



April 23, 2020

Granting Another User Access

To DCAMM Application

Contractor Certification

DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE

Granting another user Access to the application you started.

Dashboard

Displaying records assigned to your company ▼

Certification Applications	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0
Contractor Certifications	Active	Pending	Renewing
Status	1	1	1

Key Actions

1

[Certification Applications pending](#)

[Renew/Apply for Certification](#)

[View Analytics](#)

[Take a Training Class](#)

Certification Center

⚠ If your firm holds certifications not listed below, [submit a request](#) to add them to your account. You can also [add date alerts](#) to any active certification to remind you of an upcoming renewal.

Active Certifications	Type	Renewal	!
DCAMM	PC		

Certification renewals and updates must be submitted to the certification agency with whom your renewal is due.

- For certification renewals and updates with Division of Capital Asset Management and Maintenance, you may [submit online](#).
- For other agencies, you will need to contact the certifying agency outside of this system for instructions. Remember to come back and update your tracking record!

Alerts

No Activated Alerts. [View Pending Alerts](#).

System News

System & Service Status Update

April 14 update - This system and related services are fully available at this time. All aspects of our operation are operating as normal, including support and system security monitoring. The system is 100% web-based, so all users will be able to access the system from their own work locations (office or home).

Special Features for Vendors

Do you have success story to share related to our program? [Share your testimonial](#) so we can recognize your accomplishment!

[Check out the system Wish List](#) to submit ideas for system enhancements, vote on others' suggestions, and join the discussion by adding comments. We welcome your

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Processing Complete	0951048	Amendment Request	Division of Capital Asset Management and Maintenance	St Sub Re		View
Received & In Process	9164951	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Sta Sub Re		View
Processing Complete	2503166	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Sta Sub Re		View
Ineligible for Certification	1592819	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Sta Sub Loc		View
Incomplete (7%)	8876493	Prime or Small Prime Contractor Certification	Division of Capital Asset Management and Maintenance	Started: 4/23/2020	Peggy Sue Construction	Fill In

Under actions you click view
 You will have to do this for every application they need access.



DIVISION OF
CAPITAL ASSET
MANAGEMENT &
MAINTENANCE

Certification Application: Utilities

Main | Documents | Signature | Subm | **Utilities** | Cert List

Red & Black Doble Concrete
 Application Type: Prime and Small Prime Contractor
 Application Number: 2603166

76% complete

Application status: **Incomplete**
 Application started: 2/19/2019

Help & Tools

Once you are in the application you will see the Utilities tab.
 Click it

Prime or Small Prime Contractor Certification Information

TYPE Prime or Small Prime Contractor Certification
CERTIFYING AGENCY Division of Capital Asset Management and Maintenance
BUSINESS NAME Red & Black Dobie Concrete
CURRENT STATUS **Incomplete**
APPLICATION NUMBER 8876493
DATE FOR DELETION 7/22/2020 (Extend)
CONTACT PERSON Peggy Sue Construction ▾ (Add user not on list)

This is the assigned user for this Prime or Small Prime Contractor Certification. To ensure security, only **YOU** have access to this Prime or Small Prime Contractor Certification unless you reassign it to another user for completion or explicitly grant access by adding a user to the **Access List** below.

Grant Access To ▾ for ▾

Select the down arrow to select the user

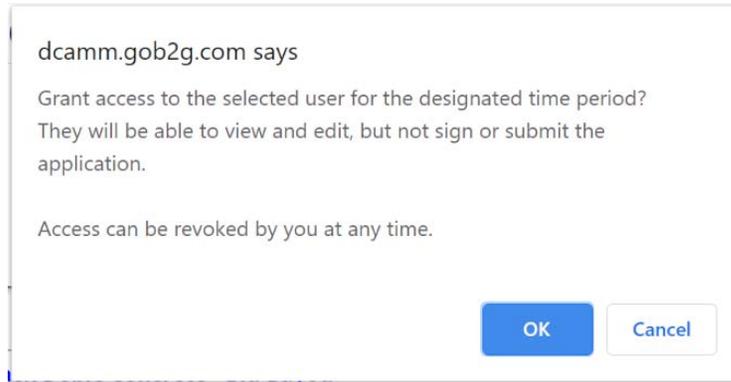
Then select the amount of time you want them to be able to access the application.

- 1 day ▾
- 1 hour
- 12 hours
- 1 day
- 2 days
- 5 days
- 1 week
- 2 weeks
- 1 month
- 3 months
- 6 months
- 1 year
- Permanently

Amount of time you are able to select.

Grant Access To ▾ for ▾

Once you have selected the user and the amount of time
Press Grant Access



This dialogue box will open to make sure you really want to grant the user access.

It will also let you know you can revoke that access at any time.

Access List					
User	Organization	Access Start	Access End	Actions	
Blu Bayou	Red & Black Dobie Concrete	4/23/2020 2:11:51 PM	No End	Revoke	

Notice List		
Notice	Sent To	Date
Start Application Confirmation	Peggy Sue Construction	4/23/2020 7:54:46 AM
Grant User Access	Blu Bayou	4/23/2020 2:11:51 PM

Your user now has access to that one application

Removing a User's Access

Access List				
User	Organization	Access Start	Access End	Actions
Blu Bayou	Red & Black Dobie Concrete	4/23/2020 2:11:51 PM	No End	Revoke

To remove a user's access press revoke to stop user from accessing the application.

Access List				
User	Organization	Access Start	Access End	Actions
Blu Bayou	Red & Black Dobie Concrete	4/23/2020 2:11:51 PM	4/24/2020 7:12:23 AM	Expired