

ACCESS INPCT

LOGIN TO INPCT

1. Go to: <https://inpct.fhwa.dot.gov>
2. Click “Login” on the top right of the page.

REGISTER FOR INPCT

Non U.S. DOT Users

1. Enter your e-mail address and click [Register Now](#).
2. Accept the Rules of Behavior.
3. Complete the User Registration page and click [Create User](#).
4. You can now log in to INPCT.

U.S. DOT Users (Users with @dot.gov email)

1. Register for an INPCT account through UPACS.
2. Send an e-mail to David Williams (david.williams@dot.gov) or Megan Cogburn (megan.cogburn@dot.gov) for INPCT access

Once you receive an INPCT access notification via email:

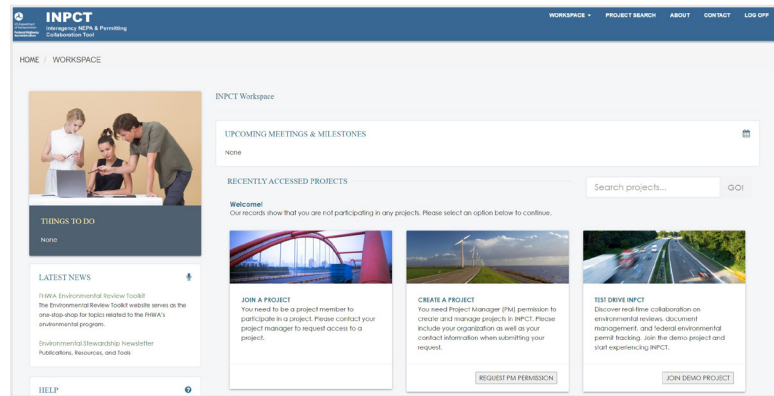
3. Navigate to UPACS and click on the PIV icon to login with a valid PIN number.
4. Click on “Prod Systems” from the blue menu bar.
5. Click on the “Interagency NEPA & Permitting Collaboration Tool” link.
6. The INPCT Workspace page will display.

RESET YOUR PASSWORD

1. Go to: <https://inpct.fhwa.dot.gov>.
2. Click [Login](#) on the top right of the page.
3. Click the “Forgot your Password?” link.
4. Enter your e-mail address.

The system will send a temporary password via e-mail. Once you receive the temporary password:

5. Log in to INPCT.
6. The tool will prompt you to change your temporary password to a permanent password.



INPCT Dashboard

SET UP A PROJECT IN INPCT

CREATE A NEW PROJECT

From the top menu bar:

1. Click “Projects”, then select “Create a Project” from drop down menu.
2. Fill out all required fields.
3. Click [Create](#) to save the project to the database.

Once a project is created a line of tabs will display along the middle of the screen. These tabs, described below, help you navigate to different topics related to a specific project.

ADD PROJECT DETAILS

From within the project workspace:

1. Click the “Project Details” tab.
2. Click the [Edit Project](#) button to add/edit information about the project, including project numbers, project limits, remarks, status notes, project description, and funding information.

ADD PROJECT CONTACTS

From within the project workspace:

1. Click the “Contacts” tab.
2. Click the check box next to the desired name(s).*
3. Click [Save and Send Email Notification](#) to save and notify the user.
4. Repeat the process for all desired team members.

*Only those individuals who have registered for INPCT will appear in the list. If an individual is not yet in the system, the project manager should contact them directly and invite them to register.

SET UP A PROJECT (continued)

CREATE A PROJECT MEETING

From within the project workspace:

1. Click on the “Meetings” tab.
2. Click the **New Meeting** button.
3. Enter the meeting details on the “Create Meeting” page.

To attach a document to the meeting:

1. Click the **Browse** button and locate the file.
2. Click the **Save Meeting** button.

To cancel creating the meeting:

1. Click the **Back to Meetings** button to return to the Meetings list page.

CREATE A PROJECT NOTIFICATION

From the top menu bar:

1. Click the “Projects” link and a dropdown menu will appear with “Notifications” as an option.
2. Select “Notifications”.
3. Select a project and click the **Create Notification** button.
4. Complete the form.

To attach a file:

5. Click the **Browse...** button and select a file to upload.
6. Select a notification type then click the **Send Notification** button.

MITIGATION COMMITMENTS

ADD A PROJECT COMMITMENT


From within the project workspace:

1. Click on the “Commitments” tab.
2. Click **Add Commitment** in the top-right corner of the page.
3. Enter all required information.
4. Click **Save & Close**.

DOCUMENT MANAGEMENT

UPLOAD A DOCUMENT

From within the project workspace:

1. Click on the “Document Manager” tab.
2. Click the “Select Folder” dropdown at the top center of the screen and select the folder to upload the document.
3. Click the “Select Action” dropdown at the top center of the screen and select the corresponding project phase to upload the document.
4. Click the upload button  to browse and upload a document.
5. Provide a description and status, and click the **Save** button.

ASSIGN A DOCUMENT FOR REVIEW

From within the project workspace:

1. Click on the “Actions tab”.
2. Click on the desired Phase and then the corresponding Action Component link.
3. Select a document or upload a new document.

To upload a new document:

1. Click the **Browse...** button in the section you’d like to upload a document.
2. Select your file and upload the document.

To assign a reviewer to the document:

1. Click the **Edit** button beside the document link. A pop-up window will appear with a list of current project Contacts.
2. Select the names to assign as reviewers and click **Save & Close**.
3. Select a Review Due Date.
4. At the bottom of the page, click the **Save Information** button.*

* Saving your changes on this page will upload the file(s), add them to the Documents tab and the Reviews tab, e-mail the selected document reviewers, and add the Review Due Date to the project Calendar.

PERMITTING INFORMATION

ADD A NEW PERMIT

From within the project workspace:

1. Click on the “Permits” tab.
2. Click “Manage Permits” in the top-right corner of the page.
3. Click the **Add New Permit/Milestone** button.
4. Enter in all required information.
5. Click **Save**.

ADD A PROJECT MILESTONE

From within the project workspace:

1. Click on the “Schedules” tab.
2. Click “Manage Timeline” in the top-right corner of the page.

The Timeline chart will appear with the standard list of milestones.

3. Select a “Target Date” for each applicable milestone.
4. Select a “Completion Date” if a milestone has been completed.
5. Click **Save & Close**.

DOCUMENT REVIEW

REVIEW A DOCUMENT AND ADD COMMENTS OR REPLY TO A COMMENT

From within the project workspace:

1. Click on the “Reviews” tab.
2. Select an action on the left-side of the page to view documents associated with that action.
3. Select a document to add or view a review comment.*

*The ‘Document Details’ section of the page will display once the document icon is selected. The Document Details section displays all review comments and allows the reviewers to add new comments and reply and/or agree to other reviewers’ comments.

To add a new comment:

1. Enter your review comment in the comment field.
2. Select “Post Comment”.

Your comment will appear at the top of the Document Details section and all project team members will be able to view the comment.

To reply or agree to someone else’s comment:

1. Click the **reply** button and enter your comment.


FOR MORE INFORMATION


The INPCT Handbook and additional user resources are available at:

https://www.environment.fhwa.dot.gov/pubs_resources_tools/env_tools/INPCT/default.aspx

INPCT Contacts

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