

External User Access Agreement – ODOT’s ProjectWise Network

[A separate form must be completed and submitted for each individual at your firm requesting a ProjectWise remote access account.]

Company Information	Account User Information
Name:	Name:
Address:	Title:
	Phone: Cell:
	Email:

Terms and Conditions of Use

As an employee or agent of a consultant under contract with the Oregon Department of Transportation (ODOT), or as an employee of or agent to a subcontractor to such consultant, I, the account user named above, am agreeing to these Terms and Conditions of use for ODOT’s ProjectWise Network. I have read the provisions contained in this document and understand that issuance of an external access account is predicated on my acknowledgment, acceptance and adherence to the following:

1. I may have access to sensitive personnel, financial and/or security related information (“confidential information”) through my use of the ProjectWise Network. I will handle such information in conformance to the Contract Consultant and External User Roles, Responsibilities and Security Requirements – ODOT’s ProjectWise Network which I have read, understand and agree to follow. These documented roles, responsibilities and security requirements may be revised from time to time by ODOT and are available at: <http://www.oregon.gov/ODOT/Business/ProjectWise/EURR.pdf>
2. My access to confidential information processed, stored or managed by ODOT systems shall be handled in accordance to the Information Classification Guidelines found in the Contract Consultant and External User Roles, Responsibilities and Security Requirements – ODOT’s ProjectWise Network.
3. Transmission of material in violation of any state or federal law or regulation is prohibited.
4. I have no expectation of privacy, rights or ownership of anything I may access, create, store, send or receive within the ProjectWise Network. For audit or system security purposes, ODOT may monitor and/or record all activity conducted within the ProjectWise Network. This includes but is not limited to; the login ID, times, dates and duration of access, as well as resources accessed.
5. Unauthorized activities that could compromise state systems or data are strictly prohibited and patterns of unusual activity which indicate a compromised computer or account will result in immediate account suspension and further detailed investigation.
6. I agree to immediately notify ODOT if a breach or significant security incident occurs.
7. Each approved account holder is assigned a unique username and password to access the network, systems and/or applications. I will not share my password with any other individual. Violation of this policy will result in immediate termination of my access to ODOT’s ProjectWise Network.
8. All confidential information will be destroyed or returned upon request of ODOT within five business days of a request.
9. I agree not to distribute any material obtained from the ProjectWise Network unless required to do so to perform services authorized under a contract between ODOT and my employer.
10. I agree to access only the information I need to do my job, and not to access or attempt to access files I am not authorized to use. I will not “browse” or otherwise use files or programs that exceed what is the minimum necessary to do my job.

By signing and submitting this form, I agree to the above Terms and Conditions of Use and the following:

I understand that violating this agreement will mean immediate termination of my access. I also understand that my ProjectWise Network usage is tied to my relationship or my employer’s relationship with ODOT or a consultant to ODOT and that access will be terminated if I no longer work for my current employer or if my employer is no longer a consultant with ODOT, or my employer is no longer a subcontractor to the consultant, or authorized to access the ProjectWise Network. I agree to these Terms and Conditions of Use, which shall remain in full force and effect until the termination or expiration of any contract(s) my employer has entered with ODOT, or termination or expiration of any subcontractor agreement(s) my employer has with a consultant to ODOT. The terms of this agreement relating to confidentiality and the deletion or return of information shall survive the termination of this agreement.

Signed: _____ Date: _____ Printed Name: _____

Submit completed form(s) to the ODOT ProjectWise Mailbox at: ODOTProjectWiseConsu@odot.oregon.gov