

Sign up or Log in
at:

<https://connex.uccs.com/>

Check to see if your company has an account by clicking on *Sign Up* and looking at the list of organizations that use ConneX.

User ID:

Password:

[Log in](#) [Sign up](#)

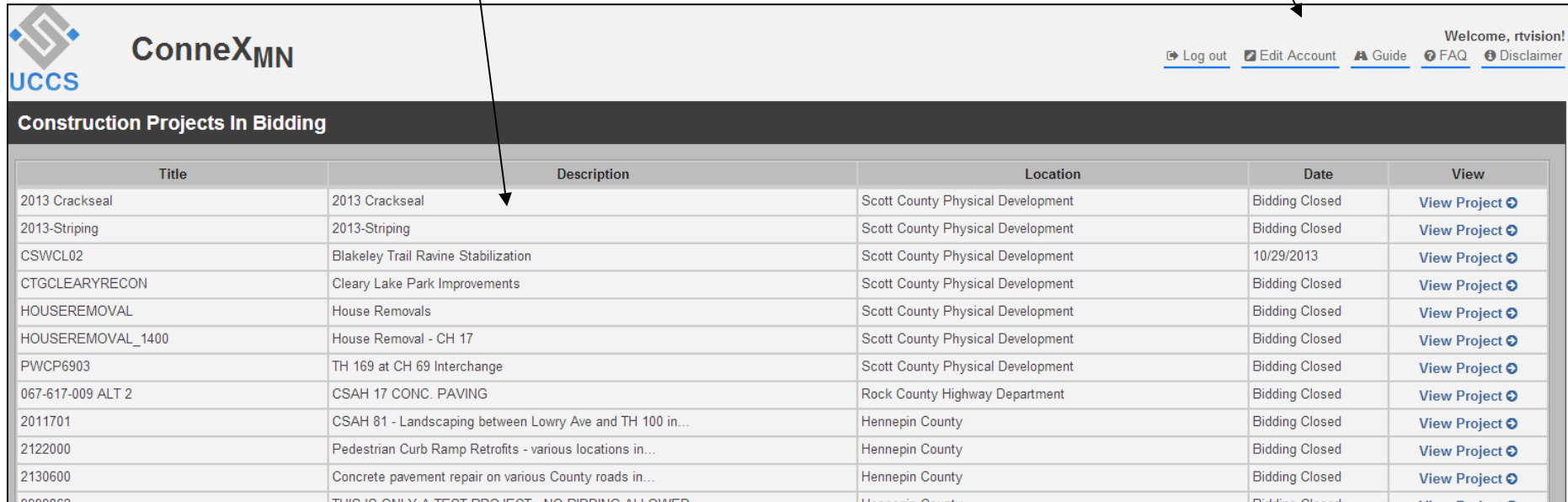
[? Forgot your username or password](#)

Click on *Forgot Password* if you already have a ConneX account and you need to reset your password

Dashboard

After logging into ConneX,
you will be automatically
brought to the Dashboard.
This will show you all
projects posted on eGram

Use Tools for extra features




The screenshot shows the ConneXMN dashboard interface. At the top left is the UCCS logo and the ConneXMN text. At the top right, there is a user greeting 'Welcome, rtvision!' and a navigation menu with links for 'Log out', 'Edit Account', 'Guide', 'FAQ', and 'Disclaimer'. Below the header is a section titled 'Construction Projects In Bidding' which contains a table of project listings. An arrow from the text 'After logging into ConneX...' points to the 'Description' column of the table. Another arrow from the text 'Use Tools for extra features' points to the 'Tools' menu in the top right corner.

Title	Description	Location	Date	View
2013 Crackseal	2013 Crackseal	Scott County Physical Development	Bidding Closed	View Project
2013-Striping	2013-Striping	Scott County Physical Development	Bidding Closed	View Project
CSWCL02	Blakeley Trail Ravine Stabilization	Scott County Physical Development	10/29/2013	View Project
CTGCLEARYRECON	Cleary Lake Park Improvements	Scott County Physical Development	Bidding Closed	View Project
HOUSEREMOVAL	House Removals	Scott County Physical Development	Bidding Closed	View Project
HOUSEREMOVAL_1400	House Removal - CH 17	Scott County Physical Development	Bidding Closed	View Project
PWCP6903	TH 169 at CH 69 Interchange	Scott County Physical Development	Bidding Closed	View Project
067-617-009 ALT 2	CSAH 17 CONC. PAVING	Rock County Highway Department	Bidding Closed	View Project
2011701	CSAH 81 - Landscaping between Lowry Ave and TH 100 in...	Hennepin County	Bidding Closed	View Project
2122000	Pedestrian Curb Ramp Retrofits - various locations in...	Hennepin County	Bidding Closed	View Project
2130600	Concrete pavement repair on various County roads in...	Hennepin County	Bidding Closed	View Project
0000000	THIS IS ONLY A TEST PROJECT. NO BIDDING ALLOWED.	Hennepin County	Bidding Closed	View Project

Manage Account Information

Application | User | Organization

 **ConneX_{MN}**

Edit My User Details

Account Information	
* User ID:	rtvision
* First name:	Melissa
Middle initial:	
* Last name:	Girtz

Email Address	
* Email:	<input type="text" value="melissag@rtvision.com"/>
* Confirm Email:	<input type="text" value="melissag@rtvision.com"/>

Current Password:

New Password:

Confirm New Password:

This site requires a strong password. Your password will be scored based on the type of characters it contains (lower case, upper case, numbers, and symbols too low, you will be asked to enter a different one.

Office/Work Contact Information	
Set / Reset to default information of organization	
* Address:	* Country: <input type="text" value="U.S.A."/> * Address Line 1: <input type="text" value="50 East Broadway"/> Address Line 2: <input type="text"/> * City: <input type="text" value="Little Falls"/> * State: <input type="text" value="MN"/> * Zip Code: <input type="text" value="56345"/>
* Phone:	<input type="text" value="320"/> <input type="text" value="632"/> - <input type="text" value="0760"/>
Extension:	<input type="text"/>
Fax:	<input type="text"/> <input type="text"/> - <input type="text"/>
Cell Phone:	<input type="text"/> <input type="text"/> - <input type="text"/>

[Save my user details](#)


Under the USER tab, click on *My Account* to:

Edit your User Details and Contact Information; then click on *Save User Details*.

Reset your Contact Information to match your organization's default Contact Information; click *Set/Reset*

Manage Organization Details

Application | User | Organization

 **ConneXMN**

Modify Organization Details

* Organization Name:	<input type="text" value="RtVision"/>												
* Email:	<input type="text" value="melissag@rtvision.com"/> <ul style="list-style-type: none">• Please use a company address rather than a personal address.• Notifications from Counties and Cities about eGram Access will be sent to this address.• Notifications about requests from users to join your organization will be sent to this address.												
* Address:	<table><tr><td>* Country:</td><td><input type="text" value="U.S.A."/><input type="button" value="v"/></td></tr><tr><td>* Address Line 1:</td><td><input type="text" value="58 East Broadway"/></td></tr><tr><td>Address Line 2:</td><td><input type="text"/></td></tr><tr><td>* City:</td><td><input type="text" value="Little Falls"/></td></tr><tr><td>* State:</td><td><input type="text" value="MN"/></td></tr><tr><td>* Zip Code:</td><td><input type="text" value="56345"/></td></tr></table>	* Country:	<input type="text" value="U.S.A."/> <input type="button" value="v"/>	* Address Line 1:	<input type="text" value="58 East Broadway"/>	Address Line 2:	<input type="text"/>	* City:	<input type="text" value="Little Falls"/>	* State:	<input type="text" value="MN"/>	* Zip Code:	<input type="text" value="56345"/>
* Country:	<input type="text" value="U.S.A."/> <input type="button" value="v"/>												
* Address Line 1:	<input type="text" value="58 East Broadway"/>												
Address Line 2:	<input type="text"/>												
* City:	<input type="text" value="Little Falls"/>												
* State:	<input type="text" value="MN"/>												
* Zip Code:	<input type="text" value="56345"/>												
* Phone:	<input type="text" value="(320) 632 - 0760"/>												
Fax:	<input style="width: 100px;" type="text" value="() - "/>												
Web Address:	<input type="text"/>												
* Extra security:	<input type="text" value="On"/> <input type="button" value="v"/> <ul style="list-style-type: none">• On: Only user accounts with Administrative rights will be able to modify the user accounts.• Off: (default) All user accounts within the organization can modify the user accounts.												

For those users who have administrative rights, you can modify organization details under the USER tab>> *My Organization*.

Turn on Security for your organization. When security is turned on, you can designate administrators and members. Members will only have the ability to view/modify their own account information and request eGram access.

Manage eGram Requests

Click on ORGANIZATION tab>> eGram Access, to send requests for access to eGram servers.

The request status will change to 'pending' after a request has been sent, and 'approved' once the eGram owner approves the request.

The screenshot shows the ConneXMN interface with the 'Organization' tab selected. The page title is 'Access to eGram servers (7 pending requests, 11 approved requests)'. Below this is a table with columns for 'Request Status' and 'Server Name'. The table lists requests for Aitkin, Anoka, Beltrami, Benton, Big Stone, Blue Earth, Brown, Carlton, Carver, and Cass counties. Each row has a 'Send Request' button (or 'Approved' status) and a corresponding URL link.

Request Status	Server Name	
Send Request	Aitkin County	https://egram.co.aitkin.mn.us
Send Request	Anoka County	https://156.98.131.94
Send Request	Beltrami County	https://egram.co.beltrami.mn.us
Approved	Benton County	https://egram.co.benton.mn.us
Approved	Big Stone County	https://eGram.BigStoneCounty.org
Approved	Blue Earth County	https://egram.blueearthcountymn.gov
Send Request	Brown County	https://egram.co.brown.mn.us
Send Request	Carlton County	https://egram.co.carlton.mn.us
Send Request	Carver County	https://egram.co.carver.mn.us
Send Request	Cass County	https://egram.co.cass.mn.us

Click on the link to navigate to the eGram Project site

Account Request Acceptance Email

The following is the automatic email that will be sent from notifications@connex.mn.uccs.com when/if your request has been approved. You will receive a separate email for each County/City eGram server request.

Subject: Request for User Accounts - Approved by [EGRAM NAME]

Message:

[EGRAM NAME] has approved your request for user accounts.

Log in to the eGram at [EGRAM LINK].

[IF COUNTY IS USING bidVAULT: "You can also bid on projects online at [BID_LINK]"

Manage User Accounts

Click on ORGANIZATION>> *Manage Users* to:

- Add new user accounts to the organization
- Accept/reject user requests
- Manage user account details
- Edit and/or setup user approval rights
- Dismiss users who no longer work for the organization

Application | User | Organization

UCCS ConnexMN

[Log out](#) [Edit Account](#) [Guide](#) [FAQ](#)

Accept/Deny requests to join your organization (0)

No users have requested to join your organization.

Manage the user accounts within your organization (1)

[Add new user to organization](#)

	Name	User ID	Email	Rights	Approver	Ready for eGram?
Edit	Melissa Girtz	rtvision	melissag@rtvision.com	administrator	Yes Reset PIN	Yes

Click on *Reset PIN* to receive an email with a new PIN for electronic approval

RTVISION Your Ad Here
150x50 pixels

Edit Rights and Remove User Account

Editing a User Account allows you to setup a user with Approval Rights and specify Administrator or Member access rights.

You can also reset a password, and modify user details.

Delete a user account (so it no longer exists) or just Dismiss the user account, which removes it from your organization

The screenshot shows a web interface for managing user accounts. The main form is titled "Modify User Details" and contains several sections: "Account Information" with fields for User ID, Email, First Name, Middle Initial, Last Name, and Password; "Address" with fields for Country, Address Line 1, Address Line 2, City, and State; and "Phone" fields for Extension, Fax, and Cell Phone. At the top right of the form are three buttons: "Edit Rights" (green), "Dismiss User" (red), and "Delete User" (red). A blue arrow points from the "Edit Rights" button to a modal window titled "User Rights". The modal window contains fields for User ID, First Name, Middle Initial, Last Name, Approver? (a dropdown menu set to "No"), Reset PIN (a text input), and Rights (a dropdown menu set to "Administrator"). At the bottom of the modal are two buttons: "Save user rights" (blue) and "Return to user list" (black). At the bottom of the main form are two buttons: "Save changes" (blue) and "Return to user list" (black). Arrows from the text on the left point to the "Edit Rights" button, the Password field, and the "Dismiss User" button.

Deleting an Organization or Modifying the Organization Creator

The screenshot shows the 'Organization' tab in the ConneX MN application. The top navigation bar includes 'Application', 'User', and 'Organization'. The main content area is divided into two sections: 'Promote Another User to Founder' and 'Delete Organization'. The 'Promote' section contains a message: 'You may promote another user to be founder.' Below this is a form with a dropdown menu labeled '* Choose a member:' and a blue 'Promote' button. An arrow points from the right-side text to the 'Promote' button. The 'Delete Organization' section contains a message: 'You cannot delete the organization while there are still users linked with it, you must dismiss all the other members first.' An arrow points from the bottom-left text to this message.

Click on ORGANIZATION tab>> *Founder Options* to give ConneX founder rights to another user in the organization. The founder is the person who initially created the organization on ConneX and should always be a current/active user and employee.

The individual who initially created the organization (otherwise known as the 'founder') can delete the organization after all user accounts have been removed.