

GUIDE

Conditions to use Projektportalen

Information about conditions that should be met for Projektportalen to work in the best possible way.



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Requirements for using Projektportalen as an external user

External users need an account for external connection to be able to use Projektportalen outside of Trafikverket's network. Projektportalen is based on SharePoint 2016 and these are the **requirements needed** in order for it to have complete functionality:

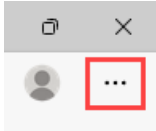
- The standard browser for using Projektportalen is the latest version of **Edge**. If you need further guidance, we refer you to your internal IT department.
- Edge is the browser Projektportalen is optimized for and therefore has complete functionality. Other browsers such as Edge (IE-mode), Chrome, Firefox or Safari will work, BUT some functions will have incomplete/other functionality.
- Microsoft Office 2013 (not fully compatible)/ Microsoft Office 2016/ Microsoft Office 2019/ Microsoft Office 365

It is important to follow the guides on the upcoming pages to be able to open and edit Office documents from Projektportalen.

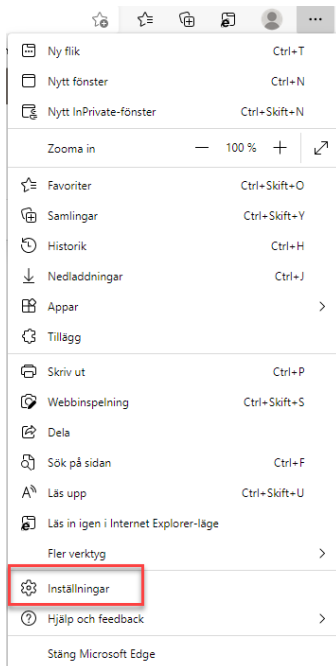
Contact your IT department (or similar) if your problems persist after following this guide, or contact Trafikverket's User support: +46 10-125 10 10.

Settings in Edge - Cookies and site permissions

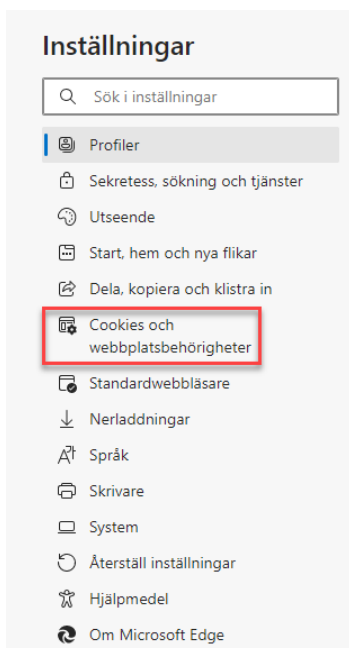
1. Click of the three dots in the upper right corner of Edge.



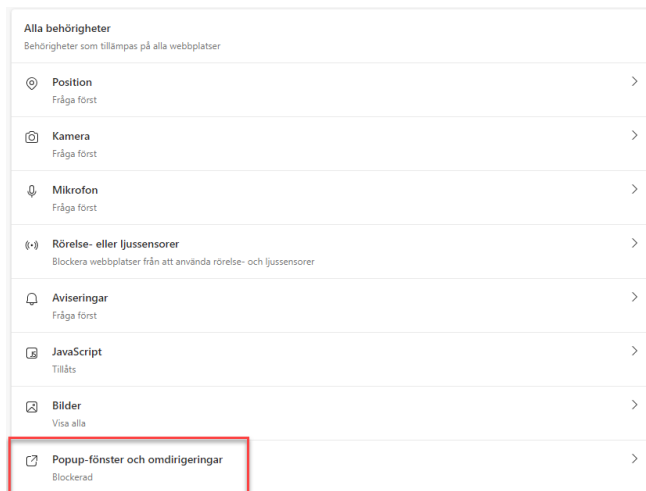
2. Click on Settings.



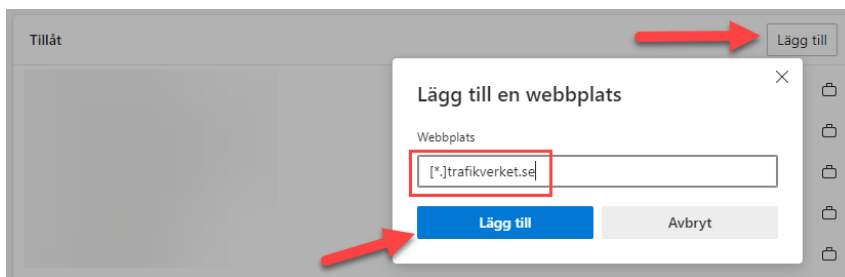
3. Click on Cookies and site permissions.



4. Scroll down to Popups and redirects and click on it.

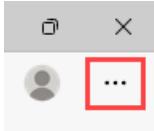


5. In the Allow section – click on the Add button and type in "[*].trafikverket.se", then click Add.

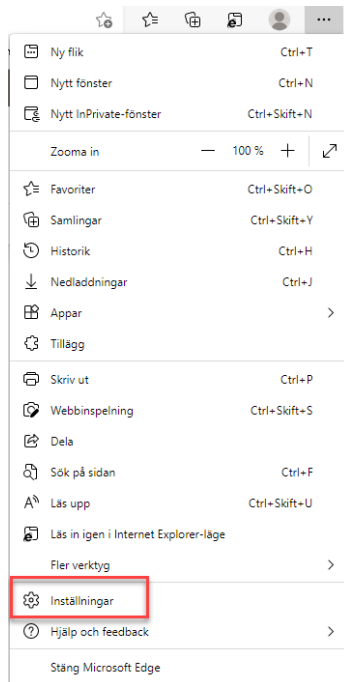


Settings to get notified when the session time is about to end

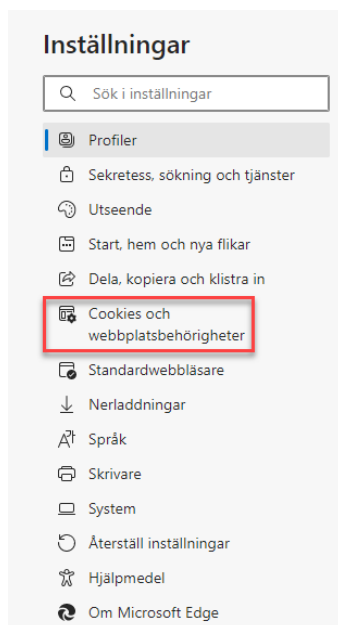
1. Click of the three dots in the upper right corner of Edge.



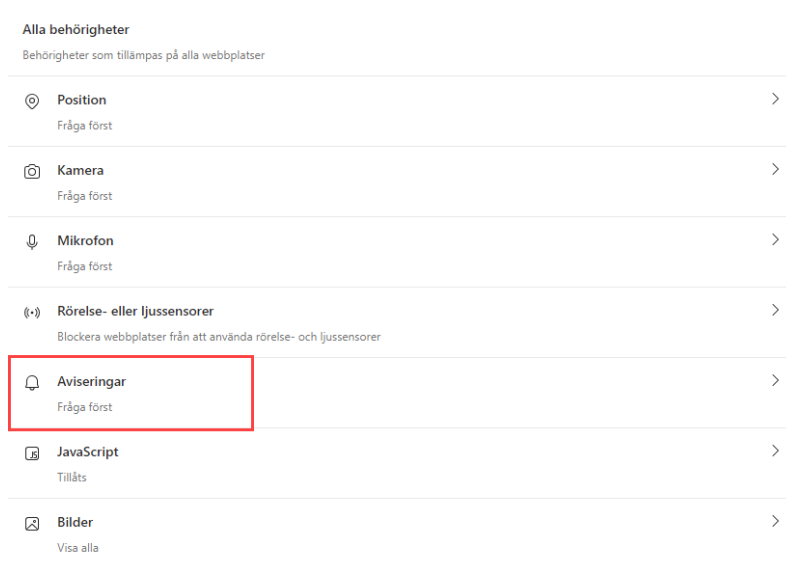
2. Click on Settings.



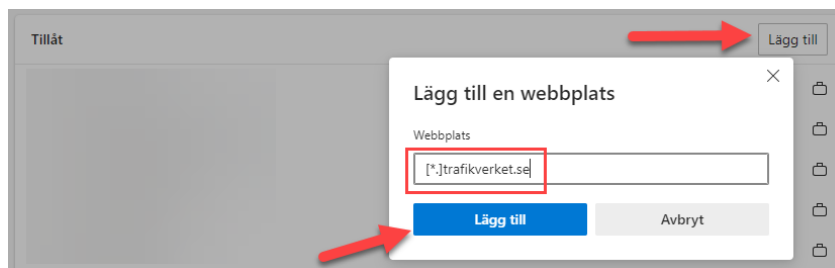
3. Click on Cookies and site permissions.



4. Scroll down to Notifications and click on it.

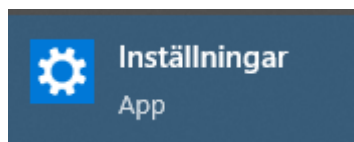


5. In the Allow section – click on the Add button and type in "[*.]trafikverket.se", then click Add.

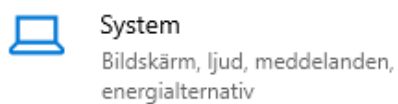


6. Open the start menu (Windows button).

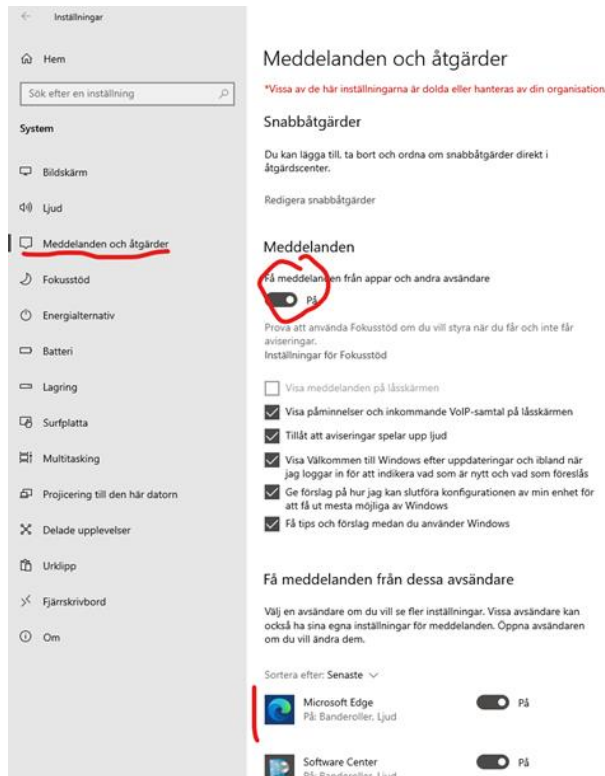
7. Search for "Settings" and click on it.



8. Click on "System".



9. Click "Notifications and actions". Make sure that the general setting to get notifications is set to "On" and that notifications from Edge is set to "On" as shown below.



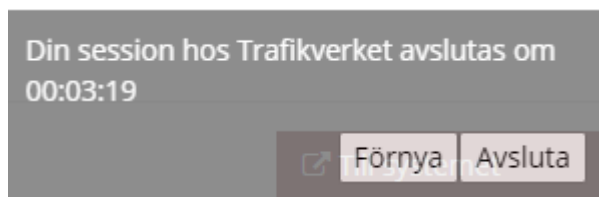
10. Click on Microsoft Edge under "Get notifications from these senders". Here you can adjust the settings for how the notification shows up. It is recommended to show notification banners and to play a notification sound as shown below.



11. The result of these settings is that the following notification will show up when there is 5 minutes left of the session time and reminders every minute after this. The notification tells you to go to your browser to stay logged in.



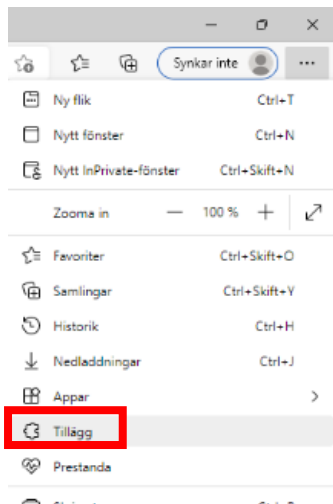
In the browser the following message will show up. Click on "Förnya" to renew the session time.



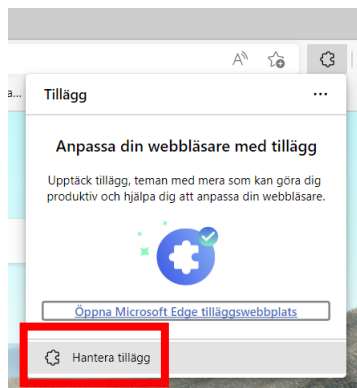
Install Trafikverket's extension for SharePoint-integration in Edge

Note that the pictures might differ from what it looks like on your computer. If you have questions, contact your IT-department.

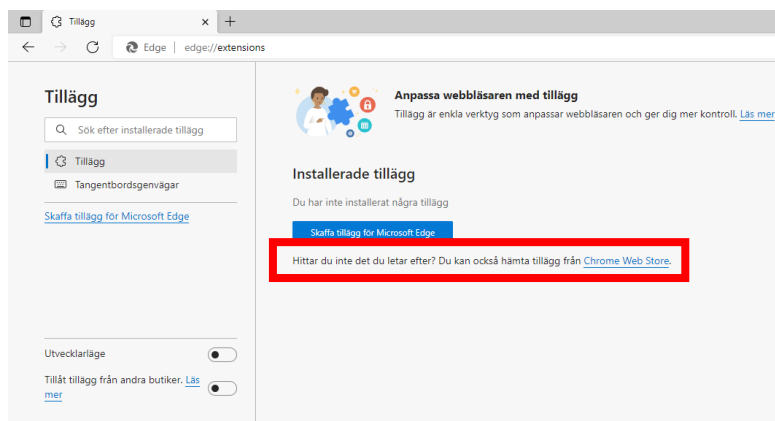
1. Open Edge, click the three dots in the upper right corner and then click Extensions.



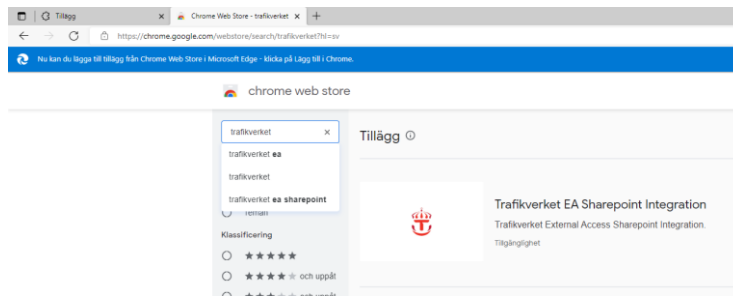
2. Click Manage extensions.



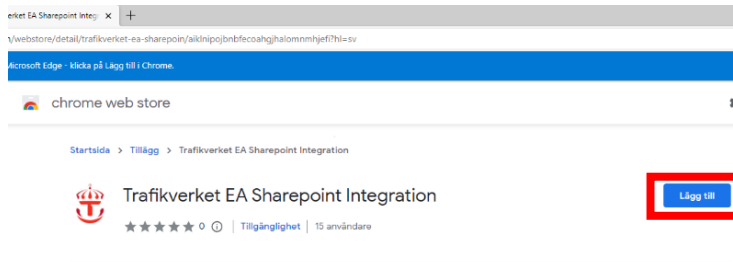
3. Click to get extensions from Chrome web store.



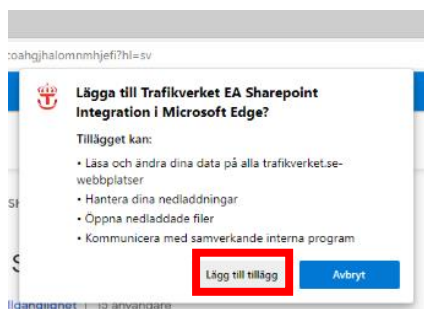
4. Search for "Trafikverket", select Trafikverket EA Sharepoint Integration.



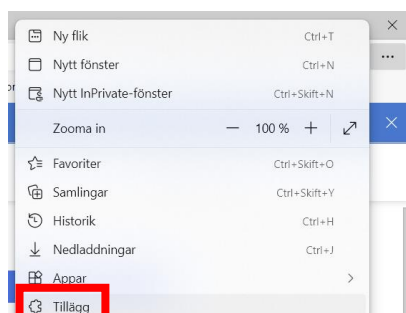
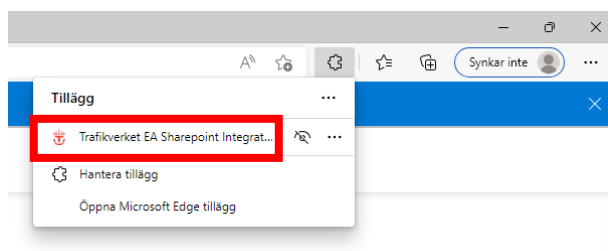
5. Click Add to Chrome.



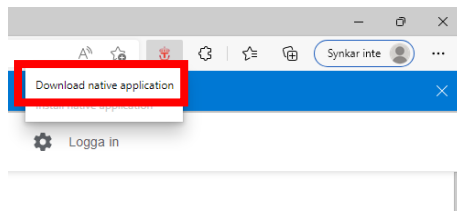
6. Click Add extension.



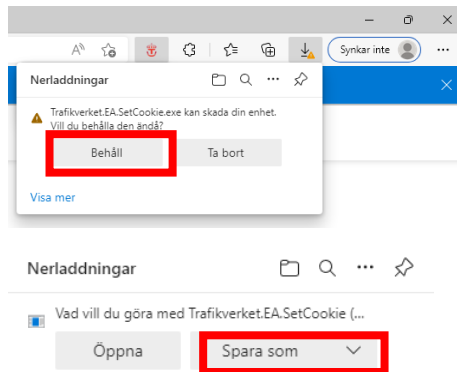
7. Click on the extension. (If the option in the first picture does not show up automatically, click the three dots in the upper right corner and click on Extensions according to the second picture below, then click on the extension.)



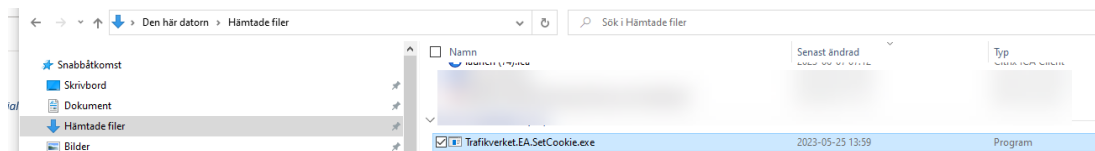
8. Click Download native application.



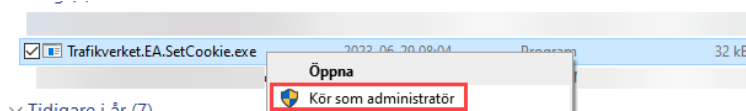
9. Select “Keep” and then “Save as” to save the extension on your computer. If you have trouble downloading the extension, contact your IT-department.



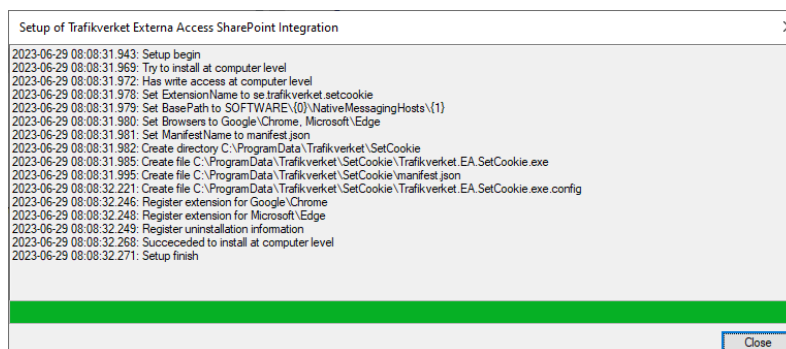
10. Open File Explorer on your computer and find the location where you saved the extension (often found in the “Downloads” folder if saved to the default location in the previous step). The name of the extension is Trafikverket.EA.SetCookie.



11. Right-click the program and choose “Run as administrator”. You might need to contact your IT-department to be able to do this.



12. The installation will run and show this setup dialog. When it is done, click Close. The extension is now installed.



13. Restart your browser.

Adding Projektportalen as a trusted location in Office

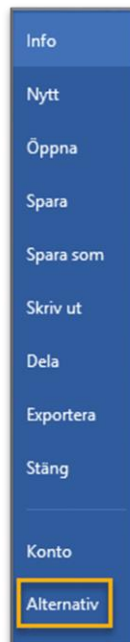
If you are working with active documents that might contain for example macros, make sure that you have <https://p.sp.trafikverket.se> as a trusted site in Office Security Center.

Note: You must do this in every Office-application (Word/Excel/Powerpoint etc.)

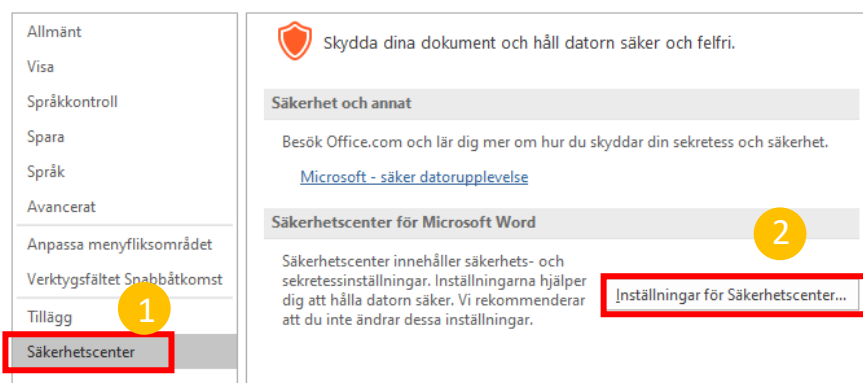
- 1 If you have *Word* opened, click *File*.



- 2 Go to *Options*.

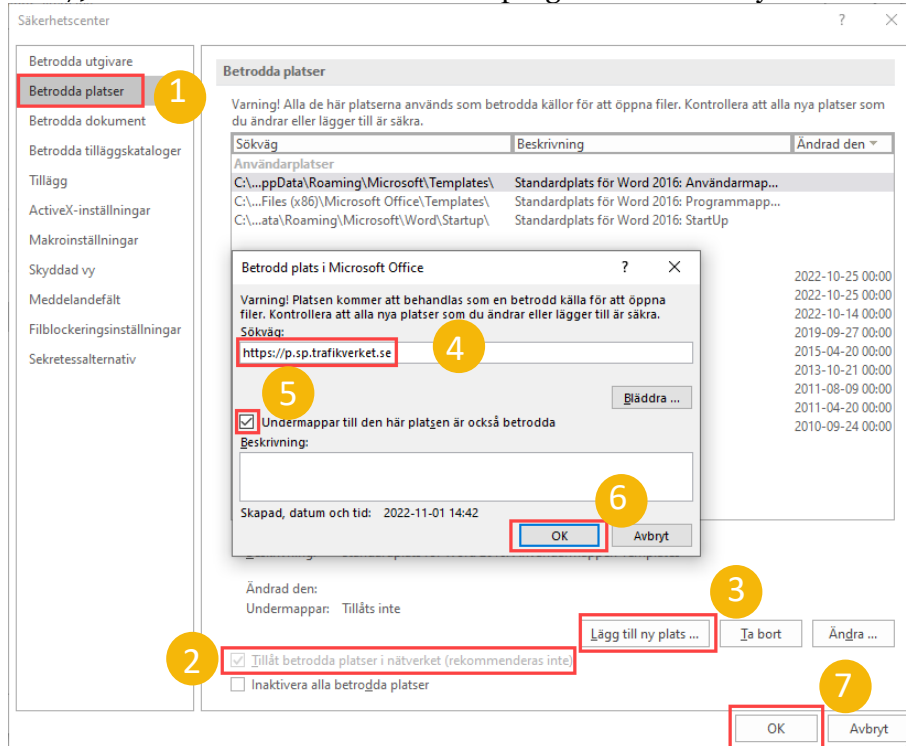


- 3 Click *Security center* in the menu to the left, and then click on *Security Center Settings*.



4 Now follow the numbered steps below.

Go to "Trusted locations" (step 1) and check the box "Allow trusted places in the network" (step 2). Click "Add new location" (step 3). In step 4, type: <https://p.sp.trafikverket.se> (← copy text). Make sure that the box is checked (step 5). When you're done, click OK (steps 6 and 7) and continue to the next Office program if necessary.



Logging in to Projektportalen

There are two ways of logging in to Projektportalen:

Option 1:

1. Go to <https://p.sp.trafikverket.se/home/Sidor/Start.aspx>
2. You will now be redirected to Min sida.
3. Log in to Min sida (Användarnamn + Lösenord + SMS).

Logga in till Min Sida

Min sida innehåller länkar till de system du har behörighet till. Olika system kräver olika säkerhetsnivåer vilket motsvarar nedanstående inloggningssätt. Information om behörigheter hittar du till höger på sidan.

Englisch

Välj inloggningssätt	For dig som har behörighet
Inloggningssätt	Min sida är Trafikverkets inloggning till våra it-system som används av entreprenörer och samarbetspartners.
<input type="radio"/> Användarnamn + Lösenord + SMS	Ansök om behörighet
<input type="radio"/> Användarnamn + Lösenord + Dosa	För att få behörighet kontaktar du din uppdragsgivare på Trafikverket eller förvaltningen för it-systemet. Du hittar information om behörighetsansökan på Ansök om behörighet till tjänster och system
<input type="radio"/> Användarnamn + Lösenord	Juridisk information
<input type="radio"/> Epost + Lösenord (Webbkonto)	Här hittar du information om hur vi behandlar personuppgifter och hur vi använder kakor (cookies) på vår webbplats. Du kan även läsa om vad offentlighetsprincipen innebär. Juridisk information
	Problem med inloggningen? Kontakta Användarstöd: 010-125 10 10

Trafikverket, Postadress: 781 89 Borlänge, Telefon: 0771-921 921

4. After logging in, you will be redirected back to Projektportalen.

Option 2:

1. Go to <https://www.trafikverket.se/>
2. Click on Logga in.
3. Click on Min sida.
4. Log in to Min sida (Användarnamn + Lösenord + SMS).

Logga in till Min Sida

Min sida innehåller länkar till de system du har behörighet till. Olika system kräver olika säkerhetsnivåer vilket motsvarar nedanstående inloggningssätt. Information om behörigheter hittar du till höger på sidan.

Englisch

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Inloggningssätt	Min sida är Trafikverkets inloggning till våra it-system som används av entreprenörer och samarbetspartners.
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<input type="radio"/> Användarnamn + Lösenord + Dosa	För att få behörighet kontaktar du din uppdragsgivare på Trafikverket eller förvaltningen för it-systemet. Du hittar information om behörighetsansökan på Ansök om behörighet till tjänster och system
<input type="radio"/> Användarnamn + Lösenord	Juridisk information
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	Problem med inloggningen? Kontakta Användarstöd: 010-125 10 10

Trafikverket, Postadress: 781 89 Borlänge, Telefon: 0771-921 921

5. Under Mina system select Projektportalen.

Projektportalen

Ingen information om systemet finns på trafikverket.se

