TRAFIKVERKET

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 network. Projektportalen is based on SharePoint Server Subscription Edition 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 2021 / Microsoft Office 365
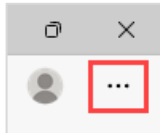
It is important to follow the guides on the upcoming pages to be able to open and edit Office documents from Projektportalen.

Contact your IT department (or similar) if your problems persist after following this guide, or contact Trafikverket User support: +46 10-125 10 10.
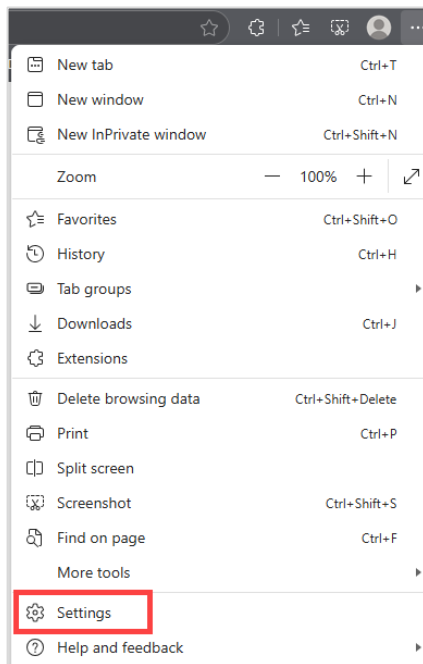
Settings in Edge - Cookies and site permissions

Please note that the pictures can differ from what you see on your computer. Contact your IT department if you have any questions or problems.
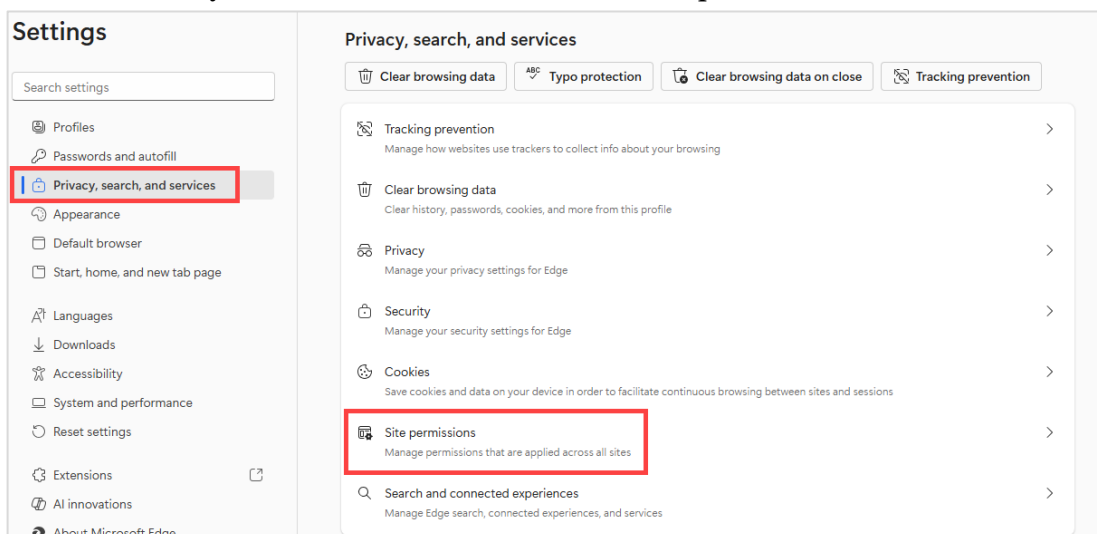
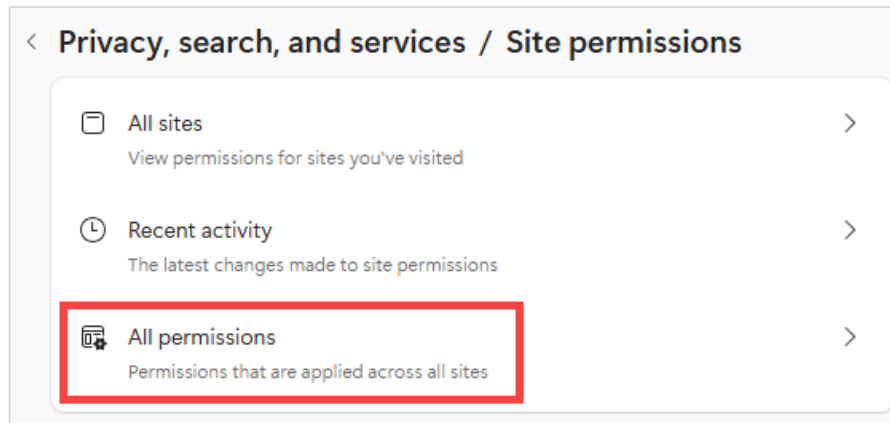1. Click on the three dots in the upper right corner of Edge.
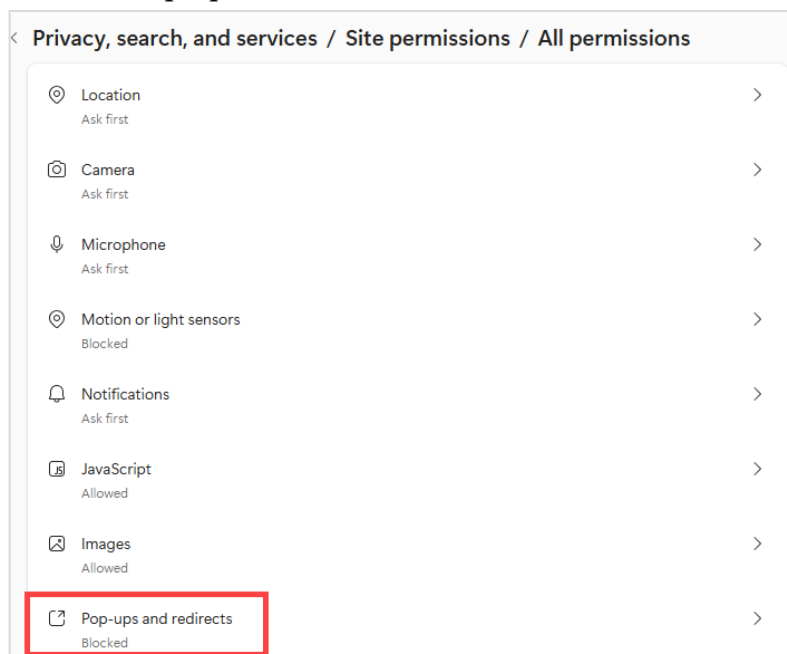
2. Click on "Settings".

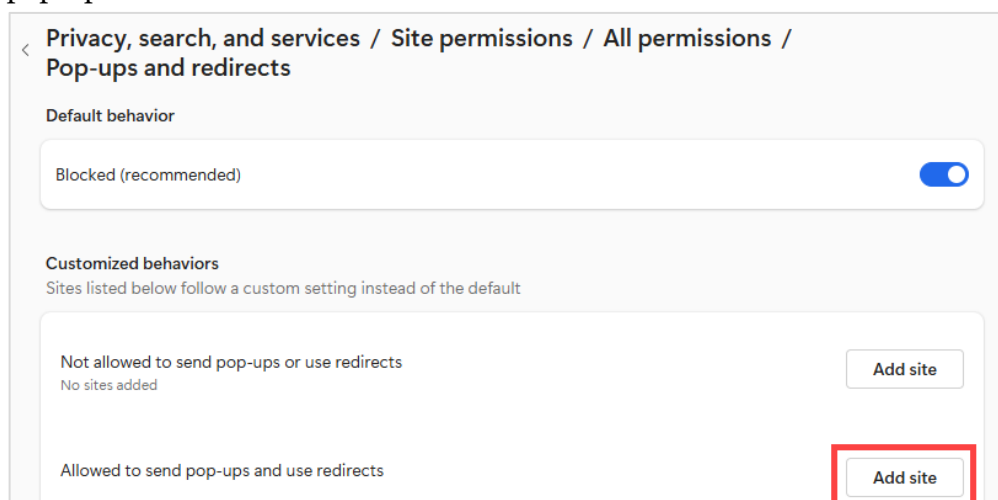3. Click on "Privacy, search and services" and then "Site permissions".

4. Click on "All permissions".

5. Click on "Pop-ups and redirects".

6. Click on "Add site" in the Customized behaviors section -> Allowed to send pop-ups and use redirects.
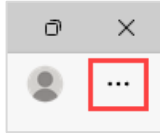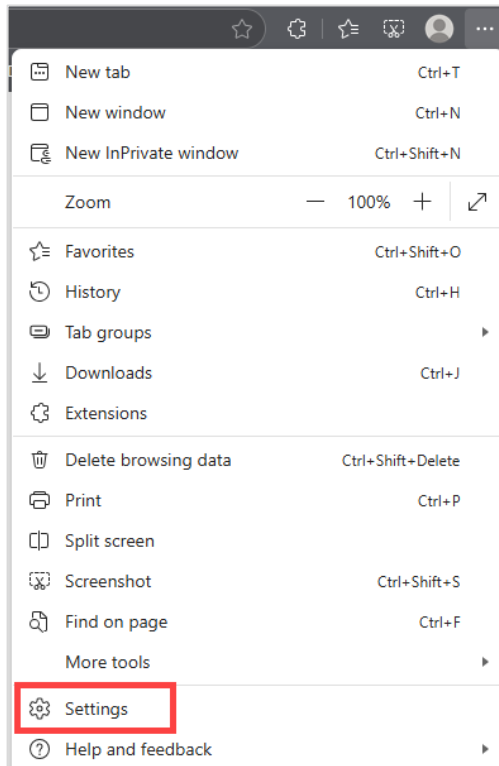
7. Type **[*.]trafikverket.se** and click on "Add".

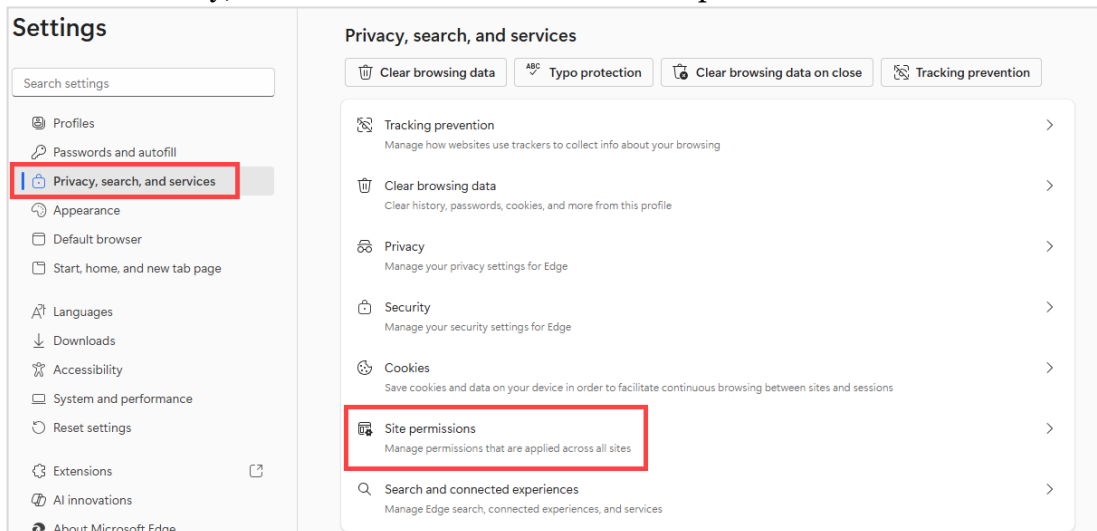# Settings to get notified when the session time is about to end

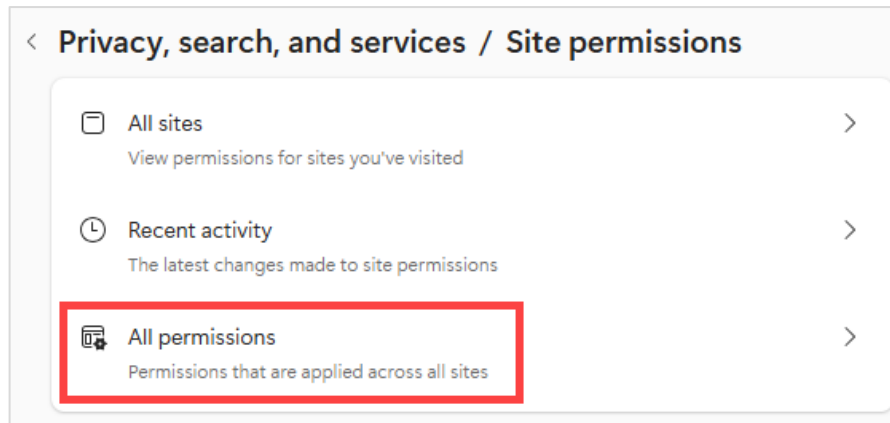1. Click on the three dots in the upper right corner of Edge.
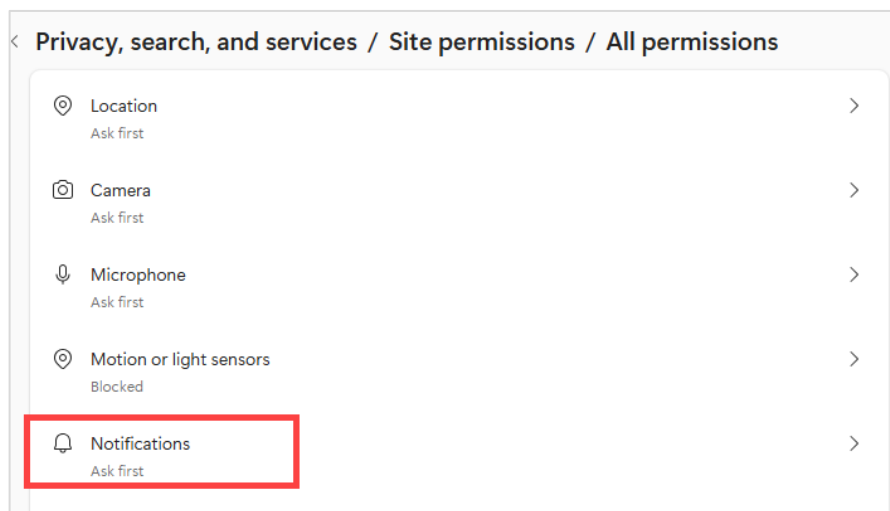
2. Click on "Settings".

3. Click on "Privacy, search and services" and then "Site permissions".
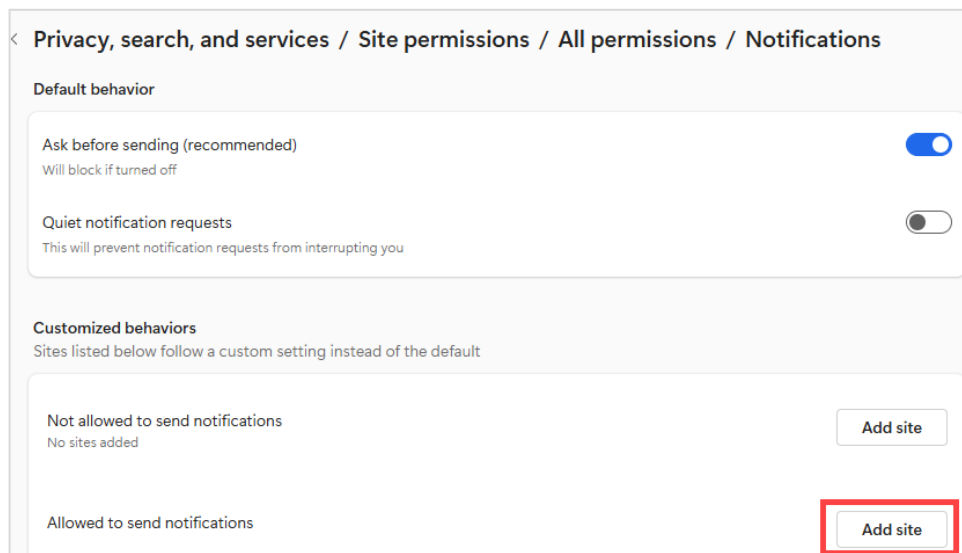
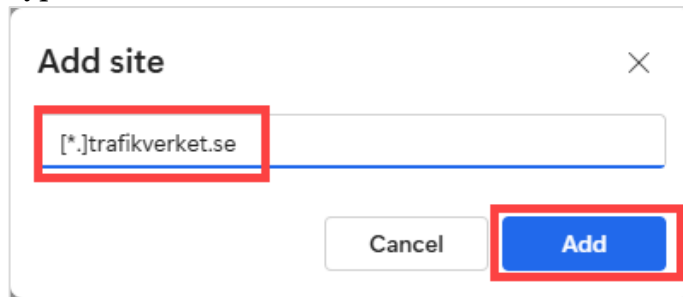4. Click on "All permissions".

5. Click on "Notifications".

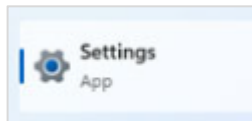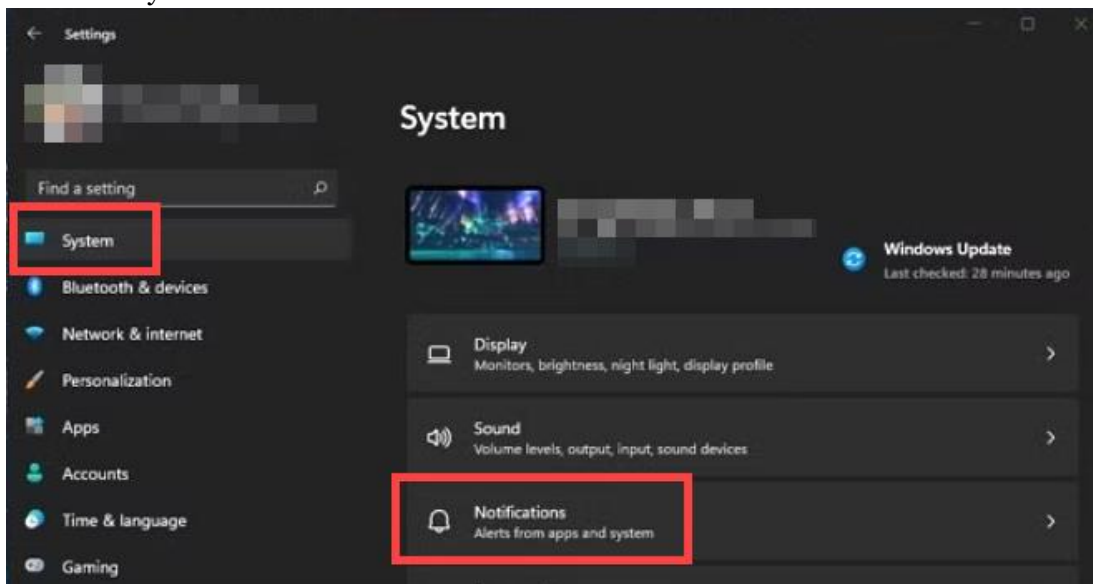6. Click on "Add site" in the Customized behaviors section -> Allowed to send notifications.
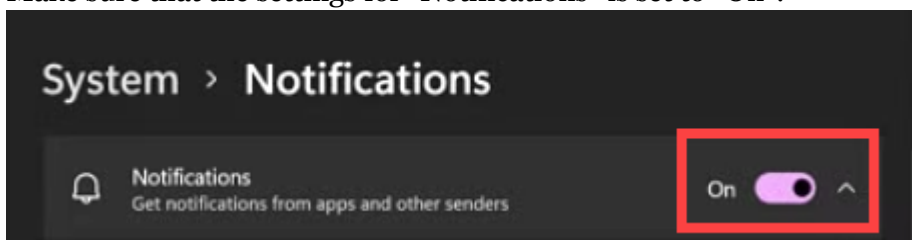
7. Type **[*.]trafikverket.se** and click on Add".

8. Open the start menu on your computer (Windows button).

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

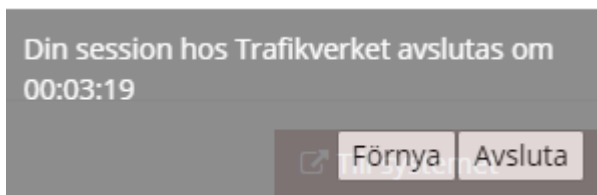10. Click on "System" and "Notifications".

11. Make sure that the settings for "Notifications" is set to "On".

12. 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.
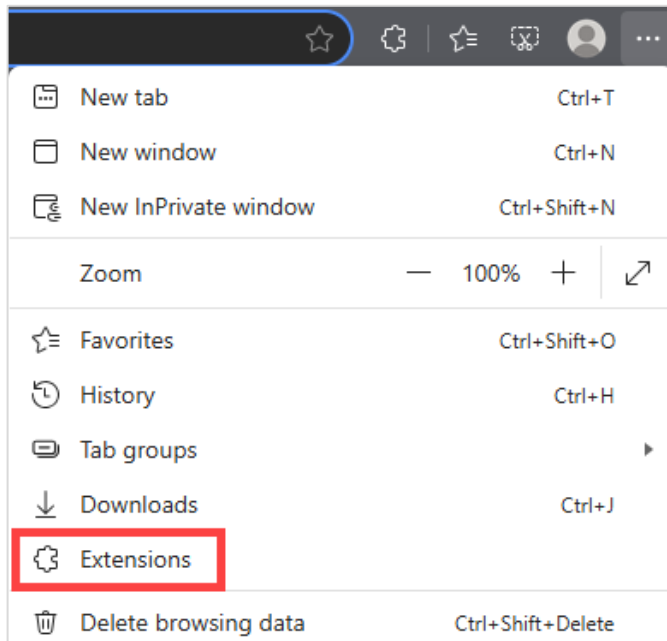

In the browser the following message will show up. Click on "Förnya" to renew the session time.
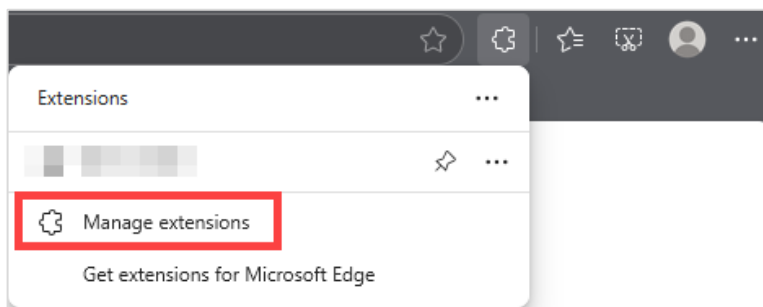
Install Trafikverket extension for SharePoint-integration in Edge

Note that the pictures might differ from what it looks like on your computer. If you have questions, contact your IT-department.
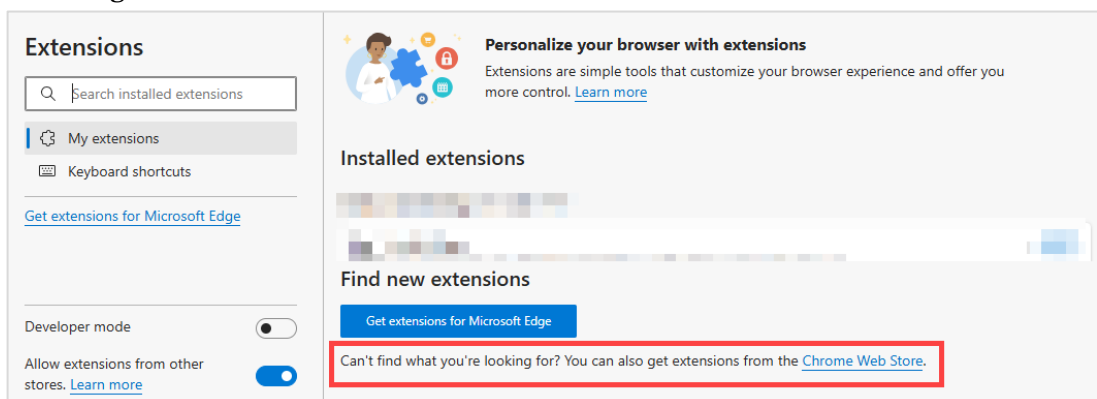
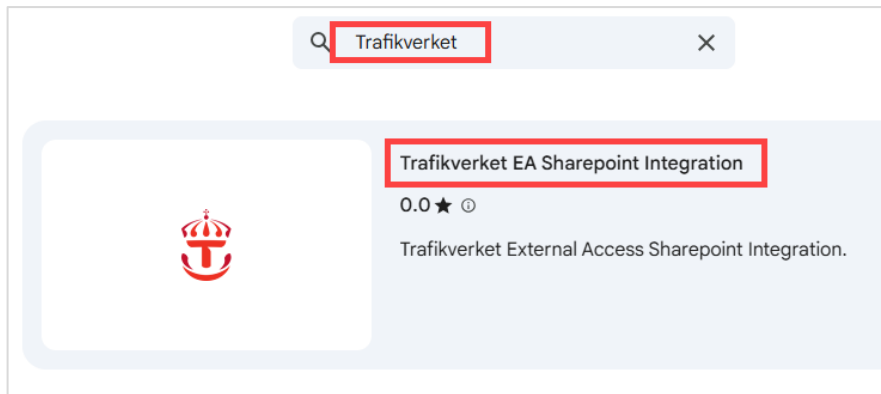1. Open Edge, click the three dots in the upper right corner and then click "Extensions".
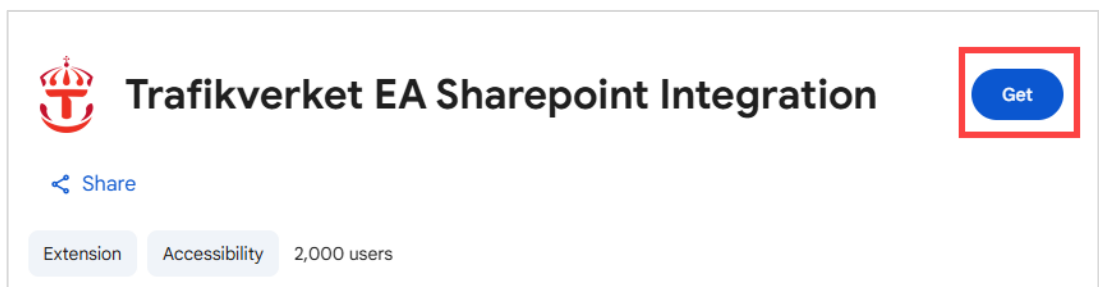
2. Click on "Manage extensions".

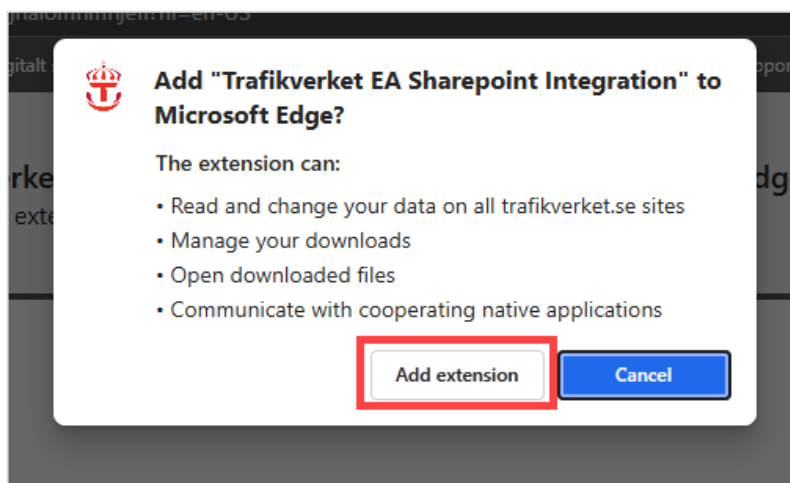3. Click to get extensions from "Chrome web store".

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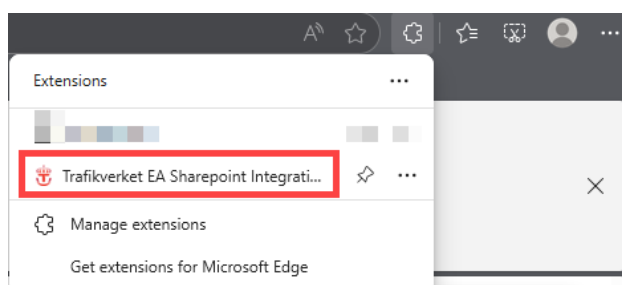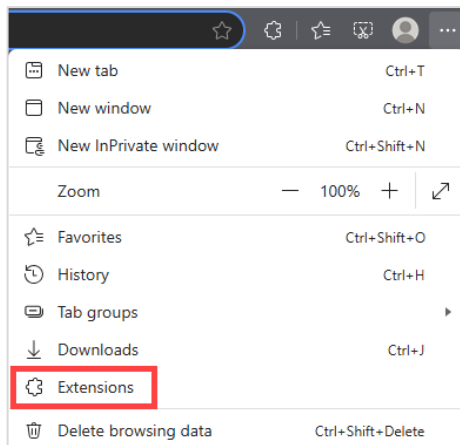

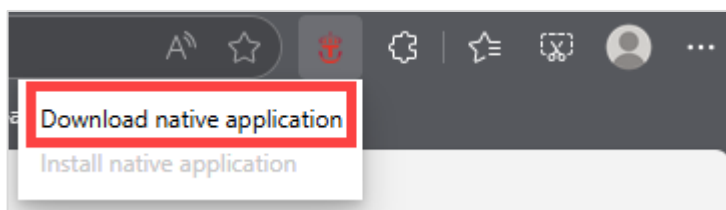5. Click "Get".

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.)
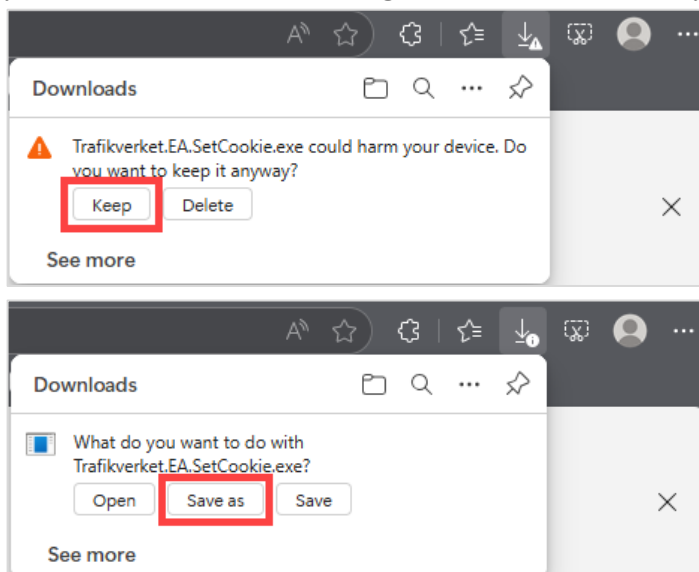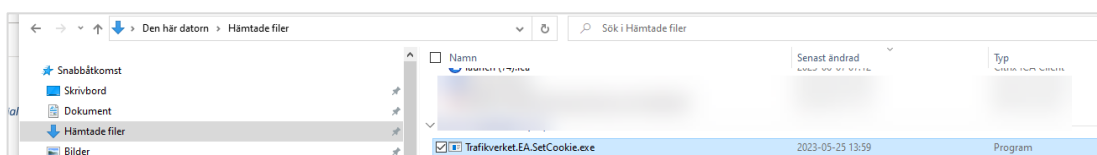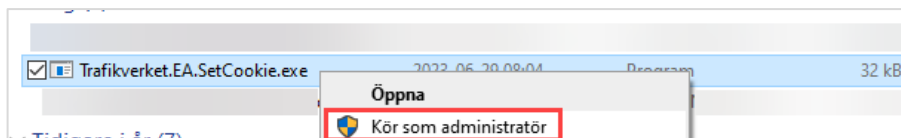
8. Click "Download native application".

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.
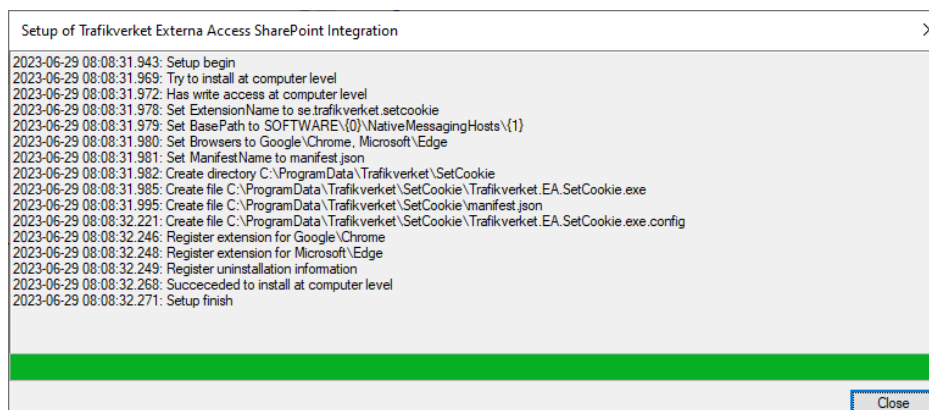

10. Open File Explorer on your computer and find the location where you saved the extension (often found in the "Downloads" folder if saved to the default location in the previous step). The name of the extension is Trafikverket.EA.SetCookie.

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.
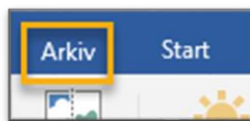

13. Restart your browser.

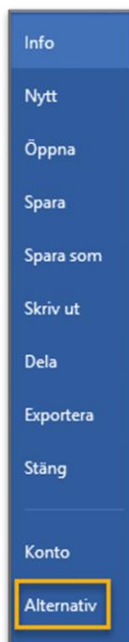# Adding Projektportalen as a trusted location in Office

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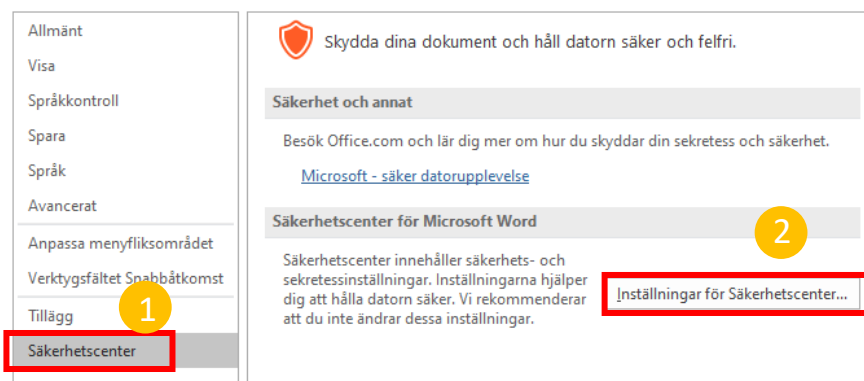
1 If you have *Word* opened, click *File*.

2 Go to *Options*.

3 Click *Security center* in the menu to the left, and then click on *Security Center* Settings.
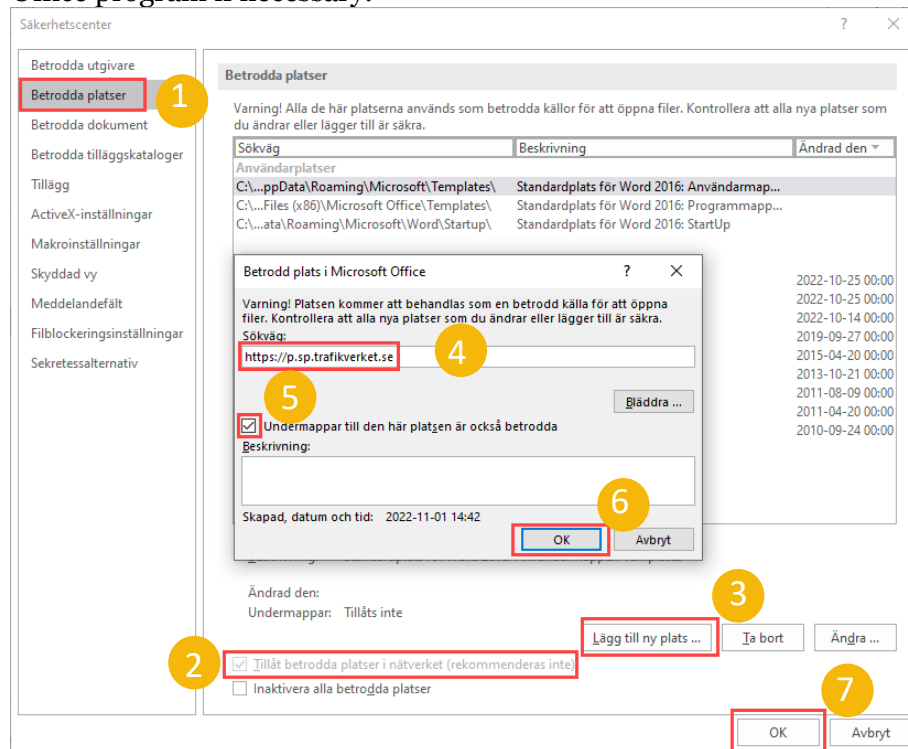
④ Now follow the numbered steps below.

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 nest 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. Select login method to log in to Min sida (Usernamn+ Password + OTP-App).

Follow guide "PS Login" on this page:
https://bransch.trafikverket.se/tjanster/ansok-om/ansok-om-behorighet-till-tjanster-och-system/ to install and configure the app Pointsharp
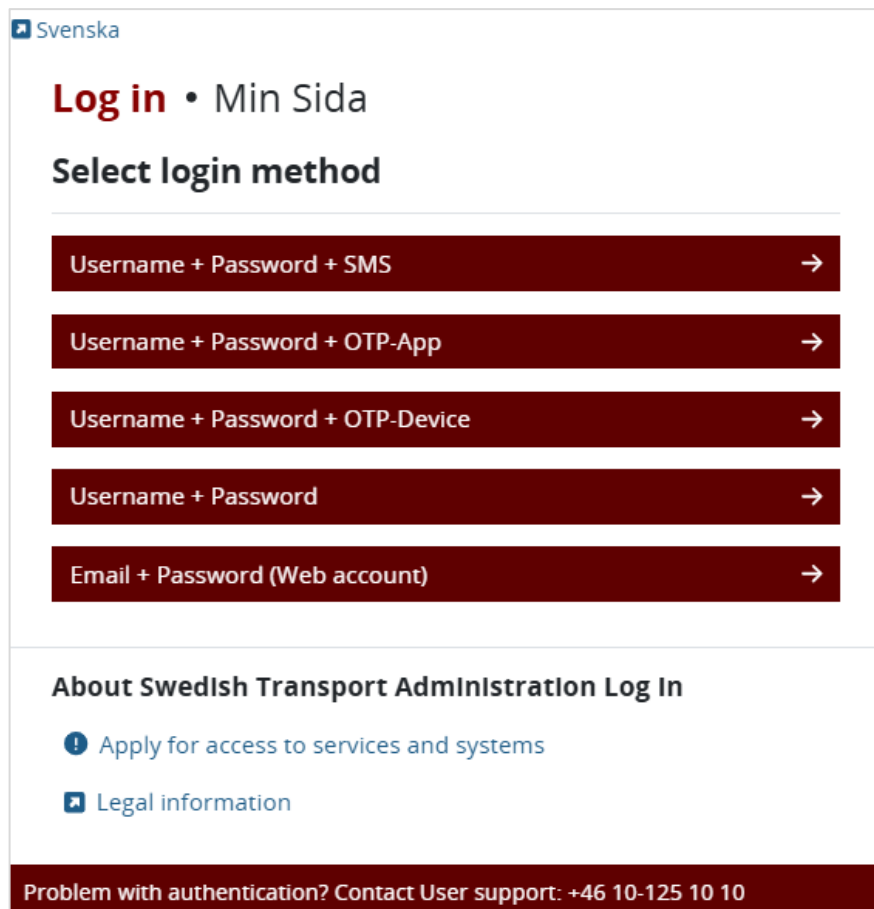
It is possible to log in with Username + Password + SMS, but this method will soon be unavailable.

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. Select login method to log in to "Min sida" (Usernamn+ Password + OTP-App).

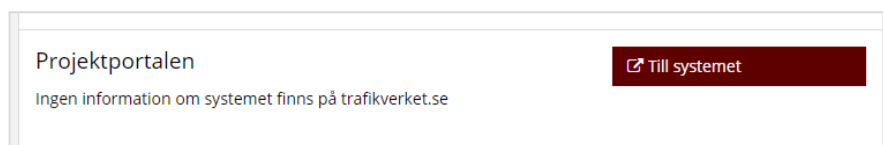Follow guide "PS Login" on this page:
https://bransch.trafikverket.se/tjanster/ansok-om/ansok-om-behorighet-till-tjanster-och-system/ to install and configure the app Pointsharp

It is possible to log in with Username + Password + SMS, but this method will soon be unavailable.

5. Under "Mina system" select Projektportalen.