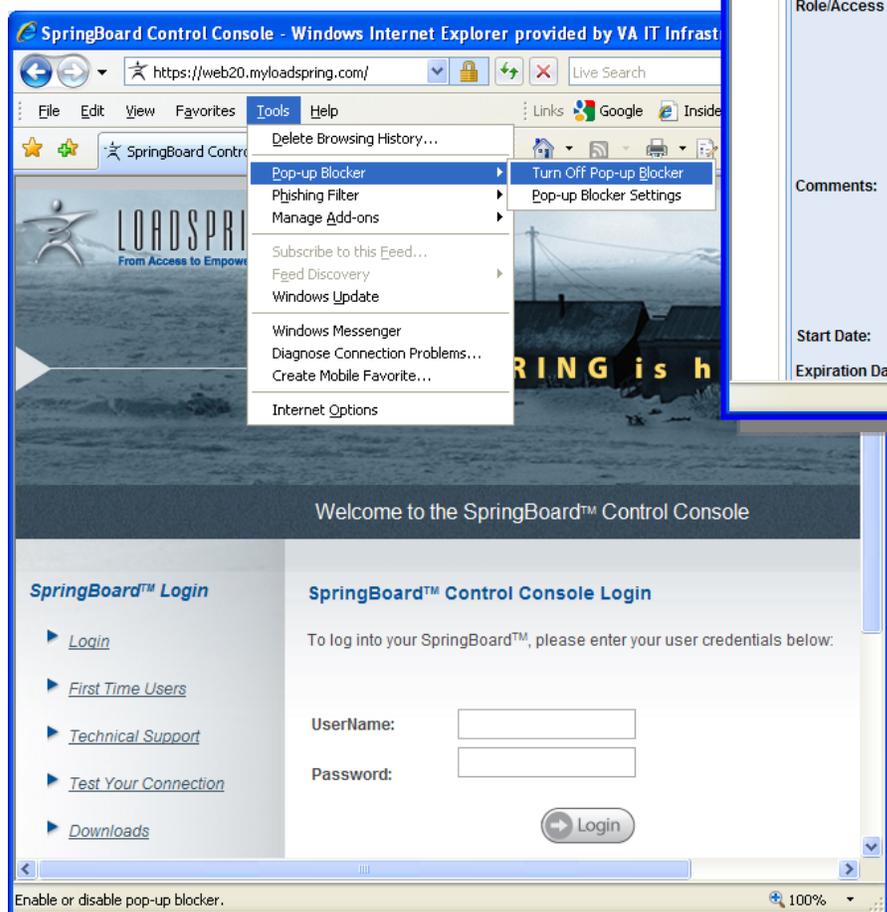


You have been granted access to VDOT's web-based Primavera P6 Project Management scheduling application. If you have access to the VDOT network, please review and follow these steps to access the environment. If you do not have access to VDOT's network, please submit an access request in writing to the ACE for your respective project.

<http://SARA>

Request access to Primavera Project Management. Do not request a local installation of P6 unless you have very limited connectivity and cannot access the internet on a regular basis.



**BEFORE YOU BEGIN, MAKE SURE THE POP-UP BLOCKER IS TURNED OFF.** (from Internet Explorer, open Tools/Pop-up Blocker/Turn Off Pop-up Blocker) - you can turn it back on when you're not accessing Loadspring.

1. To access Loadspring's login webpage, type or paste the following Address in Internet Explorer:

<https://web20.myloadspring.com/>

Before logging in with your username and password, please click on "First Time Users" (left of login) and review.

username: first.last (should be your network login)  
password: Vdot123\$ (capital "V", lower-case "dot", "123", "\$" symbol)

If you have trouble logging in, contact your District Schedule Manager (i.e. Sam Giallombardo).

You can also contact Frank Gbinije in the Scheduling and Contract Division (804) 786-2980:

[Frank.Gbinije@VDOT.Virginia.gov](mailto:Frank.Gbinije@VDOT.Virginia.gov)

2. When logging into Loadspring for the first time, you must reset your password. Your new password must comply with LoadSpring's complexity requirements:

- At least 8 character long
- Contain at least 1 UPPER-CASE LETTER
- Contain at least 1 lower-case letter
- Contain at least 1 number (1,2,3.....)
- Contain at least 1 character (\$,!, #,.....)

**Password Reset**

Your password has expired. Please update it before continuing. [Click here](#) for complexity requirements.

An administrator has changed your password. For security reasons, we require you to change your password before logging into the SpringBoard. If you do not expect this, please contact your administrator or LoadSpring immediately.

UserName:

Old Password:

New Password:

Confirm Password:

3. When logging into Loadspring for the first time, you must also choose a secret question and answer:

SpringBoard Control Console - Windows Internet Explorer provided by VA IT Infrastructure Partner...

https://web20.mylodspring.com/frames.asp

File Edit View Favorites Tools Help

Links Google InsideVDOT iPM

SpringBoard Control Console

VDOT Virginia Department of Transportation

This site is powered by LoadSpring Systems, Inc.

Sign Out Support

You are signed in, alan  
Last Signed In: 7/11/2011 3:37:56 PM

My SpringBoard

My Applications

Communication Center

Collaboration Center

Document Management

Project Information

Manage My Account  
View Schedule

**Update Secret Question**

You must select a secret question and answer in the case that you need your password reset.

Update My Secret Question and Answer

Secret Question:

Secret Answer:

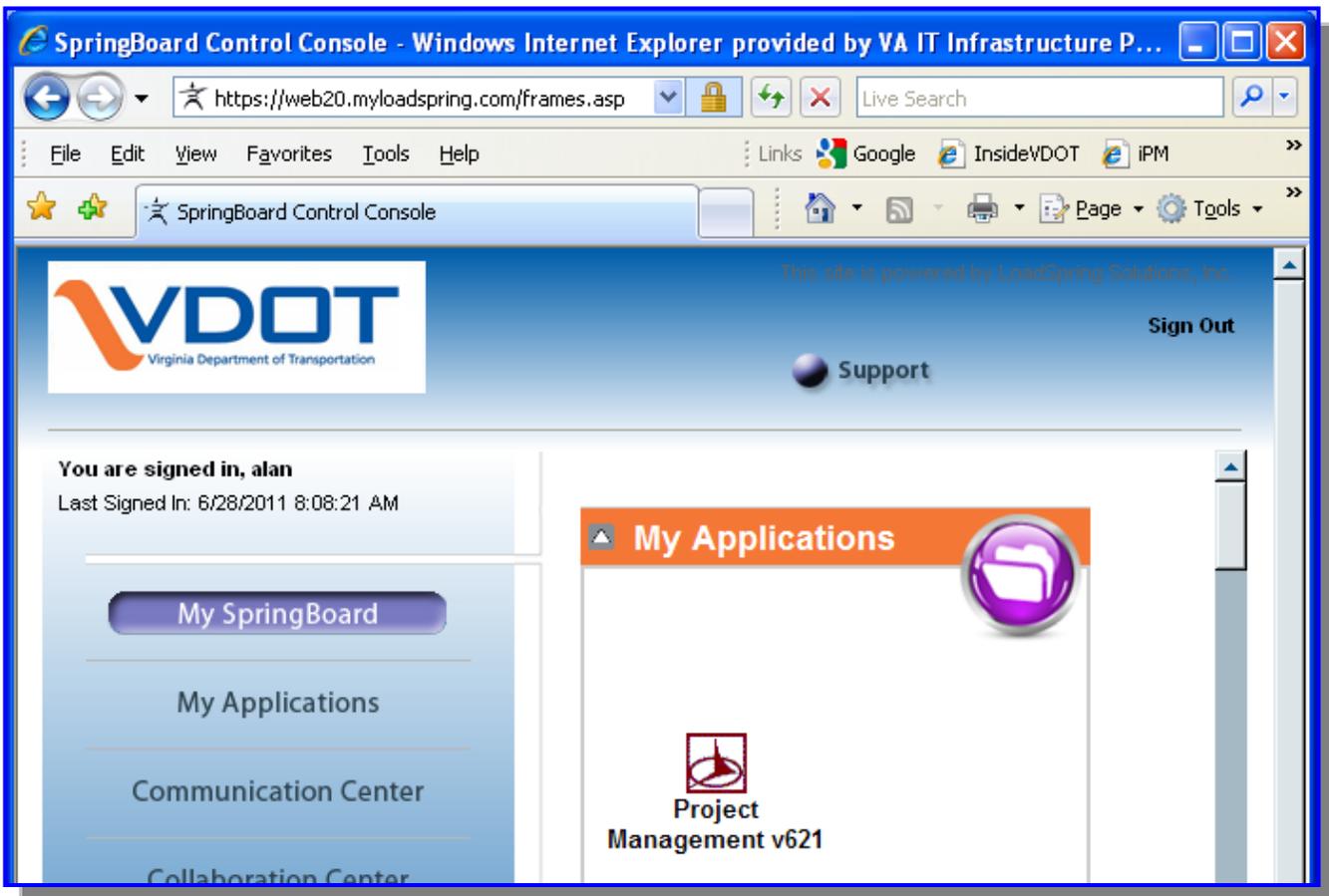
Confirm Secret Answer:

Receive LoadSpring's Quarterly Newsletter

LoadSpring sends out a quarterly newsletter to all SpringBoard users. This newsletter contains customer success stories, and updates on recent events related to LoadSpring and the SpringBoard™. If you do not want to receive this email, select No.

Receive Newsletter:  Yes  No

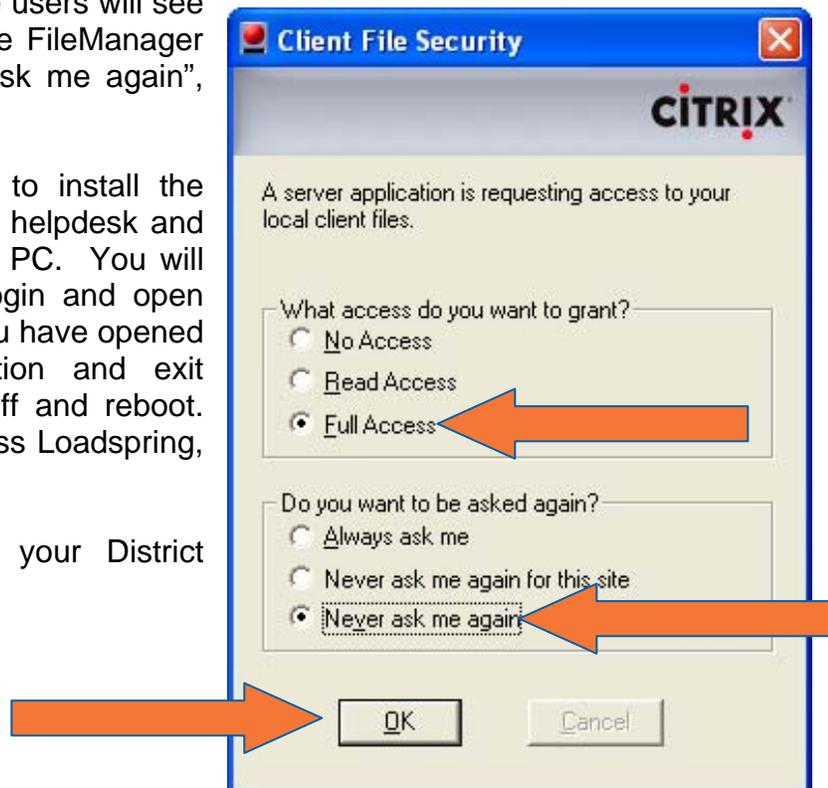
4. Once logged in to Loadspring, you'll see your "Application Set". Select **Project\_Management**.



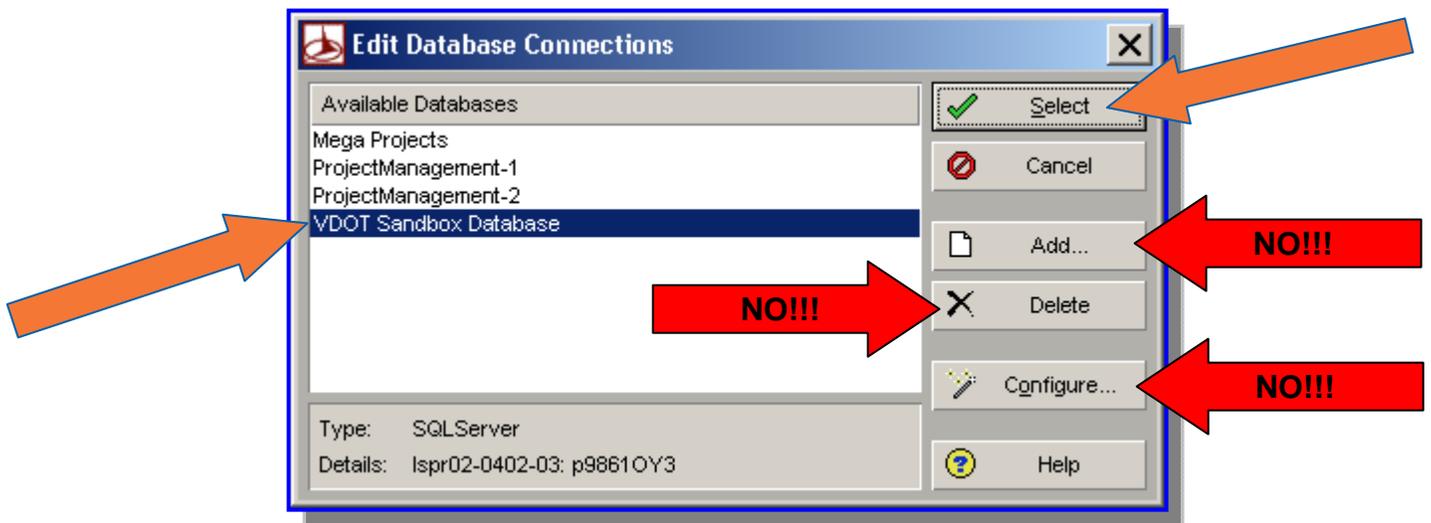
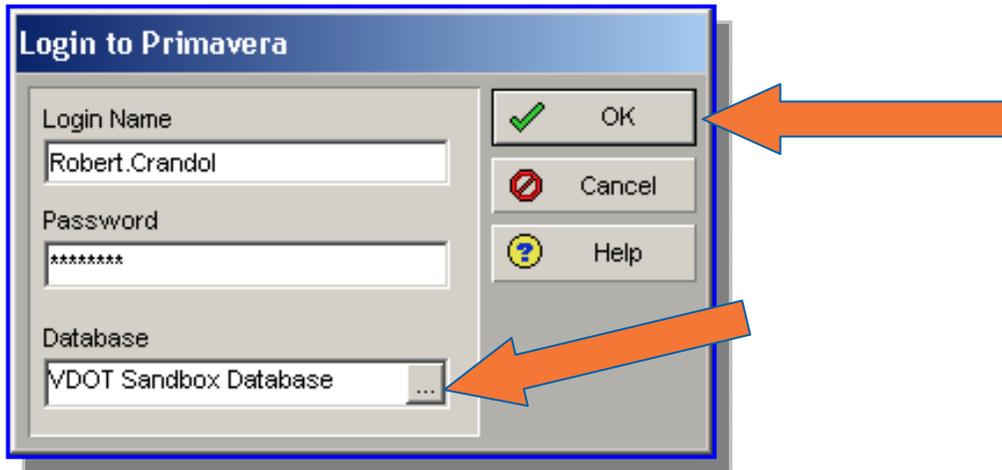
5. The "Citrix" application will initiate – first time users will see the following panel when initiating either the FileManager or P6 – select "Full Access" and "Never ask me again", click OK.

You may not have sufficient permissions to install the ActiveX clients – if so, please call the VITA helpdesk and request that an administrator log in to your PC. You will then log into Loadspring with your new login and open Project Management (see Step 6). Once you have opened Project Management, close the application and exit Loadspring. Ask the administrator to logoff and reboot. You will need to log onto the network, access Loadspring, and attempt to open Project Management.

If you have trouble logging in, contact your District Schedule Manager or Frank Gbinije.



- To open Project Management, you must log in. Enter your Loadspring Username and new Password again. Please ensure that "VDOT Sandbox Database" is the selected database. If not, use the "ellipse" to the right of the database name to select "VDOT Sandbox Database".



If your permissions need to be changed to access functionality, please contact your District Schedule Manager.

