

To: ISU Project Team Members
Re: **New User Quick Start**

Hello Project Team Member,

Iowa State University Facilities Planning Division utilizes a web-based interactive project management/collaboration tool. The software we are using is Centric Project. All ISU capital projects have websites on the Centric Project server and all project information is stored there for use by project team members.

I am sending this message to you because you have recently been added to the system. You can login to the website and set up your computer by following the steps below. I suggest that you print this email for easy reference.

Logging on: If you need help at any time during the setup process, contact David Wanat (515-520-1485) dwanat@iastate.edu.

1. **Go to the ISU Centric Project website.** Open your web browser and type <http://projects.fpm.iastate.edu> in the address area. There is also a link on our FP&M website (<http://www.fpm.iastate.edu/>) under **Planning, Design and Construction, Project Web Sites**. Click on "Access the Login page." Once you get to the login screen, I suggest that you save it to your "favorites" or as a shortcut on your desktop.

2. Type your **Login Name** in the appropriate box. The format that we are using for login names is your

Lastname, Firstname

(This is case sensitive, so you must capitalize the first letter of both names. Also, don't forget the comma and space after your Lastname.)

Your password has not been assigned initially. You should be able to login by leaving the password box empty for your first login.

3. **Install Active X Controls.** Several Active X plug-ins must be installed on your computer. Depending on your version of Windows you may get a different notification that Centric Project is trying to install some Active X controls. If prompted with a security warning from Centric Software technologies, accept it. Users with Windows XP SP2 will need to add Centric Project as a Trusted Site in Internet Explorer for everything to function correctly.

4. *Fill in your user information.* Logging for the first time should bring up your user information window. If it does not appear automatically, Click the “File” menu in the upper left corner and select “User Information.” This will bring up a window where you can add and edit your user information. It is important that you fill in as much information as you can about yourself. This is the basis for the Team contact list.

This is the window where you can change your password if you want to in the future.

5. **Download User Tools.** Once you get your username and password entered, you will be taken to your Project Area Index page and you will be prompted by a pop-up window that says your user tools are missing or out of date. It is not necessary to install the User Tools to use CentricProject. You can install the User Tools if you wish, you will gain some windows integration with Centric Project, but most users won’t need this functionality. Click Next to continue. Before you go any further, close all MS Office applications that you may have running (Word, Outlook, Excel, etc.) On the User Tools screen, click the Install button. When the File Download screen comes up, select “Run this program from its current location” and click OK. When prompted on one of the subsequent screens, regarding with components to install, unselect the “Centric Project Add-in for Microsoft Outlook” by clicking on it and choosing “This component will not be available” from the selection list. Then finish installing.

You are now ready to use Centric Project. Although it is relatively easy to use the features, you may need some level of help to get started. We will be conducting group help sessions at your project meetings, or individually if requested. If you want to get a jump start, please take advantage of the online help screens that are built into the program. We have also set up a project entitled __Demonstration__ for new users to experiment with publishing documents, making markups and comments on documents, and sending tracked communications.

One of the features of Centric Project is automatic notification of Team members when information is published to the site. You may receive some of these before you’ve had a chance to attend a training session, but don’t despair if you feel you are not up to speed with the program. Give me a call or send me an email and I will be happy to answer any of your questions and walk you through any problems you may be having.

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