

INSTRUCTIONS FOR SETTING UP AND ACCESSING PRIMAVERA P6 IN LOADSPRING

The VDOT scheduling software application (Primavera P6) is available via the internet (LoadSpring) for use by VDOT personnel, its representatives, and Contractors working on VDOT projects. The following are guidelines for accessing the VDOT scheduling application:

1. Requesting Access to the VDOT Scheduling Application – A formal request for access must be submitted and approved before access can be granted. The request must be completed as follows:

1. Internal Users – Access for VDOT personnel and representatives with VDOT network accounts will be granted as follows:

1. Consult with District or State Scheduling Engineer to determine need and level of access.
2. Submit a System Access Request Application (SARA ITD-35) online using the link below:
<http://sara/>
3. In the SARA webpage, click on New Request to open the New Request dialog box.
4. Specify Myself to indicate who the request is for.
5. Specify New Request to indicate the request type.
6. From the Select Application drop down menu, select Primavera Project Management.
7. From the Select Module drop down menu, select P6 Client.
8. From the Role/Access Level drop down list, select the user's role.
9. Specify proposed start date.
10. Click the Add To List button, and then click on the Submit button.
11. Upon approval, a user account will be created and EPS nodes will be added in the appropriate VDOT database for the user and project.
12. The user will then be provided user access information, including username, password, and the EPS nodes to which access has been granted.

2. External Users – Access for Contractors and VDOT representatives without VDOT network accounts will be granted as follows:

1. Submit a written request for access to the VDOT Engineer responsible for the project on which the Contractor is working.

2. Provide names and contact information of the proposed users; as well as information about the projects to which access will be granted. Number of users per Contractor is limited to 2 provided the Contractor is working on a VDOT project.
 3. The Engineer will then forward the request to the District who will then forward the request to the State Scheduling Engineer.
 4. Upon approval by the State Scheduling Engineer, a user account will be created and EPS nodes will be added in the appropriate VDOT database for the user and project.
 5. The user will then be provided user access information, including username, generic password, and EPS node to which access has been granted.
- 2. Setting-up the LoadSpring Environment** – To access the VDOT scheduling application, the user must first login and setup the LoadSpring environment as follows:
1. Use the following link or address to launch the LoadSpring Platform Login window:
<https://ws2-60.myloadspring.com/Public/Logon.aspx>
 2. In the LoadSpring Platform Login window, enter user's username and password provided, and then click on the Login button.

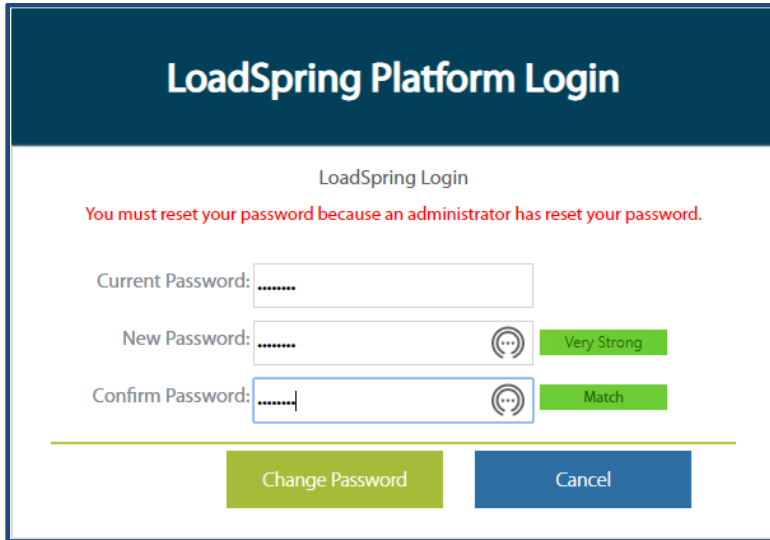
LoadSpring Platform Login

To login to LoadSpring, Please enter your credentials below:

UserName:

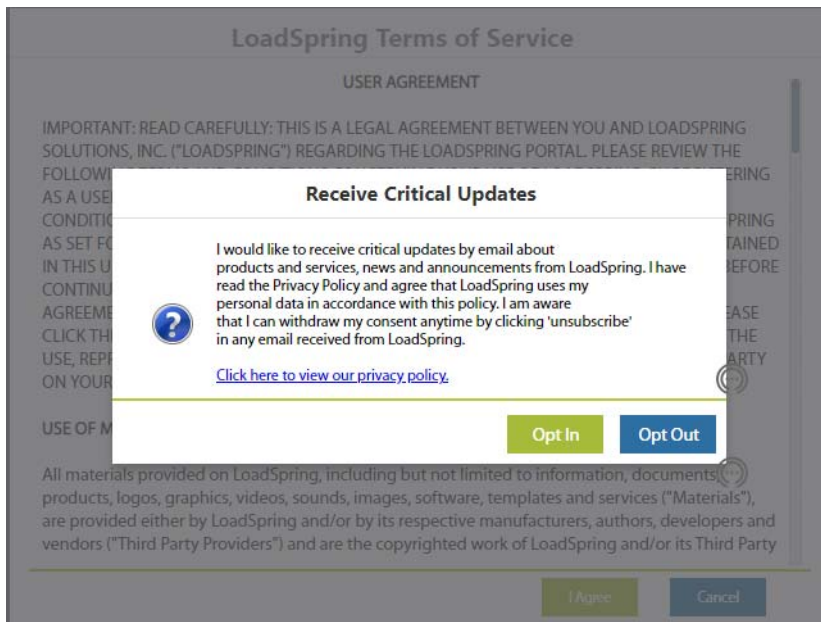
Password: [Forgot Password?](#)

3. You will be prompted to reset your password. Enter a new password according to the following rules: minimum 8 characters consisting of at least one of each of the following, uppercase, lowercase, number, and special character. Then confirm the new password and then click on the Change Password button.



The screenshot shows the 'LoadSpring Platform Login' interface. At the top, there is a dark blue header with the text 'LoadSpring Platform Login'. Below this, the page title is 'LoadSpring Login'. A red message states: 'You must reset your password because an administrator has reset your password.' There are three password input fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. The 'New Password' field has a strength indicator showing 'Very Strong'. The 'Confirm Password' field has a match indicator showing 'Match'. At the bottom, there are two buttons: 'Change Password' (green) and 'Cancel' (blue).

4. Click on Opt Out to unsubscribe to LoadSpring email notices.



The screenshot shows a 'LoadSpring Terms of Service' dialog box. The title is 'LoadSpring Terms of Service' and the subtitle is 'USER AGREEMENT'. The main text reads: 'IMPORTANT: READ CAREFULLY: THIS IS A LEGAL AGREEMENT BETWEEN YOU AND LOADSPRING SOLUTIONS, INC. ("LOADSPRING") REGARDING THE LOADSPRING PORTAL. PLEASE REVIEW THE FOLLOWING TERMS AND CONDITIONS AS A USER OF THE PORTAL. AS SET FORTH IN THIS USER AGREEMENT, YOU AGREE TO THESE TERMS AND CONDITIONS. BY CLICKING THROUGH THE PORTAL, YOU REPRESENT AND WARRANT THAT YOU ARE AT LEAST 18 YEARS OF AGE AND HAVE THE CAPACITY TO ENTER INTO A LEGALLY BINDING AGREEMENT WITH US. THESE TERMS AND CONDITIONS APPLY TO YOUR USE OF THE PORTAL.' There is a section titled 'Receive Critical Updates' with a question mark icon. The text says: 'I would like to receive critical updates by email about products and services, news and announcements from LoadSpring. I have read the Privacy Policy and agree that LoadSpring uses my personal data in accordance with this policy. I am aware that I can withdraw my consent anytime by clicking 'unsubscribe' in any email received from LoadSpring.' Below this text is a link: 'Click here to view our privacy policy.' At the bottom of the dialog box, there are two buttons: 'Opt In' (green) and 'Opt Out' (blue). At the very bottom of the screen, there are two buttons: 'I Agree' (green) and 'Cancel' (blue).

5. Read the LoadSpring Terms of Service and then click on the I Agree button.

LoadSpring Terms of Service

USER AGREEMENT

IMPORTANT: READ CAREFULLY: THIS IS A LEGAL AGREEMENT BETWEEN YOU AND LOADSPRING SOLUTIONS, INC. ("LOADSPRING") REGARDING THE LOADSPRING PORTAL. PLEASE REVIEW THE FOLLOWING TERMS AND CONDITIONS CONCERNING YOUR USE OF LOADSPRING. BY REGISTERING AS A USER OF LOADSPRING, YOU AGREE TO FOLLOW AND BE BOUND BY THESE TERMS AND CONDITIONS. YOU ARE PERMITTED TO USE, REPRODUCE AND DISPLAY MATERIALS IN LOADSPRING AS SET FORTH BELOW ONLY UPON THE CONDITION THAT YOU ACCEPT ALL THE TERMS CONTAINED IN THIS USER AGREEMENT (THE "AGREEMENT"). PLEASE READ THE AGREEMENT CAREFULLY BEFORE CONTINUING REGISTRATION. IF YOU CLICK THE "I Agree" BUTTON YOU INDICATE YOUR AGREEMENT TO THE TERMS SET FORTH BELOW. IF YOU DO NOT AGREE TO THESE TERMS, PLEASE CLICK THE "Cancel" BUTTON TO EXIT THE LOGON PROCESS, AND DO NOT USE LOADSPRING. THE USE, REPRODUCTION OR DISPLAY OF ANY MATERIALS IN LOADSPRING BY YOU OR A THIRD PARTY ON YOUR BEHALF CONSTITUTES YOUR ACCEPTANCE OF THIS AGREEMENT.

USE OF MATERIALS

All materials provided on LoadSpring, including but not limited to information, documents, products, logos, graphics, videos, sounds, images, software, templates and services ("Materials"), are provided either by LoadSpring and/or by its respective manufacturers, authors, developers and vendors ("Third Party Providers") and are the copyrighted work of LoadSpring and/or its Third Party

6. Select and provide answers to the My Profile questions for use in resetting your password when you need to reset your password. And then click on the Save button.

My Profile

You are presented with these questions when you forget your password and need to reset:

Question 1:
What is your father's middle name?

Answer:
.....

Question 2:
What was the name of your first pet?

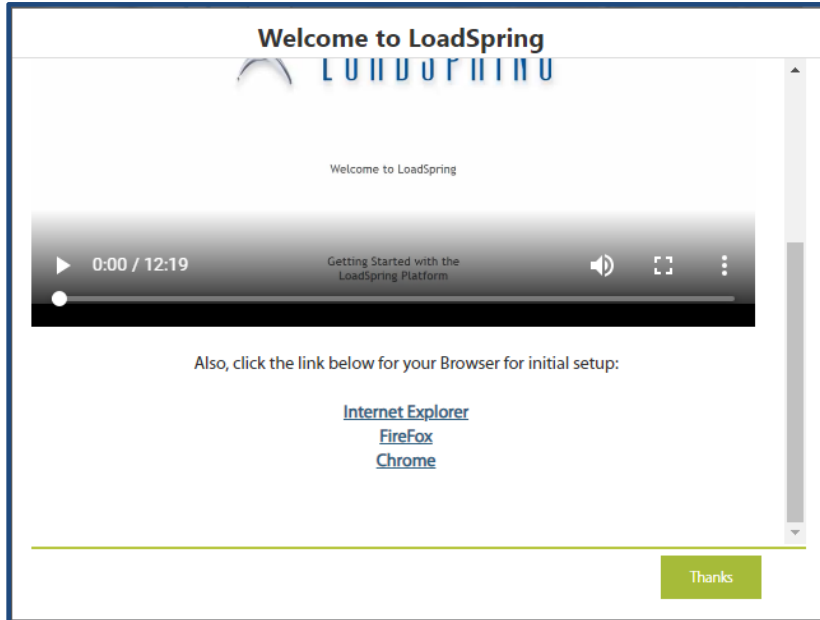
Answer:
.....

Question 3:
In what city were you born? (Enter full name of city only)

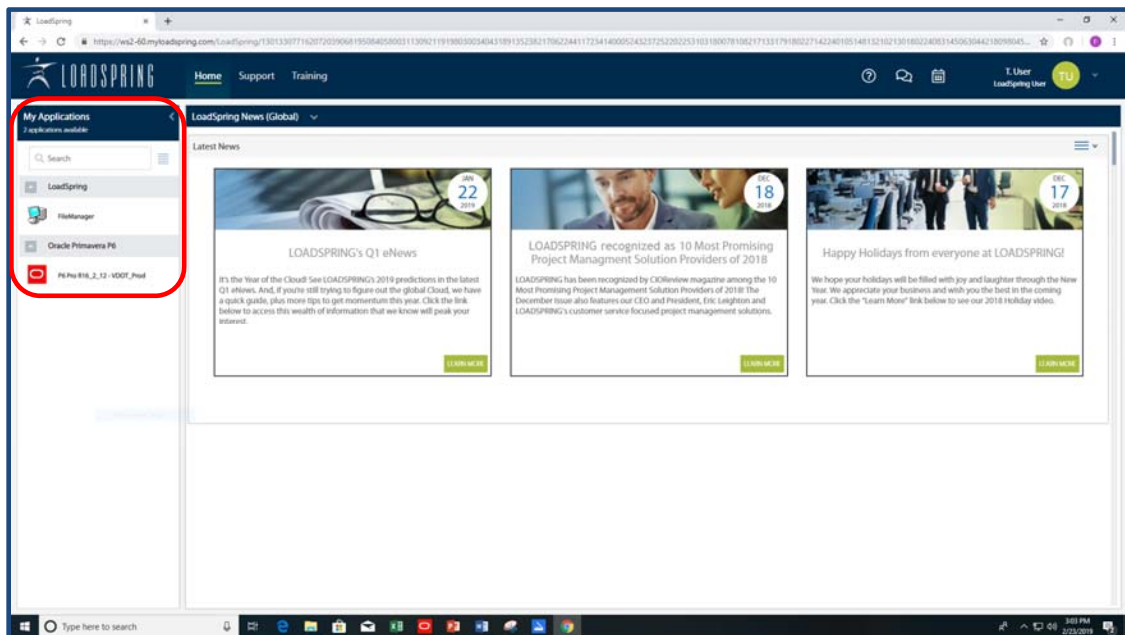
Answer:
.....

[Show Answers](#)

7. Click link for your default Browser for initial setup. And then click on the Thanks button.



8. Links to available applications are shown in the left pane (My Applications).

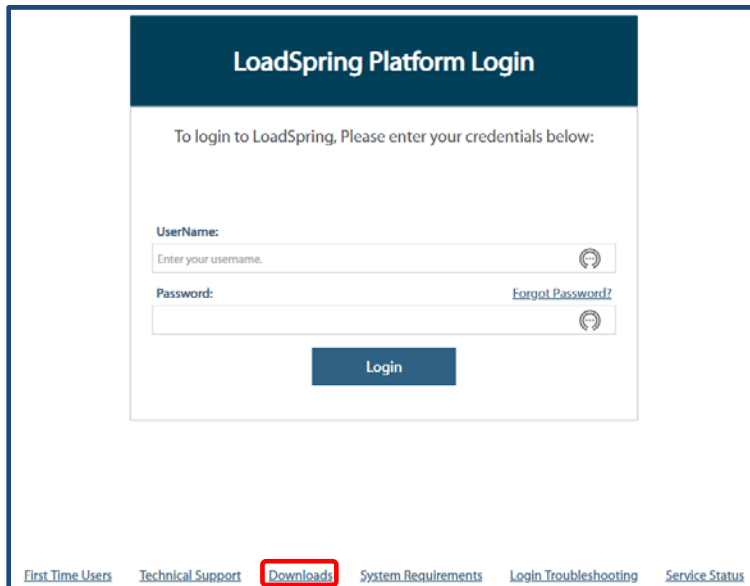


3. Downloading and Installing Citrix – Citrix software is required to access Primavera P6 in the LoadSpring environment. If Citrix is not currently installed on the user’s computer, then prior to using the VDOT Primavera P6 scheduling application for the first time on any computer, the user must first install Citrix. The following are guidelines for downloading and installing Citrix:

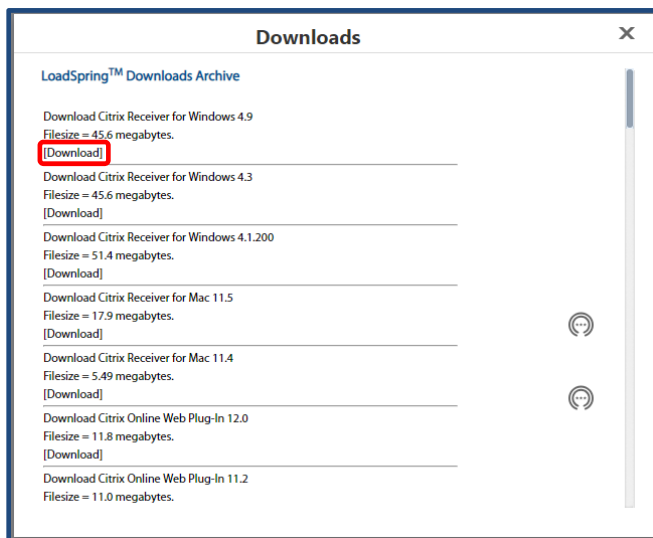
1. Use the following link or address to launch the LoadSpring Platform Login window:

<https://ws2-60.myloadspring.com/Public/Logon.aspx>

2. In the LoadSpring Platform Login window, click on the Downloads link.



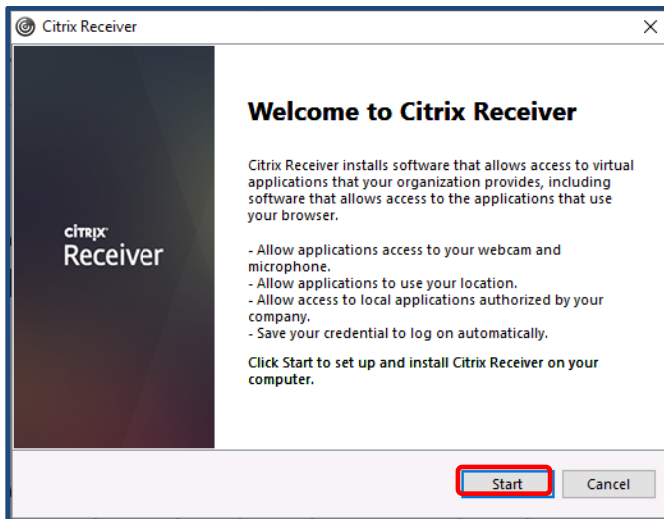
3. In the LoadSpring Downloads Archive window, click on the *Download Citrix Receiver for Windows* Download link to download and create the shortcut on the user’s desktop.



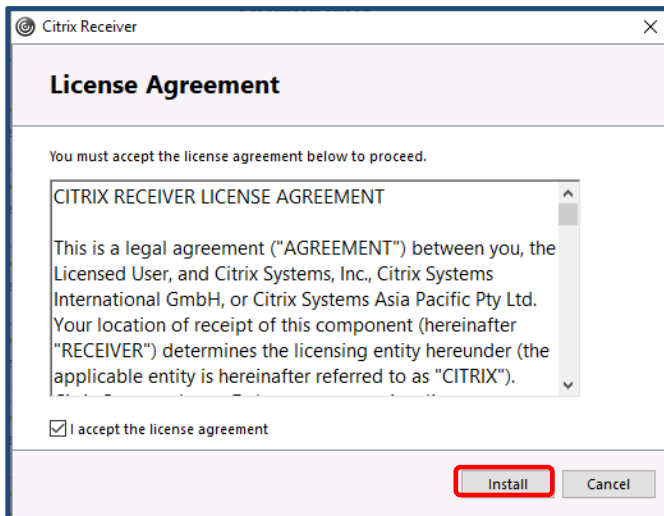
- Once the Citrix Receiver setup file has been fully downloaded, locate and click on the Citrix Receiver setup file link at the bottom of your screen. (Note: Local administrative permissions are required to successfully install Citrix).



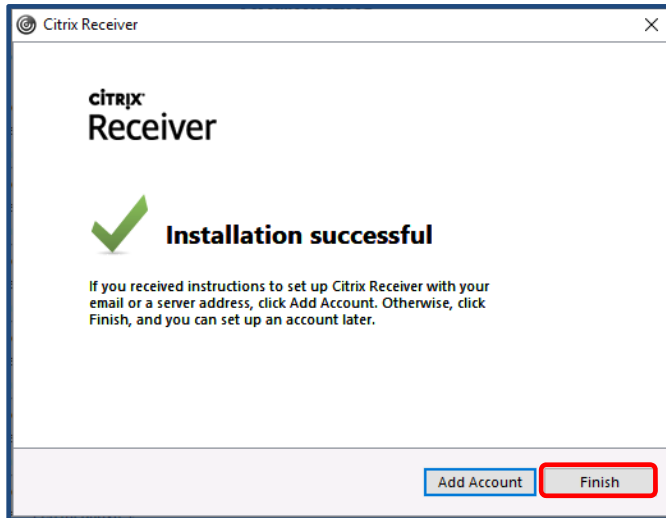
- In the Welcome to Citrix Receiver window, click on Start.



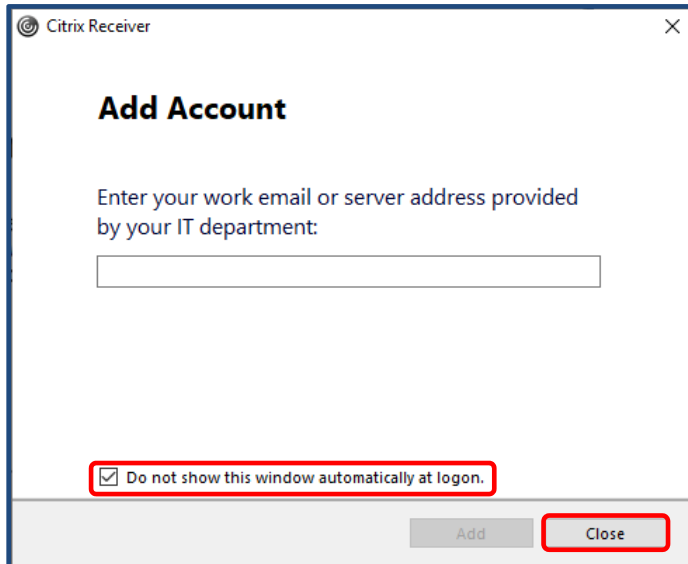
- Mark the I accept the license agreement checkbox, and then click on Install.



7. Click on Finish.

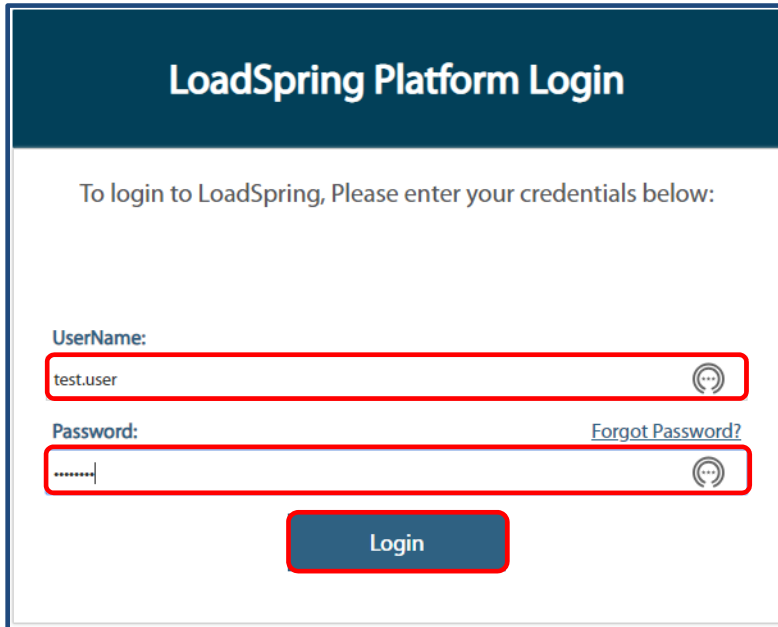


8. If prompted to Add Account, mark the Do not show this window automatically at logon checkbox, and then click on Close.



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

1. In the LoadSpring Platform Login window, enter your username and user-defined password, and then click on the Login button.



LoadSpring Platform Login

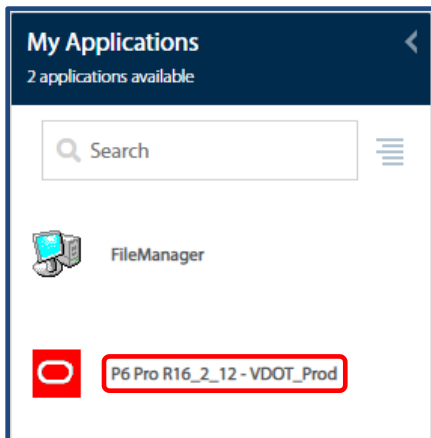
To login to LoadSpring, Please enter your credentials below:

UserName: test.user

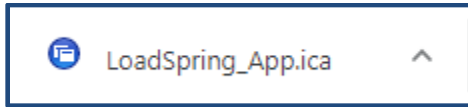
Password: [Forgot Password?](#)

Login

2. In the LoadSpring Platform and under the My Applications pane on the left, single-click on the P6 Pro R16_2_12 application link to launch the Primavera P6 application.



3. If either the Primavera P6 or FileManager application does not open immediately, locate the LoadSpring_App.ica App at the bottom of your screen, then right-click on the App, and then click on "Open" or "Always open files of this type" to launch Primavera P6 or FileManager.



4. The Primavera P6 application will open showing the EPS node and projects to which access has been granted.

