

System Access and Account Set Up

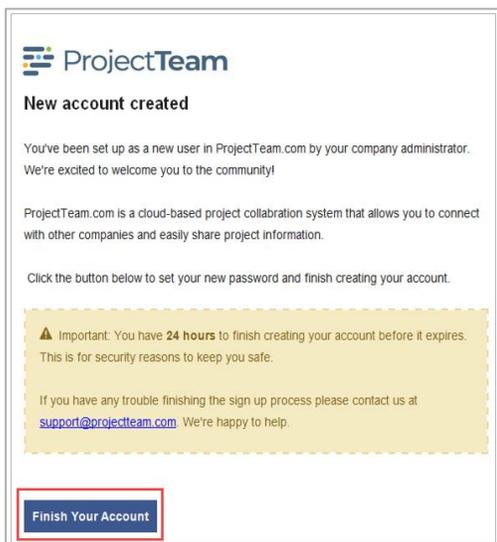
ProjectTeam is browser agnostic which means you may access the system through any browser. ProjectTeam has also been developed to be responsive, allowing you to use the system on any device (desktop, laptop, tablet or smartphone).

Requesting An Account

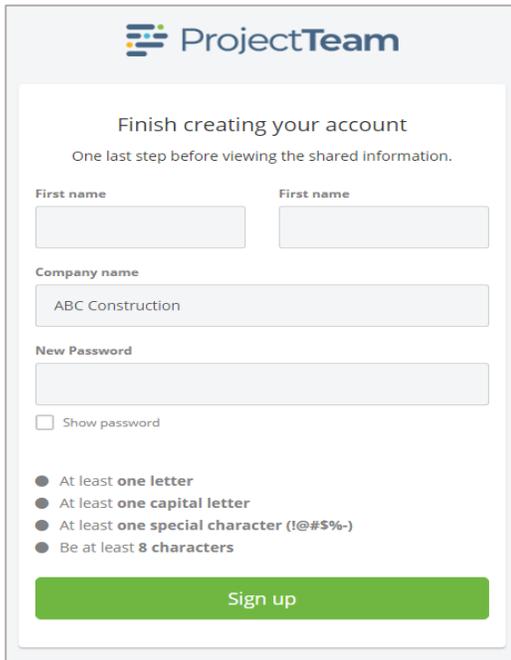
1. As a **DGS employee**, if you need a ProjectTeam account, please send a request to DGS.ProjectTeam@dc.gov.
2. If you are a **Vendor**, please reach out to your DGS Project Manager to request access.

Creating Your Account

1. You will receive an invitation via email once your account has been created. Please respond within 24 hours or you will need to request another invitation. To complete the account setup, click the **Finish Your Account** button located in the body of the email.



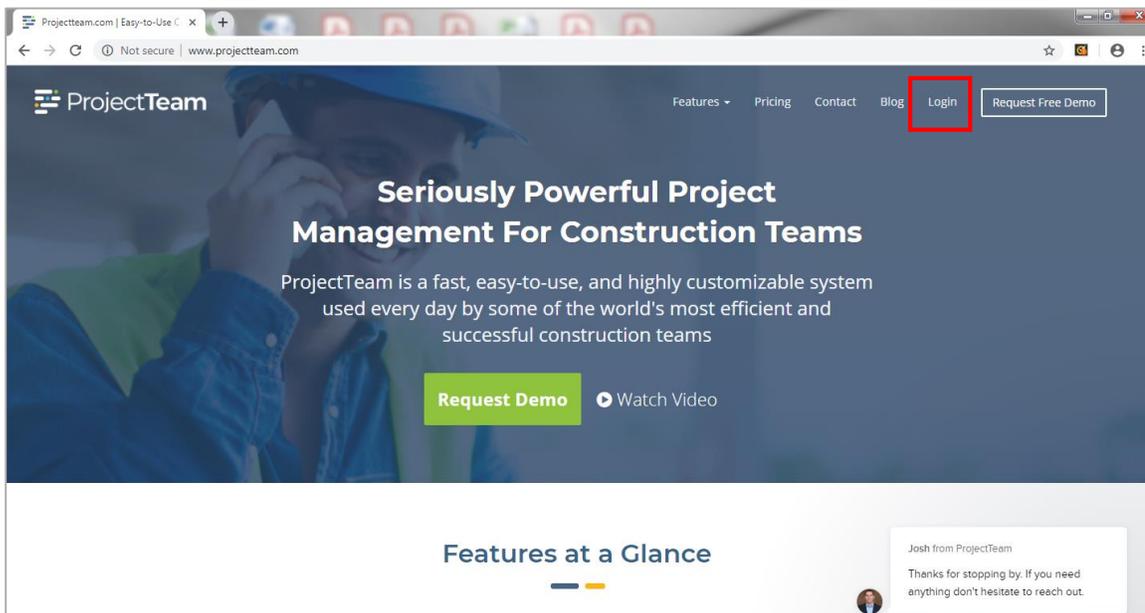
2. Each new user is required to add their **first and last name** and **create a password**. Be sure to follow the password rules located on the screen. Click the **Sign Up** button to complete this step.



The screenshot shows the 'Finish creating your account' page. It includes a header with the ProjectTeam logo, a sub-header 'Finish creating your account' with the instruction 'One last step before viewing the shared information.', and two input fields for 'First name'. Below these is a 'Company name' field containing 'ABC Construction' and a 'New Password' field. A 'Show password' checkbox is present. A list of password requirements is shown: 'At least one letter', 'At least one capital letter', 'At least one special character (!@#%*-)', and 'Be at least 8 characters'. A green 'Sign up' button is at the bottom.

Logging In To ProjectTeam

1. Visit www.projectteam.com in any browser, then click the **Login** button.



2. Enter your **Email Address** and **Password** used during signup and press the **Log in** button.

The screenshot shows the ProjectTeam login interface. At the top is the ProjectTeam logo. Below it is a white login form. The form has two input fields: 'Email Address' containing 'smills@projectteam.com' and 'Password' containing masked characters. A checkbox labeled 'Show password' is located below the password field, with a red arrow pointing to it. A green 'Log in' button is positioned below the checkbox. At the bottom of the form is a blue link that says 'Forgot your password?'.

Note: Click the **show password** checkbox to unhide the typed password.

3. Prior to logging in, bookmark the URL <https://app.projectteam.com/User#/user-login> to your **Favorites** or **Shortcuts** for easy access in the future.