

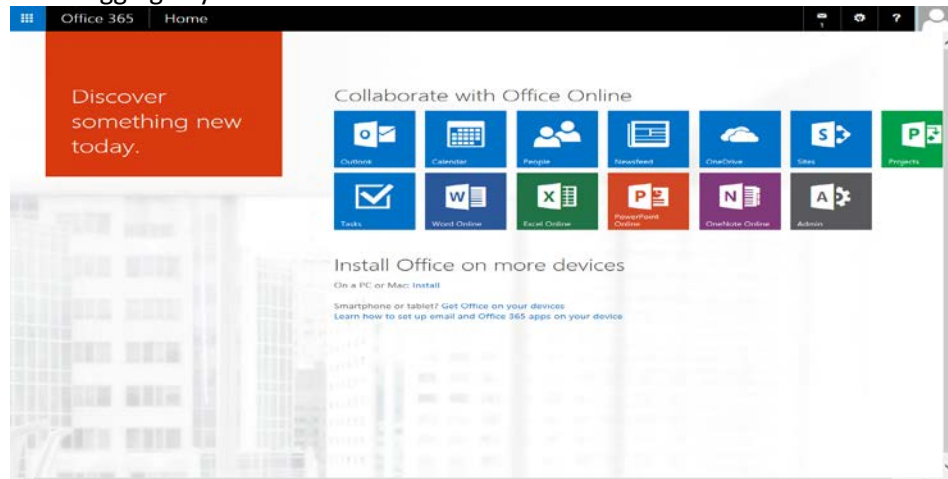
Logging into Touchdown System (Project Online, also known as Project Web App (PWA)).

1. The EPMO creates a ticket with the ITS Service Desk to assign a Touchdown license to the customer. (this should already be done)
2. The customer logs into PWA with their email address* and ncid password using the following link;
Production System <https://nconnect.sharepoint.com/sites/pwa/default.aspx>
Training System <https://nconnect.sharepoint.com/sites/pwa-train/default.aspx>

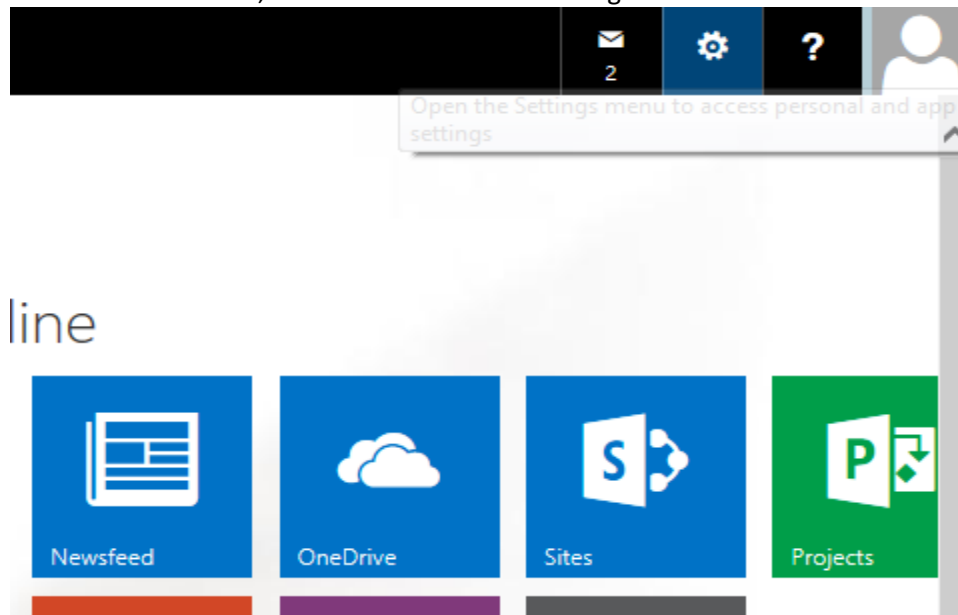
*Note, if you are not part of the ITS Office 365 Tenant, you will be given a special email address to login

MS Project Professional 2013

1. The EPMO creates a ticket with the ITS to assign a MS Project Pro 2013 license to the customer.
2. The customer signs on to <http://microsoftonline.com> (to sign on use your email address and ncid password). After logging in you should see this screen.

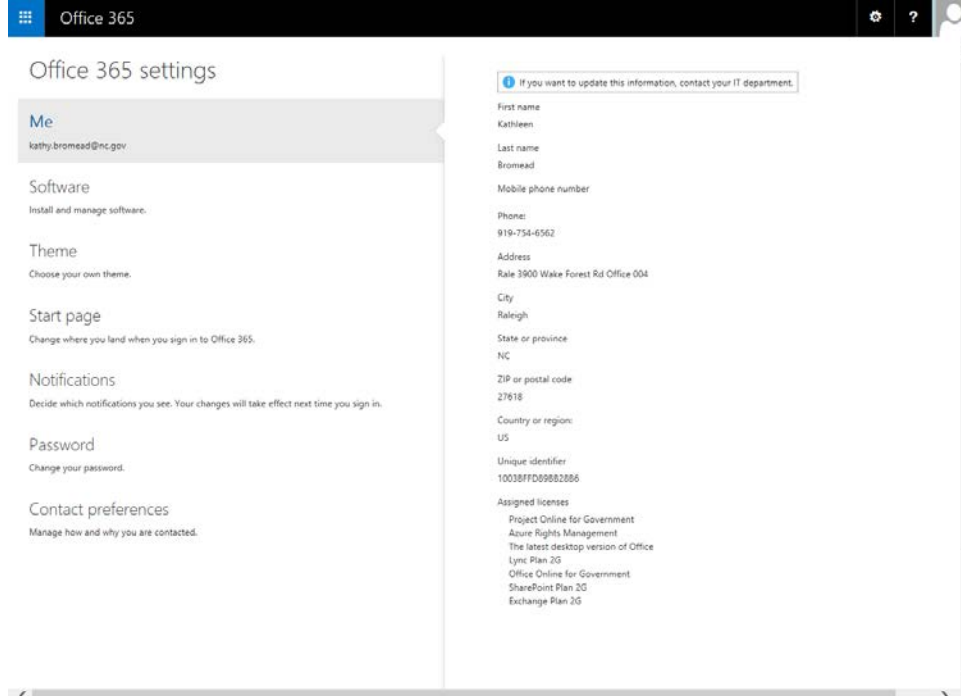


3. In the upper right you see a symbol that looks like a gear box. Hover over the gear box to see “Open Settings menu...”. Select the box, then select Office 365 settings.

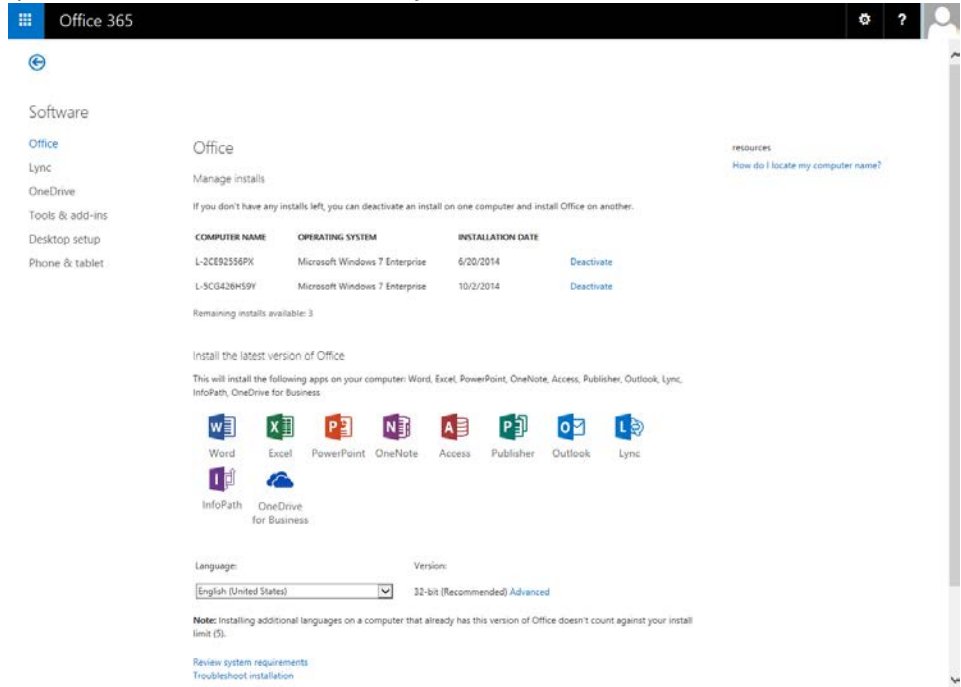


Touchdown Installation Guide

4. On left side, select Software.



5. On left side, you should see a selection for Project, select Install.



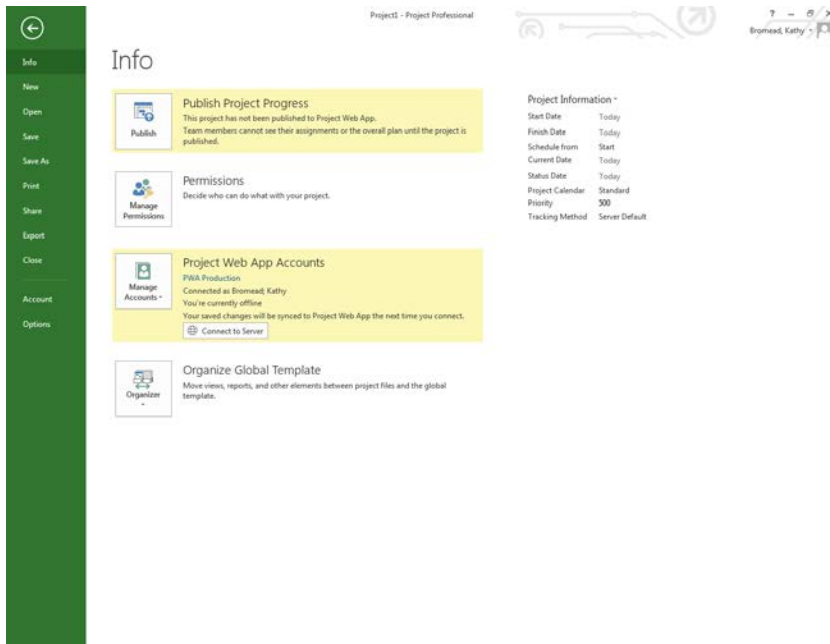
6. Do a select and save in download box at bottom of screen. This will save the file to your download folder.
7. If you have previous versions of Project Professional 2013 standard version, it is recommended to remove that version. MS Project Professional 2013 will not work correctly if the 2013 Standard version is not removed. Other versions such as MS Project Professional 2010 should work.

Touchdown Installation Guide

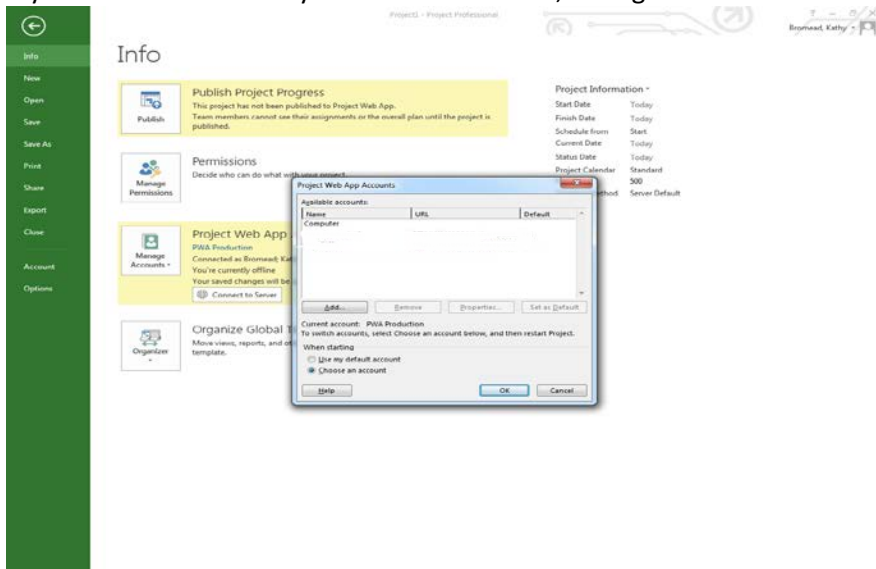
8. If you have administrator privileges, go ahead and run the installation from your download folder. Then proceed to Linking MS Project Professional 2013 to Project Online in the next section.
9. If you do not have Admin rights please call your agency Help Desk to have Tech Services do the installation on your PC.
10. Tech Services must delete the 2013 Standard version that we currently have and then install 2013 Pro. It doesn't perform correctly if you do not delete 2013 standard first.

Linking MS Project Professional 2013 to Project Online (PWA)

1. Open MS Project Professional 2013 and select “Info”, “Manage Accounts”, then “Configure Accounts”

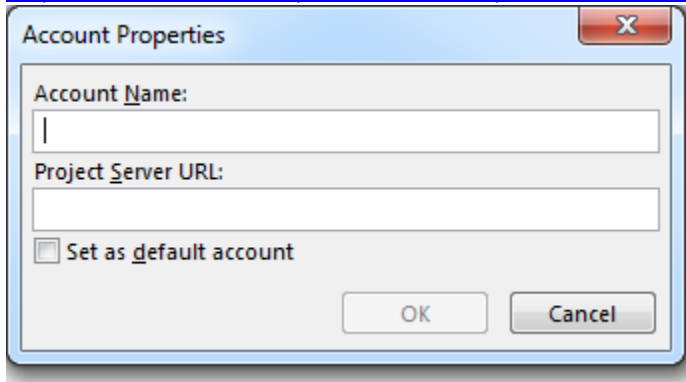


2. If you do not see an entry for PWA Production, then go ahead and select “add”.

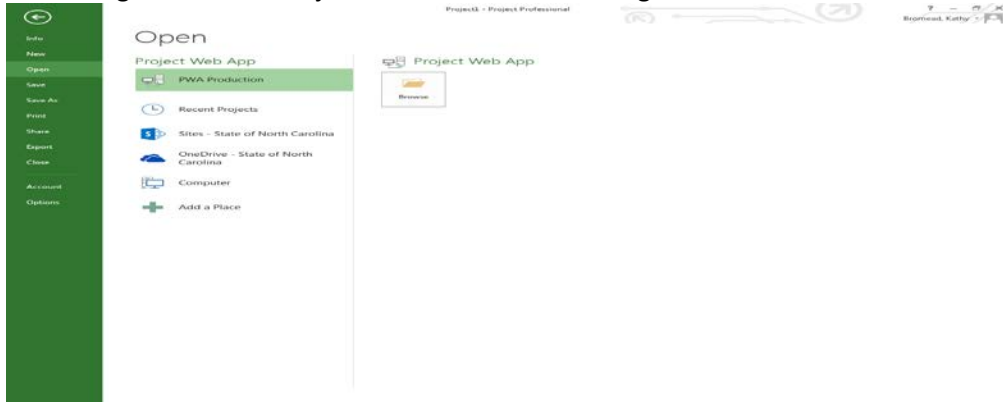


Touchdown Installation Guide

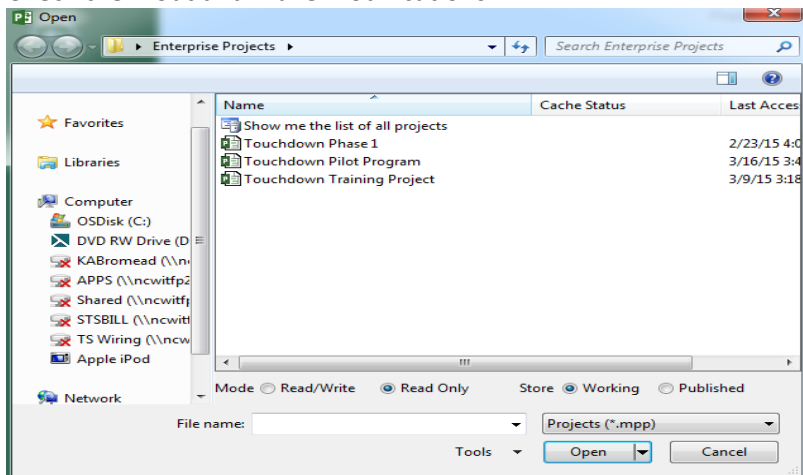
3. Type in “PWA Production” for account name and the PWA Production URL as listed here; <https://nconnect.sharepoint.com/sites/pwa/default.aspx> Select “OK”. Repeat the same for the training environment except use “PWA Train” and the URL for training; <https://nconnect.sharepoint.com/sites/pwa-train/default.aspx>



4. Now go out of MS Project Professional 2013 and go back in select “PWA Production” and “Browse”.

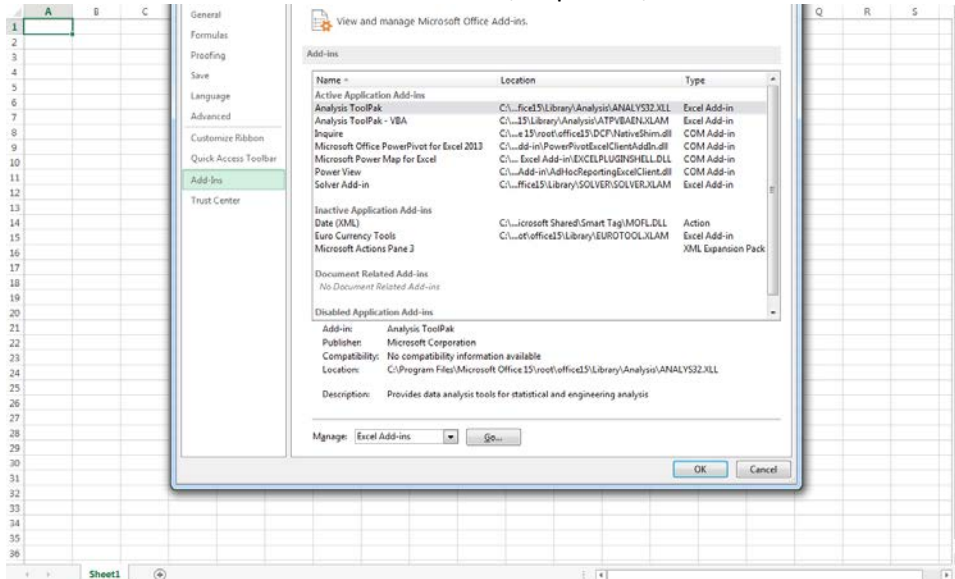


5. You should now see a list of projects. You can bring up these projects and look at their schedules. Check them out and make modifications.

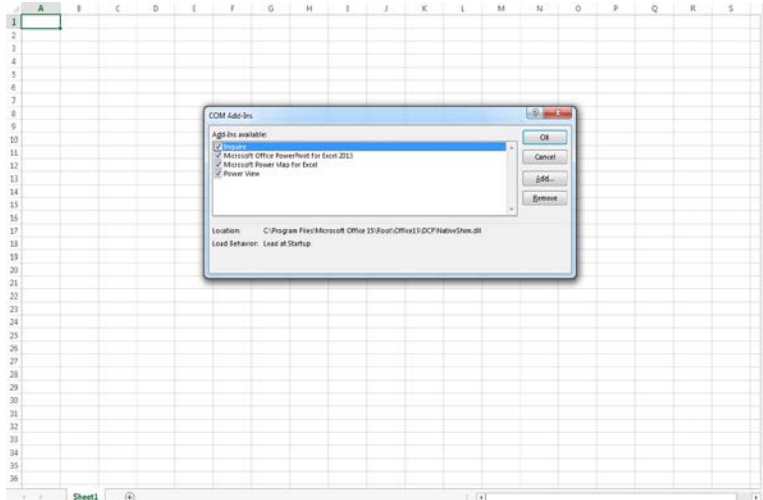


How to Setup Power Pivot and Power View for Reporting

1. Go to Microsoft Excel 2013 and do a “File”, “Options”, “Add-Ins”



2. In the list, if you see Microsoft Office PowerPivot for Excel 2013 and Power View included in the “Add In list” then you are properly setup and do not need to complete any other items.
3. If not go to “Manage” at bottom of screen and select “Com Add-ins”. Go ahead and select all of the Add-ins and select “Ok’.



4. This will automatically add a Power Pivot tab to the top ribbon, and when you open an excel file you will also see a tab for PowerView. At this point, you are ready to run any reports.

