Business Partners SharePoint Portal Access

Business Partners need to create a PALogin account within PennDOT's SharePoint portal to gain access to eConstruct.

1. If the user has already registered for access for another SharePoint site (NOT including the PennDOT Project Collaboration Center (PPCC) or ECMS), go to step 8; otherwise, access the Registration Page via the following link: https://palogin.state.pa.us/Login/User/RegisterNew

2. Complete the form as appropriate, with at least the following required fields populated:
    a. First Name
    b. Last Name
    c. User Name
    d. Address 1
    e. City
    f. State
    g. Zip
    h. Email Address
    i. Password - **PASSWORDS DO NOT EXPIRE**
    j. Confirm Password
    k. Question
    l. Answer

Register

Fill in the information below to register.

Field	Value	
Name Prefix:	None ▾	
First Name:	Test	*
Last Name:	User	*
Name Suffix:	None ▾	
User Name:	EconstructAcct	*
Company:	ABC Inc.	
Title:		
Address1:	123 Street Lane	*
Address2:		
City:	City	*
State:	PA	*
Zip:	17011	*
Phone:		
Fax:		
Email Address:	tuser@testing.com	*

The password must pass these rules:
☑ Must be between 8 to 128 characters in length.
☑ Do not include any of your user name, your first name, or your last name

The password must pass 3 out of 4 of these rules:
☑ One uppercase letter.
☑ One lowercase letter.
☑ One numeric number.
☐ One non-character (such as !,#,%,^, etc).

Password Strength: Medium

Password:	•••••••••••••••	*
Confirm Password:	•••••••••••••••	*

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm you identity. Please use a question that you will be sure to remember.

Question:	My Dog's Name	*
Answer:	Montique	*

[Start Over] [Register]

* Denotes a required field.

3. Click the Register button to continue

[Register]

4. A success screen will appear

Registration Complete

You have successfully registered an account with the Commonwealth of PA. Click Continue to return to your previous application. If the Continue button fails to return you to your previous web site, please enter the appropriate URL in the browser address to return to the web site.

Continue

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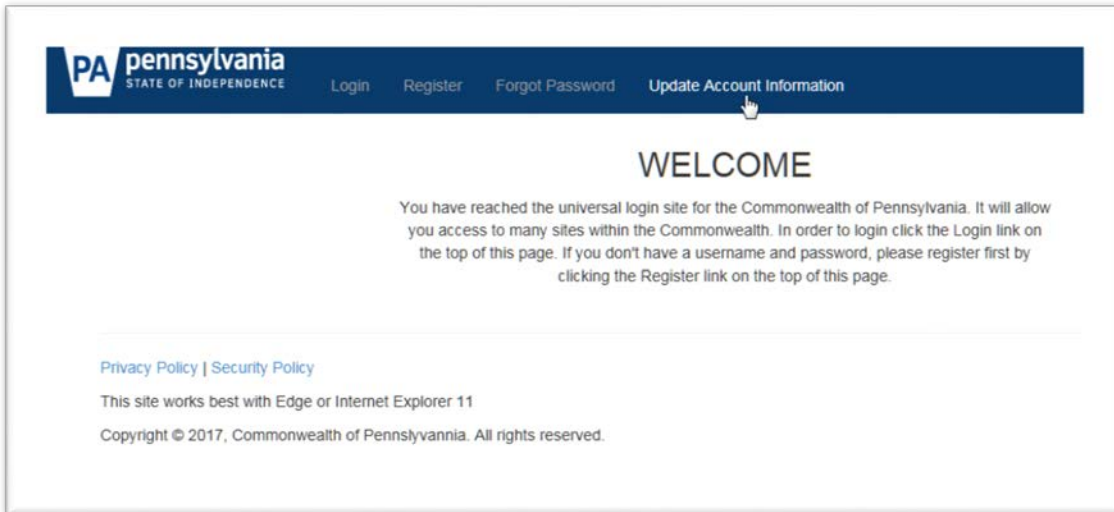This site works best with Edge or Internet Explorer 11

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5. Click the Continue Button to proceed

Continue

6. An email confirmation will be sent containing the User Name, Password and other important information.

7. In the event you need to update your registration information, access the Registration Page via the following link: https://palogin.state.pa.us and login in using the user ID and password you created in Step 2.

8. Click on Update Account information at the top of the page

IT Service Desk number (717) 783-8330 or toll free (855) 783-8330

PA | **pennsylvania**
STATE OF INDEPENDENCE

Login   Register   Forgot Password   **Update Account Information**
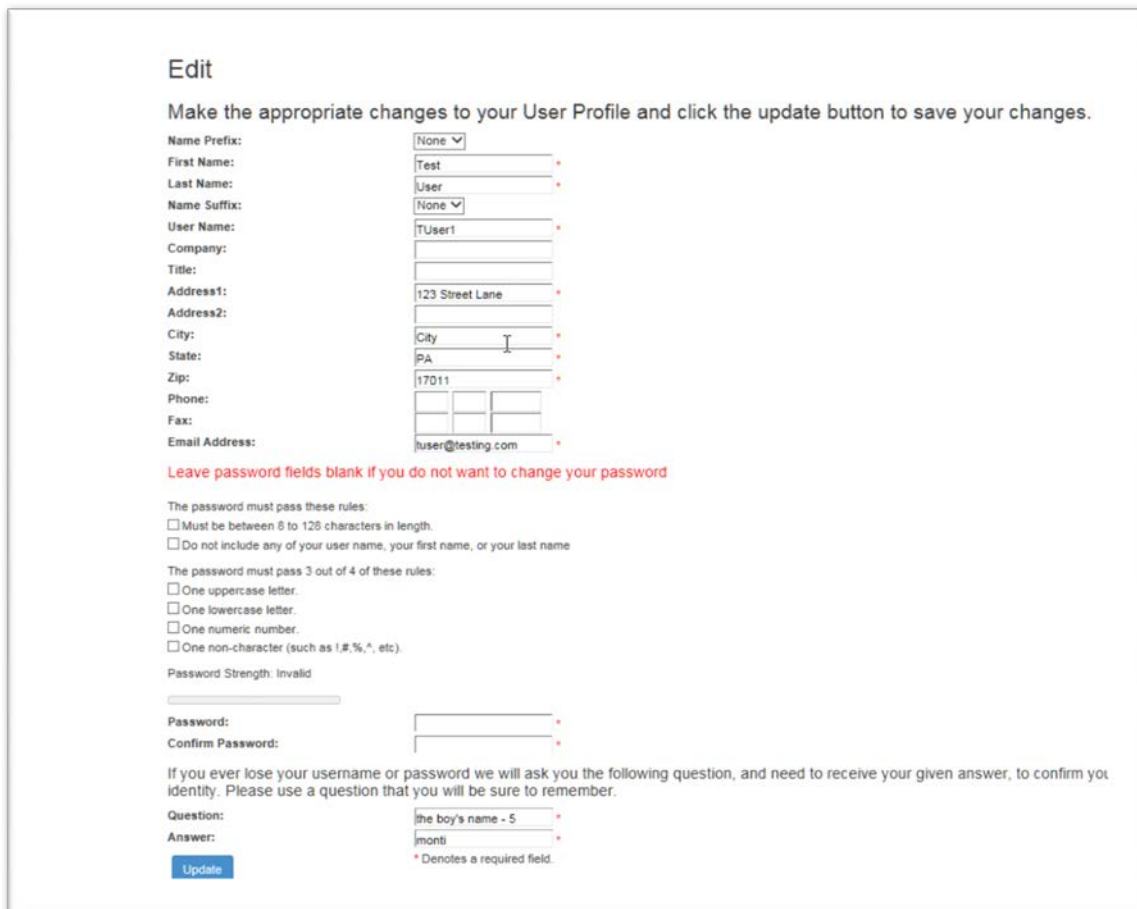
WELCOME

You have reached the universal login site for the Commonwealth of Pennsylvania. It will allow you access to many sites within the Commonwealth. In order to login click the Login link on the top of this page. If you don't have a username and password, please register first by clicking the Register link on the top of this page.

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9. Update whatever registration information requires changing and click on the Update Button when complete.

Edit

Make the appropriate changes to your User Profile and click the update button to save your changes.

Name Prefix: None ∨
First Name: Test   *
Last Name: User   *
Name Suffix: None ∨
User Name: TUser1   *
Company:
Title:
Address1:   123 Street Lane   *
Address2:
City: City   *
State: PA   *
Zip: 17011   *
Phone:
Fax:
Email Address: tuser@testing.com   *

Leave password fields blank if you do not want to change your password

The password must pass these rules:
☐ Must be between 8 to 128 characters in length.
☐ Do not include any of your user name, your first name, or your last name

The password must pass 3 out of 4 of these rules:
☐ One uppercase letter.
☐ One lowercase letter.
☐ One numeric number.
☐ One non-character (such as !,#,%,^, etc).

Password Strength: Invalid

Password: *
Confirm Password: *

If you ever lose your username or password we will ask you the following question, and need to receive your given answer, to confirm your identity. Please use a question that you will be sure to remember.

Question: the boy's name - 5   *
Answer: monti   *

[Update]   * Denotes a required field.

10. A success message will be displayed when the information is updated.

Update Account Information Complete

Your account has been successfully updated.

Continue

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