

Industry Access Sample Record Checklist

1. Request Access for User ID (V-Number – V0123456). [Use this Form-1](#)¹
 - a. This can be done for any users who will be entering data into AWP. This is permanent and is tied to a specific person/company. No shared accounts will be issued.
2. Once approved, request role for District (Industry Lab Access DXX). [Use this Form-2](#)².
 - a. User will work with District at PreCon meeting to set this role up.
 - b. Request will be done by District Materials or Project Personnel.
3. Request Access to CID. Use Form-2, can be used for new contracts.
 - a. District will add contract access to the User and Role.
4. Forms are available on the WVDOH MCS&T Toolbox Webpage:
 - a. <https://transportation.wv.gov/highways/mcst/Pages/tbox.aspx>

¹ <https://docs.google.com/forms/d/e/1FAIpQLSfvmD0pqoidqZeBv-KevozHgGsREUJYTF5vijfu-rmJmwdy9g/viewform>

² https://docs.google.com/forms/d/e/1FAIpQLScqz_EV_uXEFgKQfUuog60niXSEHXkv37kZy5saI4dXeghW0g/viewform