

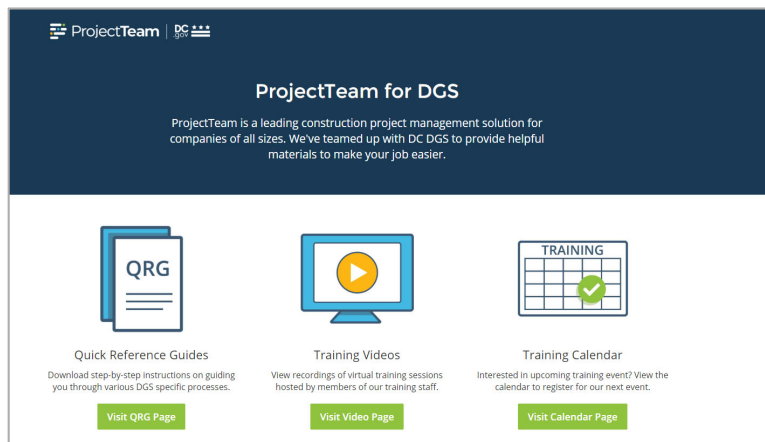
Obtaining Support and Training for ProjectTeam

Support

1. **Where are my documents?** If you have questions about your contracts, change orders or other ProjectTeam records you need to have access to, please contact your DGS Project Manager for the project.
2. **DGS Processes and Forms** – If you have questions related to how to use ProjectTeam and how DGS processes and procedures are related to ProjectTeam, please send an email to dgs.projectteam@dc.gov
3. **Technical support** – If you experience technical problems with the system, ie: your log in does not work or you receive an error notice when attempting to use the software, etc. send an email to support@projectteam.com

Training

If you need to learn how to use ProjectTeam, a great place to start is to access the DGS ProjectTeam website by entering the following address in your browser address bar: www.projectteam.com/dgs. A description of the training items can be found below.



1. **Quick Reference Guides (QRGs)** – These are custom guides which show step by step instructions and include DGS standard operating procedures to guide you through the correct steps to enter project information.
2. **Videos** – Virtual class recordings giving detailed instruction specific to the different roles and functions of the project team.
3. **Training Classes** – Training classes will be offered from time to time and registration will be available through the Training Calendar. Check back frequently for new training classes!