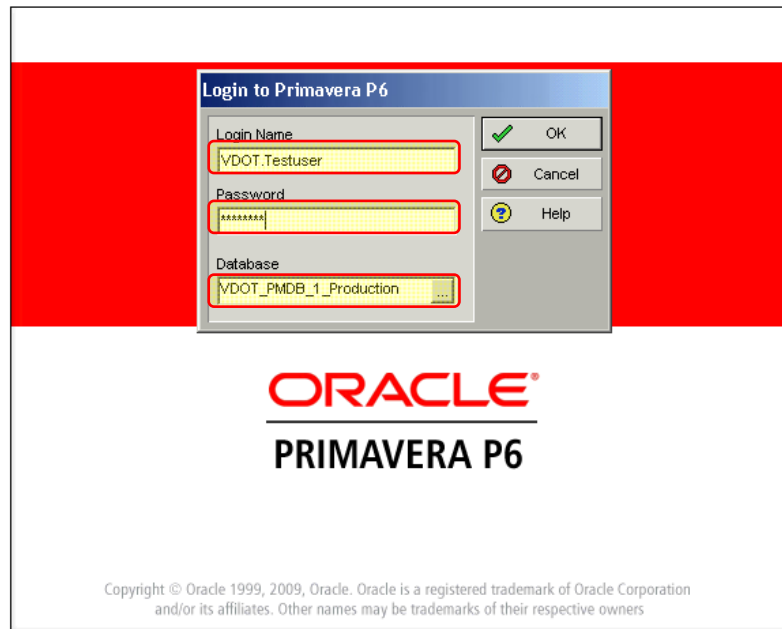
- ii) In the VDOT Portal, click on the My Applications link, and then click on the Project Management v7 SP3 application link to launch the Primavera P6 application.



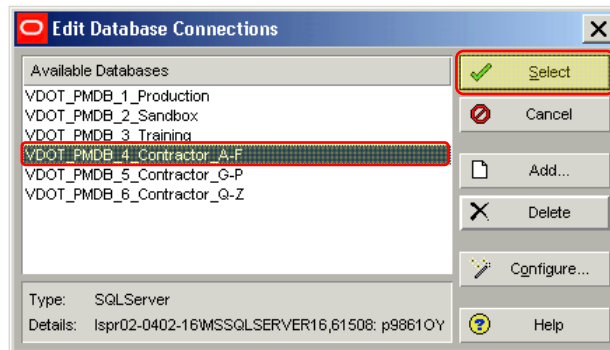
- iii) Check the "Do not ask me again for this site" box and then click on the Yes button.



- iv) In the Login to Primavera P6 dialog box, enter your username and user-defined password, and then click on the Database browse button to select from available databases, the database to which access has been granted.



- v) Select from the list of available databases, the database to which access has been granted. Then click on the Select button to login to the selected database.



- vi) Click on the OK button to login to the selected database in Primavera P6.

