

External User Access Agreement – AASHTOWare Project Application

[A separate form must be completed and submitted for each individual at your firm or public agency requesting AWProject remote access account.]

Company Information	Account User Information
Name:	Current ProjectWise User ID Number:
Address 1:	User's Name:
Address 2:	Title:
City:	Phone:
State:	Cell:
ZIP:	Email:

Terms and Conditions of Use

As an employee or agent of a consultant or public agency under a contract subject to an ODOT project (ODOT Project Contract, defined below), I, the account user named above, am agreeing to these Terms and Conditions of use for AASHTOWare Project Application ("AWProject"). An "ODOT Project Contract" is any of the following:

- i) a contract between my employer and ODOT;
- ii) a subcontract between my employer and a consultant under contract with ODOT;
- iii) an intergovernmental agreement between my employer and ODOT pursuant to a specific ODOT project;
- iv) a subcontract between my employer and a consultant under contract with a public agency, provided the public agency has entered into an IGA with ODOT pursuant to a specific ODOT project.

I have read the provisions contained in this document and understand that issuance of an external access account is predicated on my acknowledgment, acceptance and adherence to the following:

1. I may have access to sensitive personnel, financial and/or security related information ("confidential information") through my use of the AWProject application. I will handle such information in conformance to the Contract Consultant and External User Roles, Responsibilities and Security Requirements – ODOT's AWProject Application ("EURR") which I have read, understand and agree to follow. These documented roles, responsibilities and security requirements may be revised from time to time by ODOT and are available at: https://www.oregon.gov/odot/Business/AASHTOWare/AWP_EURR.pdf.
 2. My access to confidential information processed, stored or managed by ODOT systems shall be handled in accordance to the Information Classification Guidelines found in the EURR.
 3. Transmission of material in violation of any state or federal law or regulation is prohibited.
 4. I have no expectation of privacy, rights or ownership of anything I may access, create, store, send or receive within AWProject. For audit or system security purposes, ODOT may monitor and/or record all activity conducted within AWProject. This includes but is not limited to; the login ID, times, dates and duration of access, as well as resources accessed.
 5. I understand that ODOT requires each user to complete online training and certification prior to granting full access to AWProject (see training requirements at: <https://www.oregon.gov/odot/Business/Pages/AW-Estimation.aspx>).
 6. Unauthorized activities that could compromise state systems or data are strictly prohibited and patterns of unusual activity which indicate a compromised computer or account will result in immediate account suspension and further detailed investigation.
 7. I agree to immediately notify ODOT if a breach or significant security incident occurs.
 8. Each approved account holder is assigned a unique username and password to access the network, systems and/or applications. I will not share my password with any other individual. Violation of this policy will result in immediate termination of my access to AWProject.
 9. All confidential information will be destroyed or returned upon request of ODOT within five business days of a request.
 10. I agree not to distribute any material obtained from the AWProject unless required to do so to perform services authorized under a contract between ODOT and my employer.
 11. I agree to access only the information I need to do my job, and not to access or attempt to access files I am not authorized to use. I will not "browse" or otherwise use files or programs that exceed what is the minimum necessary to do my job.
- By clicking the "SUBMIT" button and submitting this form, I agree to the above Terms and Conditions of Use and the following:

I understand that violating this agreement will mean immediate termination of my access. I also understand that my AWProject access (and access to ODOT's ProjectWise Network) will be terminated if I am no longer an employee or agent of my current employer or my employer is no longer authorized to access the AWProject. The terms of this agreement shall remain in full force and effect until my access to AWProject is terminated, except for the terms relating to confidentiality and the deletion or return of information which shall survive the termination of this agreement.

Enter Date: