

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](#)

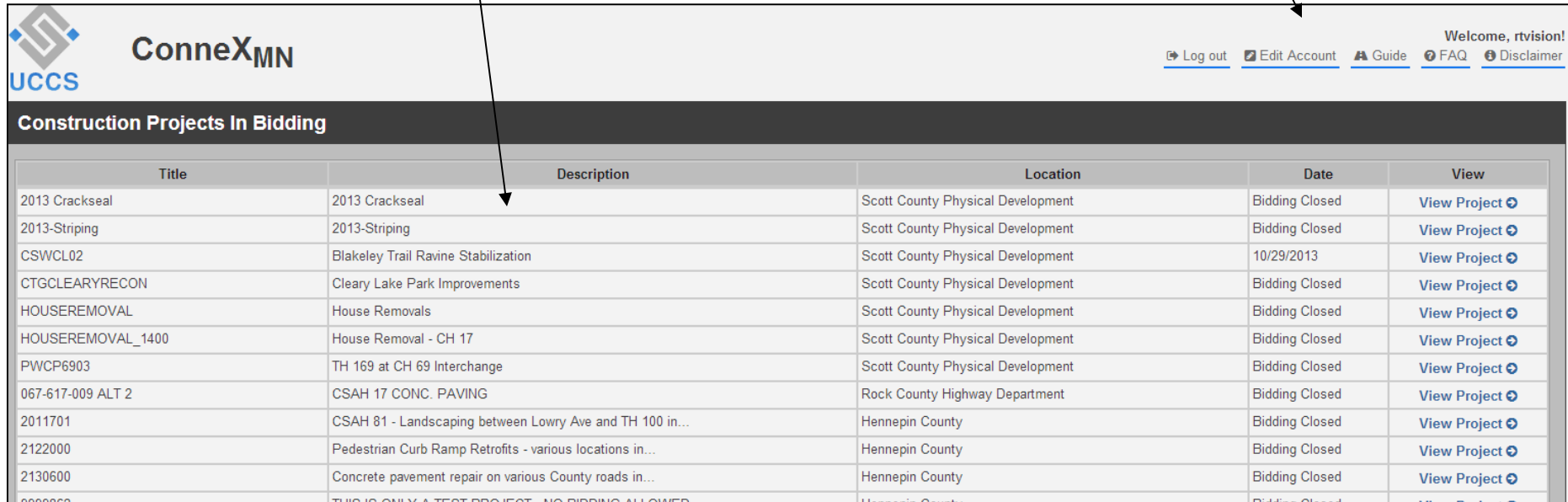
[? Forgot your username or password](#)

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 displays 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, you will be automatically brought to the Dashboard. This will show you all projects posted on eGram' points to 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	<a href="#">View Project</a>
2013-Striping	2013-Striping	Scott County Physical Development	Bidding Closed	<a href="#">View Project</a>
CSWCL02	Blakeley Trail Ravine Stabilization	Scott County Physical Development	10/29/2013	<a href="#">View Project</a>
CTGCLEARYRECON	Cleary Lake Park Improvements	Scott County Physical Development	Bidding Closed	<a href="#">View Project</a>
HOUSEREMOVAL	House Removals	Scott County Physical Development	Bidding Closed	<a href="#">View Project</a>
HOUSEREMOVAL_1400	House Removal - CH 17	Scott County Physical Development	Bidding Closed	<a href="#">View Project</a>
PWCP6903	TH 169 at CH 69 Interchange	Scott County Physical Development	Bidding Closed	<a href="#">View Project</a>
067-617-009 ALT 2	CSAH 17 CONC. PAVING	Rock County Highway Department	Bidding Closed	<a href="#">View Project</a>
2011701	CSAH 81 - Landscaping between Lowry Ave and TH 100 in...	Hennepin County	Bidding Closed	<a href="#">View Project</a>
2122000	Pedestrian Curb Ramp Retrofits - various locations in...	Hennepin County	Bidding Closed	<a href="#">View Project</a>
2130600	Concrete pavement repair on various County roads in...	Hennepin County	Bidding Closed	<a href="#">View Project</a>
0000000	THIS IS ONLY A TEST PROJECT. NO BIDDING ALLOWED.	Hennepin County	Bidding Closed	<a href="#">View Project</a>

# Manage Account Information

The screenshot shows the 'Edit My User Details' form with the following fields and sections:

- Navigation:** Application, User, Organization
- Logo:** UCCS ConneXMN
- Section: Account Information**
  - \* User ID: rtvision
  - \* First name: Melissa
  - Middle initial:
  - \* Last name: Girtz
- Section: Email Address**
  - \* Email: melissag@rtvision.com
  - \* Confirm Email: melissag@rtvision.com
- Section: Password - Leave the following fields blank unless changing password.**
  - 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.
- Section: Office/Work Contact Information**
  - Set / Reset to default information of organization** (highlighted button)
  - \* Address:
    - \* Country: U.S.A.
    - \* Address Line 1: 58 East Broadway
    - Address Line 2:
    - \* City: Little Falls
    - \* State: MN
    - \* Zip Code: 56345
  - \* Phone: (320) 632 - 0760
  - Extension:
  - Fax: ( ) -
  - Cell Phone: ( ) -
- Save my user details** (button)


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"><li>• Please use a company address rather than a personal address.</li><li>• Notifications from Counties and Cities about eGram Access will be sent to this address.</li><li>• Notifications about requests from users to join your organization will be sent to this address.</li></ul>
* Address:	<p>* Country: <input type="text" value="U.S.A."/> <input type="button" value="v"/></p> <p>* Address Line 1: <input type="text" value="58 East Broadway"/></p> <p>Address Line 2: <input type="text"/></p> <p>* City: <input type="text" value="Little Falls"/> * State: <input type="text" value="MN"/> * Zip Code: <input type="text" value="56345"/> <input type="text"/></p>
* 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"><li>• On: Only user accounts with Administrative rights will be able to modify the user accounts.</li><li>• Off: (default) All user accounts within the organization can modify the user accounts.</li></ul>

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 and a corresponding URL. An arrow points from the 'Send Request' button for Aitkin County to the 'Request Status' column header. Another arrow points from the 'Send Request' button for Aitkin County to the URL for Aitkin County.

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

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?
<a href="#">Edit</a>	Melissa Girtz	rtvision	melissag@rtvision.com	administrator	Yes <a href="#">Reset PIN</a>	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

**Modify User Details**

[Edit Rights](#) [Dismiss User](#) [Delete User](#)

Account Information

* User ID:	test
* Email:	test@rtvision.com
* First Name:	test
Middle Initial:	
* Last Name:	test
Password:	<input type="password"/>

Note: Leave this field blank. If you do change the password and will be asked to change it.

\* Address:

Country: U.S.A.

\* Address Line 1:

Address Line 2:

\* City:  \* State:

\* Phone: (  )  -

Extension:

Fax: (  )  -

Cell Phone: (  )  -

**User Rights**

User ID	test
First Name	test
Middle Initial	
Last Name	test
* Approver?	No <input type="button" value="v"/>
Reset PIN	The PIN will automatically be issued.
* Rights:	Administrator <input type="button" value="v"/>

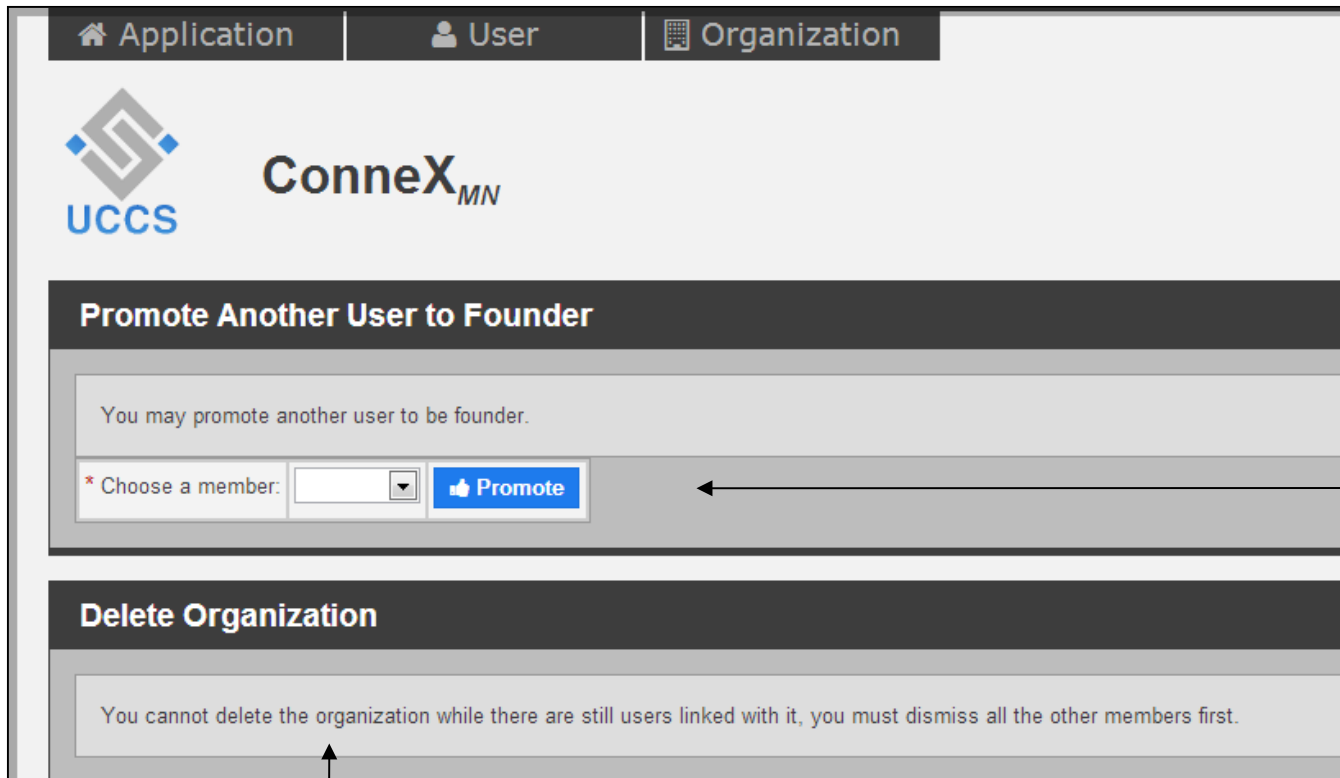
Only user accounts with Administrator rights can be approved.

[Save user rights](#) [Return to user list](#)

[Save changes](#) [Return to user list](#)



# Deleting an Organization or Modifying the Organization Creator



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.