Maintaining Person Qualification Records
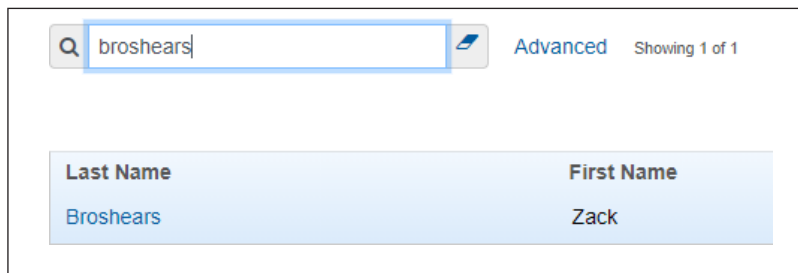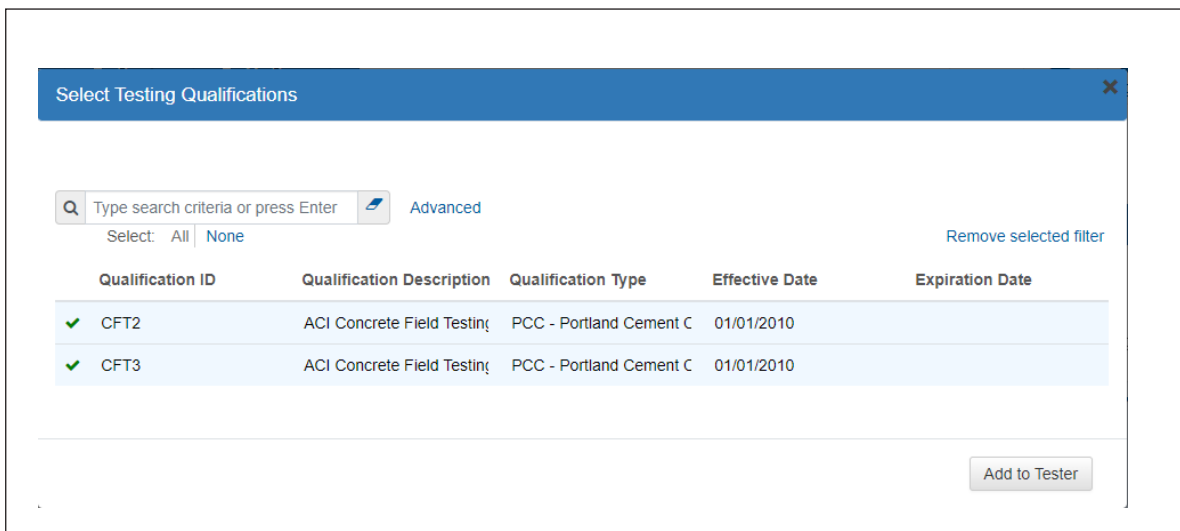
1. After logging into AASHTOWare Project, if not already logged in with this role, switch to NDOT_Person_Qual_Mgmnt.

2. At the bottom of the screen, use the search box to locate the person by searching for the first name, last name, or their person ID value (firstname.lastname commonly). After locating the person, click on their name to open their qualification records.

3. To add more qualifications, click on the "Select Testing Qualifications…" button.
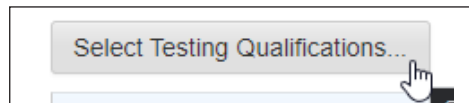
4. Using the modal window that opens, select the qualifications that are desired to be applied to the person. Once all have been selected, click the "Add to Tester" button.

5. The new qualifications should be added to the bottom of the list. Use the ">" carrot to expand the new qualifications one at a time to fill out the appropriate Effective Date, Expiration Date and to set the Status.

6. Click "Save" to save your changes.