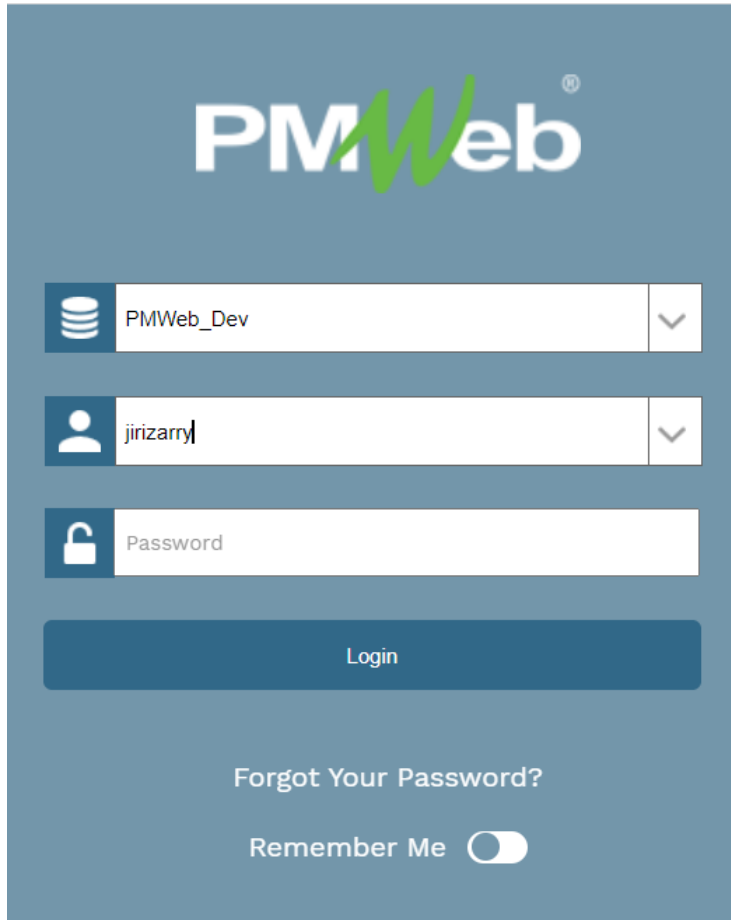


LOGGING IN

- Open **Google Chrome** with this URL: **pmweb.njsda.gov**
- Ensure **Database Name** is correct:
 - For training, select **PMWeb_Training**
 - For production, select **PMWeb**
- Pick **User** name from list
- Enter **Password**
- Click **Login**



The screenshot shows the PMWeb login page. At the top is the PMWeb logo. Below it are three input fields: a dropdown menu for the database name (currently showing 'PMWeb_Dev'), a dropdown menu for the user name (currently showing 'jirizarry'), and a password field with a lock icon. Below the fields is a blue 'Login' button. At the bottom, there is a link for 'Forgot Your Password?' and a 'Remember Me' checkbox which is currently unchecked.



WHAT IF I FORGET MY PASSWORD?

You can contact the IS Help Desk directly:

- **609-943-4960**
- **MISHelpDesk@njsda.gov**

PMWEB HOME PAGE

- **Control panel** of menus on left
- **Tabs or dashboards** displayed horizontally in center panel
- Click the **PMWeb icon** to return to this screen any time
- Click **Exit** to exit application

PMWeb (Portfolio) > Home > Controls

Controls | Project Center | Portfolio View | PCM Look-In | Workflow By Project | Events

Links

- [NJSDA](#)

Workflow Inbox

No records to display.

Page Size: 1

Collaborate Inbox

No records to display.

Page Size: 1

NOTIFICATION INBOX

Save Layout | Load Default Layout | Dismiss Selected Reminders

ID	DOCUMENT TYPE	PROJECT/LOCATIC	DUE DATE	DESCRIPTION
79	Transmittals	130AED - Port Mor	12-21-2021	

Page Size: 5

EXIT

TOOLBAR IN A DOCUMENT

- Use the **1 2 3 button** to return to the Master View page
- Use the **Circle Arrow** to view recently entered documents for that module
- If you have a document open and want to open the same document in another project, use the **project pull-down menu** to search for the project name.
- Use the **Add/Copy** or **Save** buttons during data entry
- Use the **Envelope** to send email
- Use the **Print** button to receive output. **BI Reports** are custom SDA reports or forms.



- If you need additional help or information about a document, click the **Graduation Cap on the left menu** to access PMWeb University (not SDA specific)

