Assign External Users

A TxDOTCONNECT Job Aid

Roles Impacted

ROWAPS Consultants
Utility Coordinator Consultants
ROW Project Manager
Utility Coordinator

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Introduction

ROWAPS Consultants and **Utility Coordinator Consultants** may gain access to Right of Way (ROW) and Utility projects in TxDOTCONNECT. However, they must first gain access to TxDOTCONNECT and be assigned to the project by an internal TxDOT user, such as a **ROW Project Manager** or **Utility Coordinator**.

This job aid describes the process for assigning external Right of Way and Utilities users to a project in TxDOTCONNECT.

1. The Consultant Requests and Gains Access to TxDOTCONNECT
2. TxDOT Creates an Organization Profile for the Consultant
3. TxDOT Assigns the Organization to the Project
4. TxDOT Assigns the Organization to the Project

Process Overview

To assign an external user to a project, the external **Consultant** user (e.g., ROWAPS Consultant, Utility Coordinator Consultant) and an internal **TxDOT** user (e.g., ROW Project Manager, Utility Coordinator) must coordinate to complete each step in the process. Each of these steps is described in greater detail in the following pages.

1. The **Consultant** requests and gains access to TxDOTCONNECT.
2. **TxDOT** creates an Organization profile for the **Consultant** (if not already present).
3. **TxDOT** assigns the **Consultant's** Organization to the project's Right of Way page.
4. **TxDOT** assigns the **Consultant** user on the project's Resources page.

The **Consultant** user can now search for and edit the project in TxDOTCONNECT.

⚠️
- If only step 1 of this process if followed, the **Consultant** will be able to log in to TxDOTCONNECT but will not be able to search for or edit projects.
- The **External Resource Assignment** feature on the project's **Resources** page only allows assignment of an external ROW user who is recognized as a supporting resource for an **Organization** assigned on the project's **Right of Way** page.

1. The Consultant Requests and Gains Access to TxDOTCONNECT

To request access to TxDOTCONNECT, the Consultant should follow the instructions for ROWAPS, Utility, and Surveyor Consultants as described on the TxDOTCONNECT Access for Consultants and External Partners page on TxDOT.gov. These steps are described below.

1. Complete Form_P-ITD-ISO-025-1.
2. Complete 1980-ROW (ROW-IR-TC).
3. Email both completed forms to the ROW Applications Help Desk at:

   ROW_Applications_Helpdesk@txdot.gov

4. Once credentials are received via email, complete multi-factor authentication.

Form_P-ITD-ISO-025-1   1980-ROW (ROW-IR-TC)

⚠ If only this step of the process is followed, the Consultant will be able to log in to TxDOTCONNECT but will not be able to search for or edit projects.

2. TxDOT Creates an Organization Profile for the Consultant

The next step in the process is to create an Organization profile for the Consultant and ensure the Consultant and their User ID are included in the Organization's Supporting Resource information.

⚠ The **External Resource Assignment** feature on the project's **Resources** page only allows assignment of an external ROW user who is recognized as a supporting resource for an **Organization** assigned on the project's **Right of Way** page.

If there is already an organization profile for the Consultant in TxDOTCONNECT, the Consultant must still be added as a **Supporting Resource.** Skip to step **5** on the next page.

To create a new organization, follow the process described in the Create an Organization job aid. Below is a brief description of this process.

⚠ Always search in TxDOTCONNECT to ensure an Organization profile does not exist before creating a new one.

1. Click the **Administrative** module in the top menu bar.

2. Select **Create Organization.**

3. Indicate whether the organization already has a **Texas Identification Number (TINS).**

4. Complete the sections of the **Create Organization** page:

   - Header
   - Organization Information
   - Contact Information
   - Address
   - Certification

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Select **Organization Type: Supplier**. This is required to assign the correct **Service Type** for the **Supporting Resource**.

To add the consultant as a **Supporting Resource** for the **Organization,**

5. Click **+ Resource**. The **Resource** window appears.

6. Select **Service Type: External Consultant**.

   ⚠ This is only available for **Organization Type: Supplier**.

7. Enter at least one field of identifying information (for example, **Name**).

8. Click **Search.**

The Consultant appears in the search results, and the **external consultants need to be added as a resource to the organization with their -O User ID**.

9. Select the Consultant.

10. Complete any additional desired information.

11. Click **Done**. The Consultant appears in the **Resources** table.

12. Complete all remaining relevant information about the Organization.

13. Click **Save**.

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3. TxDOT Assigns the Organization to the Project

The next step is to assign the Consultant's Organization to the project's Right of Way page.

⚠️ The **External Resource Assignment** feature on the project's **Resources** page only allows assignment of an external ROW user who is recognized as a supporting resource for an **Organization** assigned on the project's **Right of Way** page.

To assign an organization to a project's ROW page, follow the process described in the Assigning Tasks & Organizations job aid. A brief description of this process is included below.

1. Navigate to the **Organization Assignment (ROW)** section of the project's **Right of Way** page.
2. Click **+ Organization**.

The **Assign Organization** window appears.

3. Filter the list by:
   - Organization ID
   - Organization Name
   - Organization Type
   - Organization Sub-Type
4. Select an **Organization**.
5. Click **Done**.

The Organization appears in the **Organization Assignment (ROW)** table.

6. Click **Save Project**.

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4. TxDOT Assigns the Organization to the Project

The next step is to assign the Consultant on the project's **Resources** page. This will grant the Consultant access to the project – they will be able to search for and edit the project.
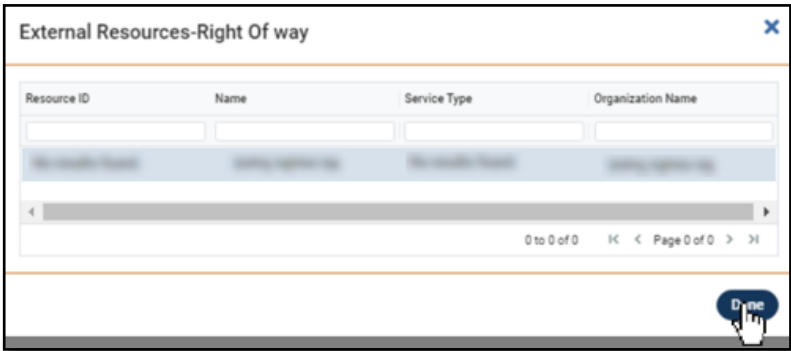
⚠️ The **External Resource Assignment** feature on the project's **Resources** page only allows assignment of an external ROW user who is recognized as a supporting resource for an **Organization** assigned on the project's **Right of Way** page.

To assign an external user, follow the steps below.

1. Navigate to the **External User Assignment** section of the project's **Resources** page.

2. Click **+ Resource**.

3. Select **Right of way**.

The **External Resources-Right of way** window appears.

4. Filter the list by:
   - Resource ID
   - Name
   - Service Type
   - Organization Name

5. Click **Done**.

The Consultant appears in the **External Resource Assignment** table.

6. Click **Save Project.**

✅ TxDOT users can enable and disable the Consultant's access as needed using the **Access** toggle.

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