

Assignment of Designated Contact

In order to provide you access to the SiteManager or ProjectWise systems for data exchange, your company will need a Company ID, and you will need a User ID. In order to set you up, we will first need a filled-out Contractor Consultant Designated Contact Form concerning your company. Please see the attached documents and fax the completed Contractor Consultant Designated Contact Form to the appropriate system representative below.

This form is department wide and does not have to be submitted separately for each system. Once this form is submitted, it will not need to be submitted again unless the Designated Contact changes. The Designated Contact will be responsible for approving all User ID requests by company personnel.

SiteManager:

Matt Jones
Construction Administration
Louisiana Department of Transportation & Development
P.O. Box 94245 Baton Rouge, La. 70804-9245
Email: Matthew.Jones2@la.gov
Phone: (225) 379-1396

PROJECTWISE:

Your firm will have to purchase a Bentley Select Server/Passport License in-order to access ProjectWise. Follow the link to more information:
http://www.dotd.la.gov/highways/project_devel/design/projectwise/BentleyDownload.aspx

Thanks

David Ringuette
IT PROJECTWISE System Support
OTS
P.O. Box 94245
Baton Rouge, La. 70804-9245
Email: David.Ringuette@la.gov
Phone: (225)379-1880
Fax: (225)379-1850

Louisiana Department of Transportation and Development
Designated Contact's Duties and Responsibilities

- Serve as DOTD's primary contact for all matters related to the company's access to DOTD's computer systems.
- Approve all requests from company employee to be granted access to DOTD computer systems.
- Determine the level of access each company employee should have to DOTD computer system.
- Immediately notify DOTD's Security Administrator when a company's employee, which has an ID to DOTD's Computer System, resigns or no longer has a business need to access the system.
- DOTD computer ids are assigned to an individual employee and not to a company or job duty. Will discourage the sharing of DOTD computer IDs and passwords by company employees.
- Insure the computers the employees are using to access DOTD computer systems, have Anti-Virus Software with latest signatures, Personal Firewall, Spyware removal software with latest signatures, and latest security update for the Operating System and the Internet browser.

**Louisiana Department of Transportation and Development
Assignment of Designated Contact**

I hereby designate the individual listed below to serve as our official Designated Contact for approving any request for access by any of our employees to the Louisiana Department of Transportation and Development (DOTD) computer systems. The Designated Contact is the only employee who is authorized to approve access requests and determine the level of access an employee should be granted.

Please Print:

Company's License Number: _____

Designated Contact: _____

Company: _____

Address: _____

City, State Zip Code: _____

Representative Email Address: _____

Effective Date: _____

Our official representative has been provided with a copy of "Designated Contact Duties and Responsibilities" document and instructed to act accordingly.

We will notify DOTD when there is a change to our Designated Contact.

President, CEO, Owner
Signature: _____

Name (Please Print): _____

Title: _____

Email Address: _____

Date: _____

Return to:

Security Administrator
Information Technology Section
Louisiana Department of Transportation and Development
P. O. Box 94245
Baton Rouge, LA 70804-9245