

**External User Roles, Responsibilities and Security Requirements –
AWProject Application
(For Consultant Firms, Public Agencies, and Their Staff)**

A. OBTAINING THIRD PARTY ACCESS BY CONSULTANT

1. **Establish User Accounts:** Each individual that will need access to AASHTOWare Project Application (“AWProject”) must have an ODOT-approved ProjectWise account. For a ProjectWise account, follow processes under “Request Access” at <https://www.oregon.gov/odot/Business/Pages/ProjectWise.aspx>.
2. **Gaining Access to AWProject:** Each individual that requires access to AWProject must:
 - Agree to the Terms and Conditions set forth in the [External User Access Agreement – AASHTOWare Project Application](#) (“EUAA”) and click the “SUBMIT” button to electronically submit a completed EUAA to ODOT (at AWPAdmin@odot.state.or.us) for review and approval; and
 - Complete ODOT’s online training and certification requirements specified at <https://www.oregon.gov/odot/Business/Pages/AW-Estimation.aspx>.
3. **Access to Specific Project Data:** Each individual with approved access will be restricted to the data and user screens specific to the project they have been contracted to work on.

B. THIRD PARTY RESPONSIBILITIES FOR CONSULTANT STAFF

1. **Handling of confidential information:** Confidential information is information which concerns or relates to the processes, operations, styles of works, or to the production, sales, shipments, purchases, transfers, identification of customers, inventories or amount or source of any income, profits, losses, or expenditures of any person, firm, partnership, corporation or other organization or other information where the disclosure of which is likely to have the effect of either impairing one’s ability to obtain such information as is necessary to perform its statutory functions, or causing substantial harm to the competitive position of the person, firm, partnership, corporation or other organization from which the information was obtained. Client firm and their staff shall not disclose, retain, or negligently handle confidential information, which could cause damage to the reputation of ODOT, impede operations and may violate state or federal law. Client firm and their staff shall promptly destroy or return all confidential information upon request of ODOT.
2. **ODOT information assets:** ODOT information assets are required to be identified and classified by an assigned information asset owner. Information assets are both electronic and paper. Client firm and their staff shall follow the Information Classification Level Guidelines:
 - Level 1 – Published: is done so people know it can be publicly released. For example, DMV brochures and maps.
 - Level 2 – Limited: if no label is present on an information asset, the default is ‘Level 2’ as the vast majority of ODOT information assets are level 2.
 - Level 3 – Restricted: is sensitive information including Personally Identifiable Information (PII), HR and financial. Release to external parties requires a non-disclosure agreement. At this time, level 3 information is not kept in AWProject at ODOT.
 - Level 4 – Critical: is extremely sensitive and intended for use by named individual(s) only. This is information that must be secured and may affect safety or legal compliance as release could

cause physical, legal or financial harm. At this time, level 4 information is not kept in AWProject at ODOT.

3. **Assigned duties & confidential information:** External users shall not read, copy, modify, delete confidential information unless required to do so to complete assigned duties.
4. **Distribution of confidential information:** Client shall not distribute or otherwise access confidential information unless required to do so to complete assigned duties.
5. **Disclosure of confidential information:** External users shall not discuss confidential information processed, stored or managed by ODOT with anyone outside of ODOT.
6. **Sharing of confidential information:** External users shall not share confidential information with anyone else at ODOT unless required to do so to complete assigned duties and the person providing the information is authorized to view it.
7. **Notice of termination of employment:** Consultant, or LPA when applicable, shall immediately notify ODOT in the event an employee with AWProject access is terminated. Consultant/LPA and/or its employee shall inform ODOT if termination is planned for a future date. In the event there is no notice, ODOT must be immediately notified of termination.
8. **Use of AWProject:** Consultant and their representatives shall use due diligence to ensure the integrity and operation of the AWProject by following professional standards of use and security when accessing and using AWProject.
9. **ODOT Authority:** ODOT retains sole unlimited authority to terminate client firm usage and/or account(s) at any time.
10. **Data Management:** External users shall use AWProject application to create, maintain and save project estimates. These processes may be revised from time to time by ODOT and are available at <https://www.oregon.gov/odot/Business/Pages/AW-Estimation.aspx>.
11. **Work in Progress:** External users shall use AWProject to store and retain all project estimates in progress.
12. **Collaborative System:** AWProject is intended to provide a collaborative work environment for ODOT design projects. As such it is expected that all work by parties, both ODOT and external users, will place and maintain all designated project estimates in the AWProject application.