AWP Access Request Instructions

1. The District will request both a login and role for vendor who wishes to enter test results in AWP from the MCS&T Webpage. Each role must be associated to a unique person. No shared logins shall be requested and no accounts shall be shared.

    a. The District will submit the Industry Users Login Request Form on the MCS&T Webpage (if necessary). If the user has a login on another contract, this step may be skipped.

    b. The District will submit the Industry / Vendor (Consultant/Contractor) Role/ Contract Request Form on the MCS&T Webpage.

2. The District will clearly state which company the vendor works for and the company address. They will also list the projects they will be working on.

3. The requesting District's email will be used as the "Supervisor" on the OT request form for reference. This field is required for OT.

4. Once the request is completed, the Vendor and Requesting District will be contacted via email with login instructions.

5. The District shall notify MCS&T when the user's work is completed on the contract so their access may be expired.

6. In the case where a user moves companies or is no longer performing the work, the District shall notify MCS&T who will expire the access.

Any questions shall be directed to: DOHAWPMaterials@wv.gov