

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

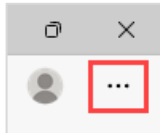
It is important to follow the guides on the upcoming pages to be able to open and edit Office documents from Projektportalen.

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

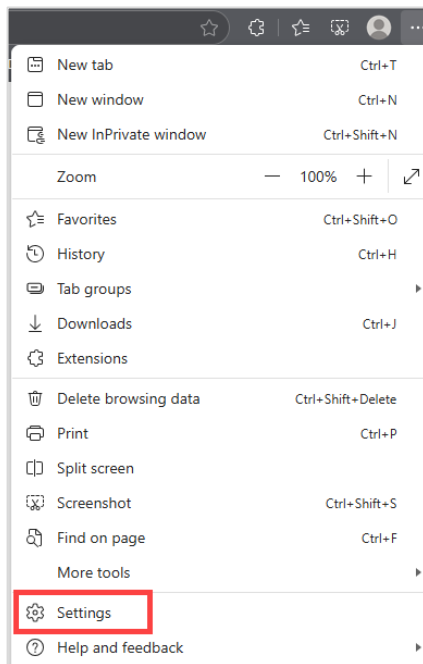
# Settings in Edge - Cookies and site permissions

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.

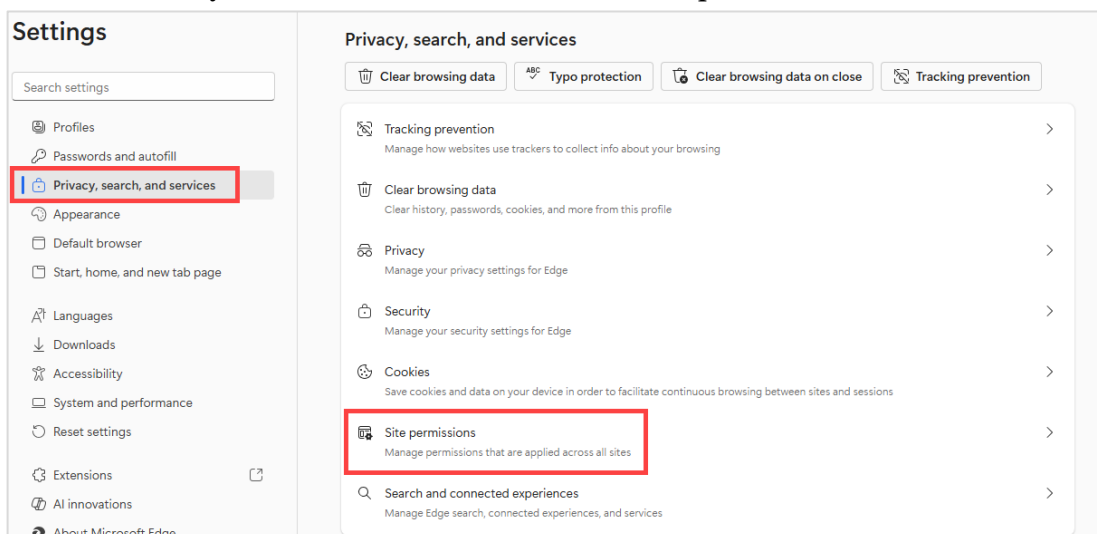
1. Click on the three dots in the upper right corner of Edge.



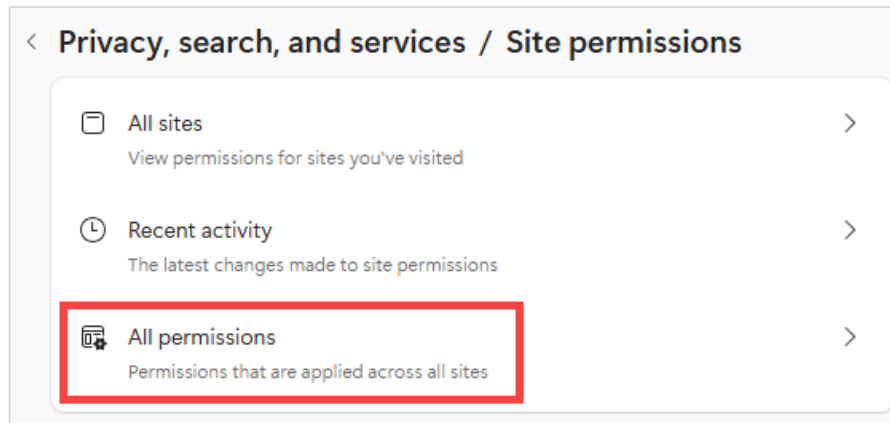
2. Click on “Settings”.



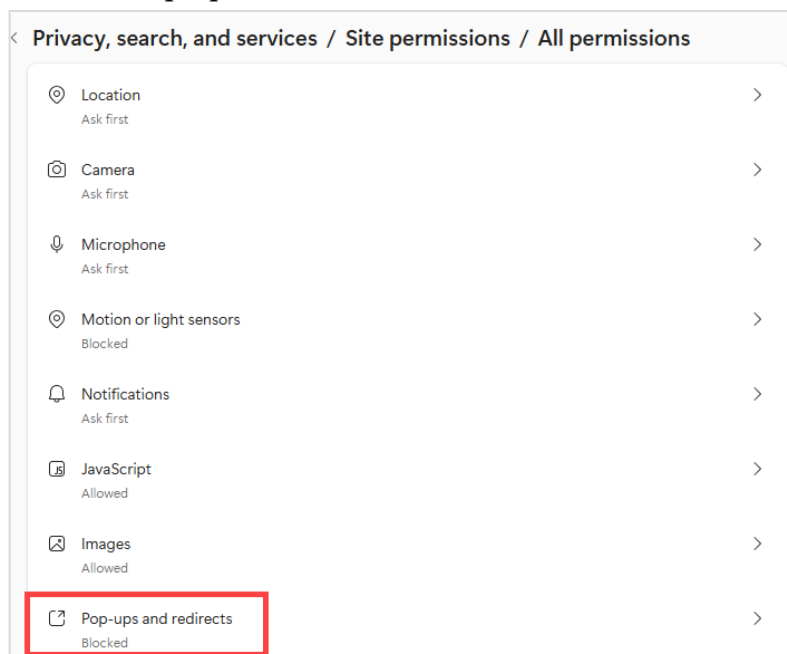
3. Click on “Privacy, search and services” and then “Site permissions”.



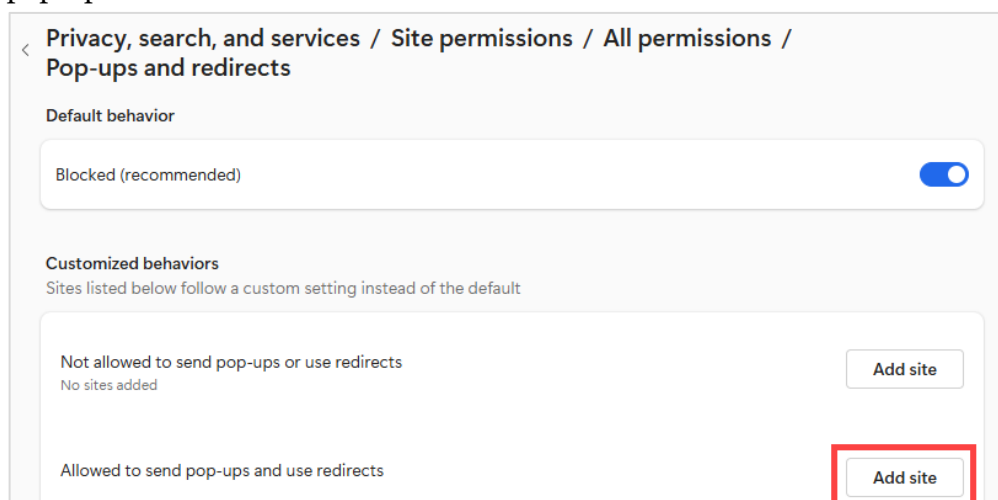
4. Click on “All permissions”.



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.



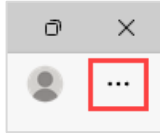
7. Type **[\*.]trafikverket.se** and click on “Add”.



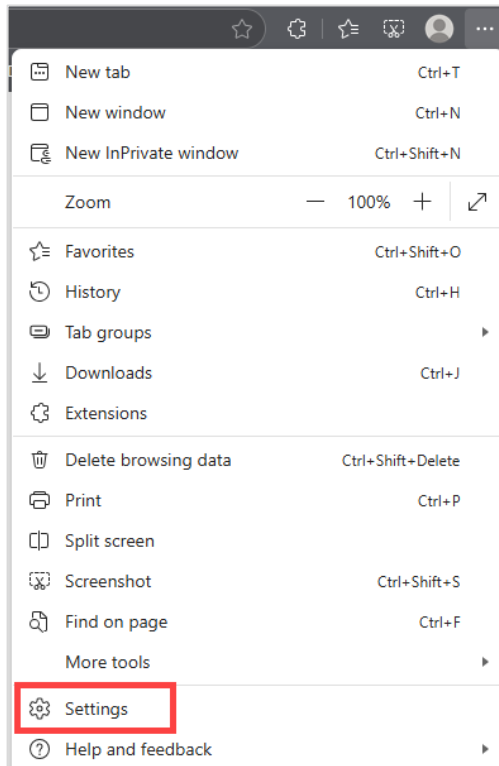
The image shows a dialog box titled "Add site" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the domain "[\*.]trafikverket.se". A red rectangular box highlights the text in the input field. Below the input field, there are two buttons: a "Cancel" button and an "Add" button. The "Add" button is highlighted with a red rectangular box.

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

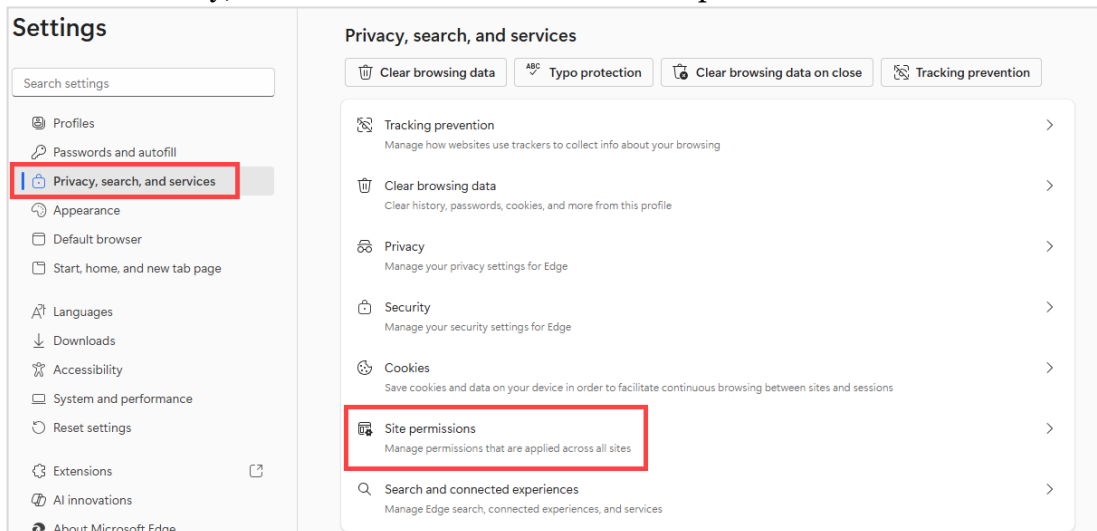
1. Click on the three dots in the upper right corner of Edge.



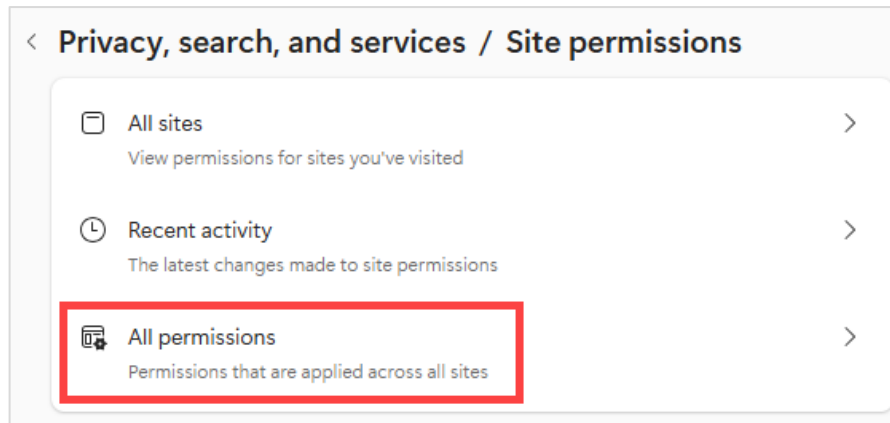
2. Click on “Settings”.



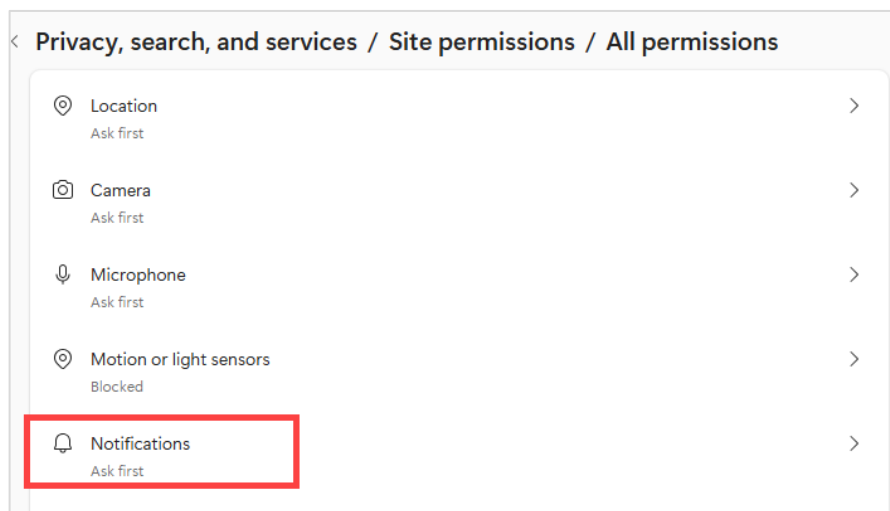
3. Click on “Privacy, search and services” and then “Site permissions”.



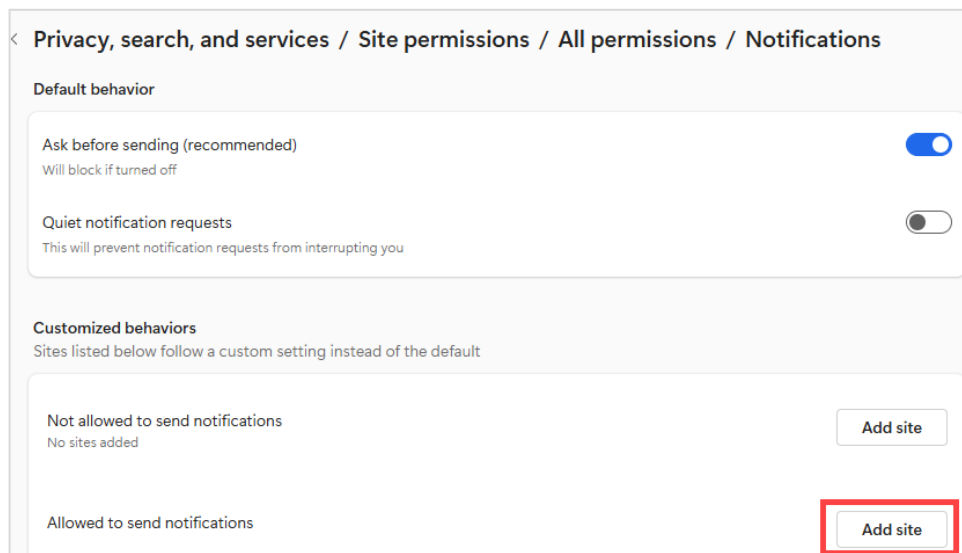
4. Click on “All permissions”.



5. Click on “Notifications”.

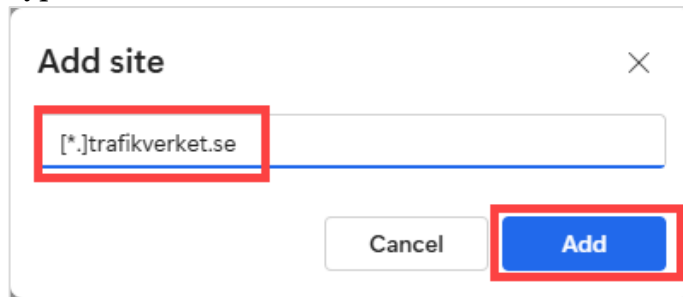


6. Click on “Add site” in the Customized behaviors section -> Allowed to send notifications.

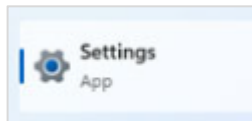




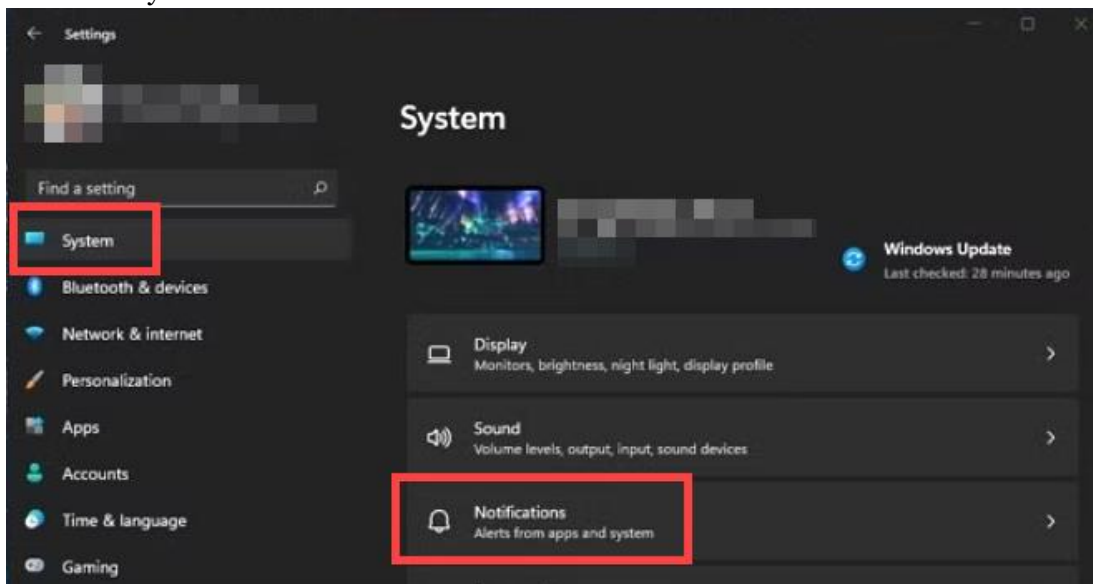
7. Type **[\*.]trafikverket.se** and click on Add”.



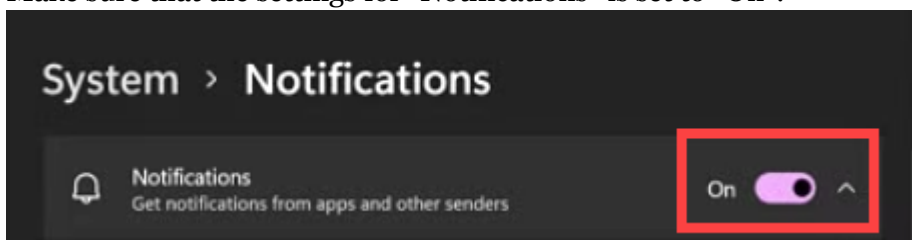
8. Open the start menu on your computer (Windows button).  
9. Search for “Settings” and click on it.



10. Click on “System” and “Notifications”.



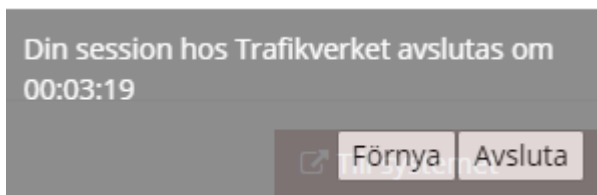
11. Make sure that the settings for “Notifications” is set to “On”.



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.



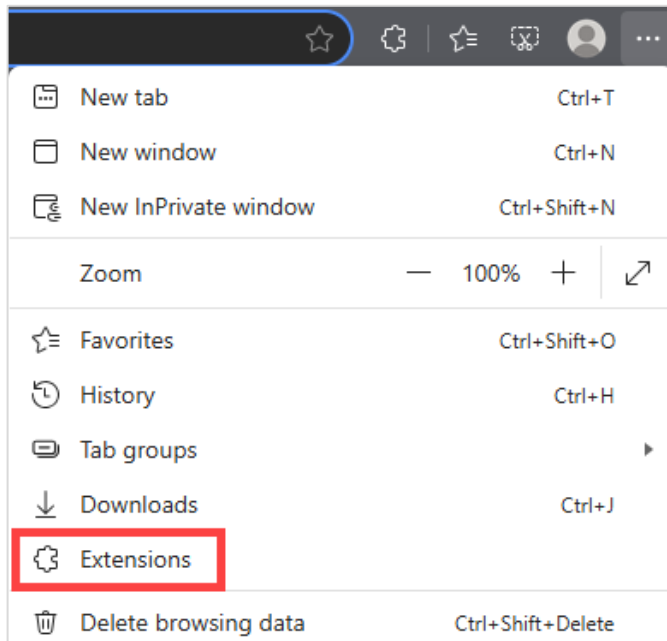
In the browser the following message will show up. Click on “Förnya” to renew the session time.



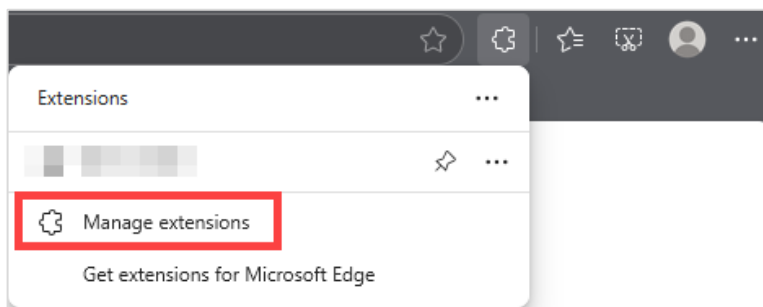
# Install Trafikverket extension for SharePoint-integration in Edge

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

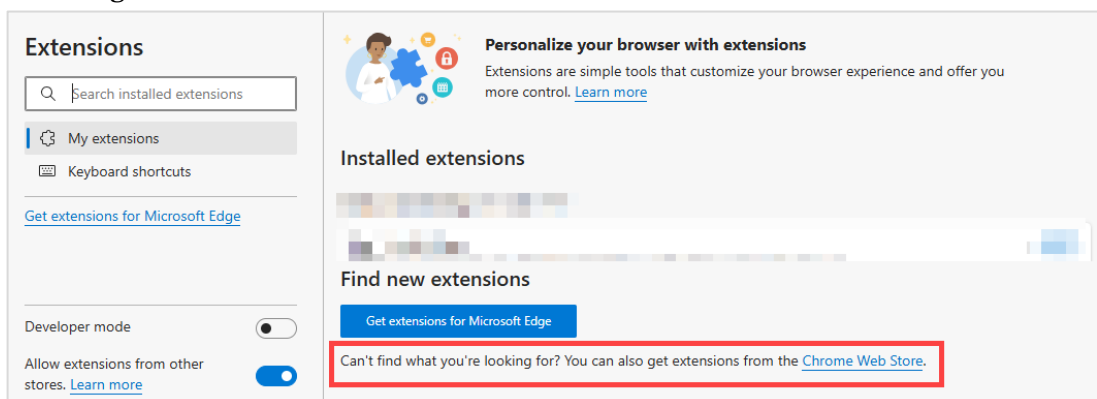
1. Open Edge, click the three dots in the upper right corner and then click “Extensions”.



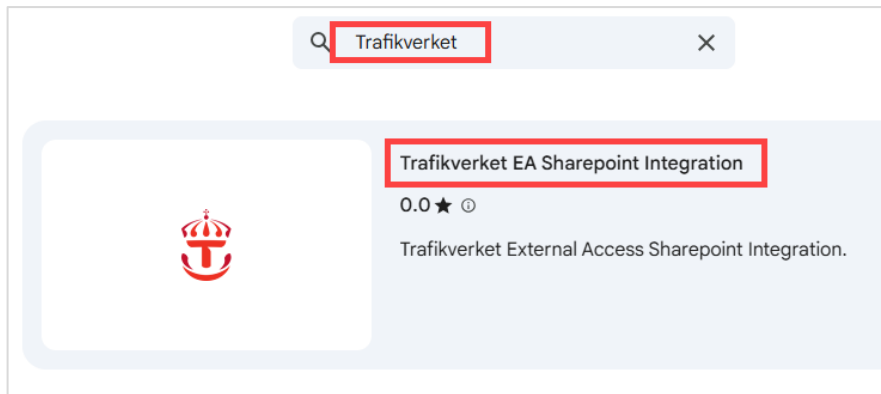
2. Click on “Manage extensions”.



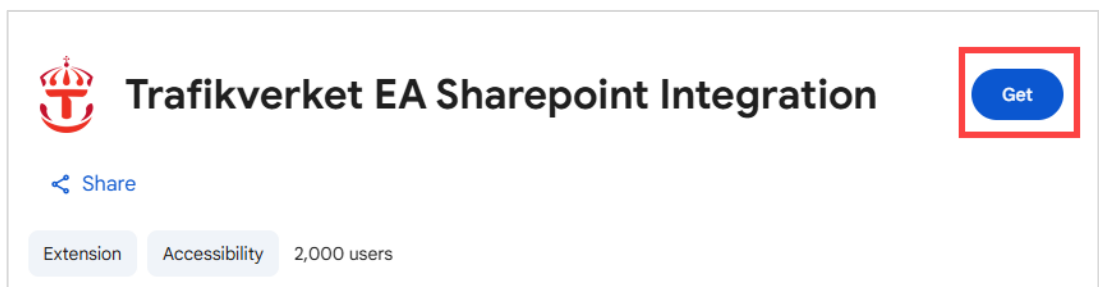
3. Click to get extensions from “Chrome web store”.



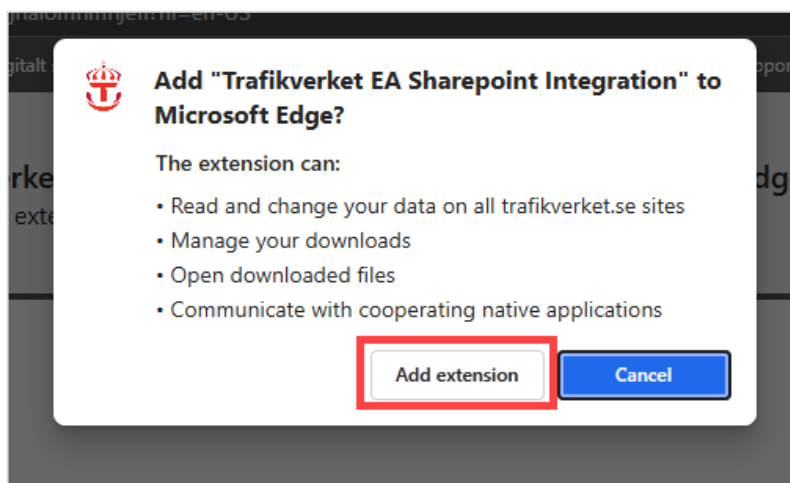
4. Search for “Trafikverket”, select Trafikverket EA Sharepoint Integration.



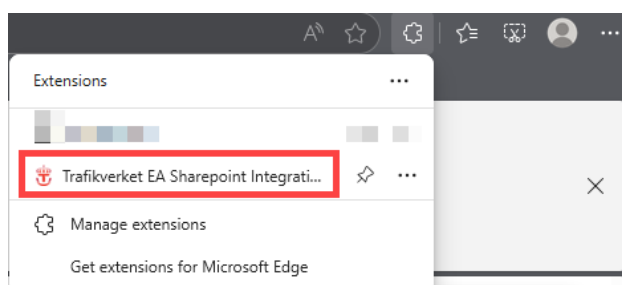
5. Click “Get”.

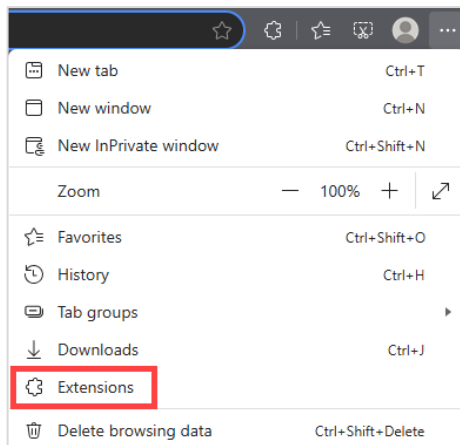


6. Click “Add extension”.

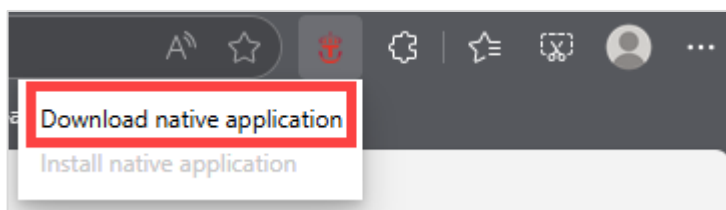


7. Click on the extension. (If the option in the first picture does not show up automatically, click the three dots in the upper right corner and click on “Extensions” according to the second picture below, then click on the extension.)

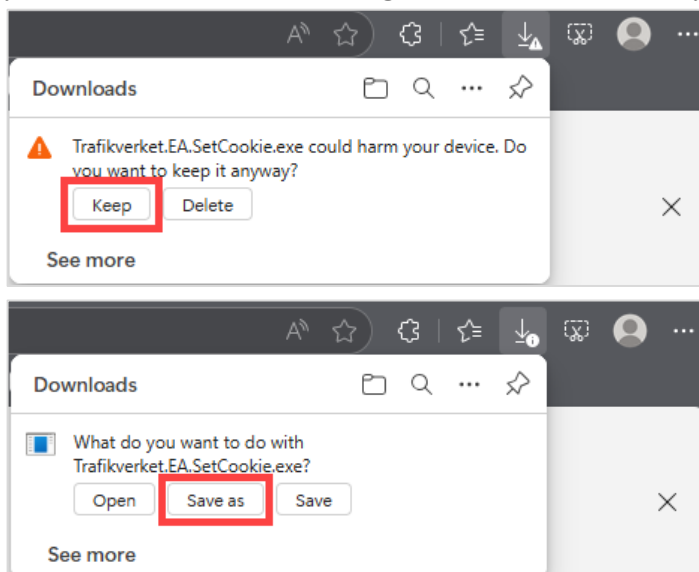




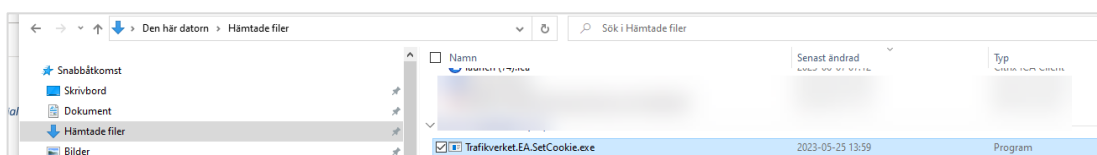
8. Click “Download native application”.



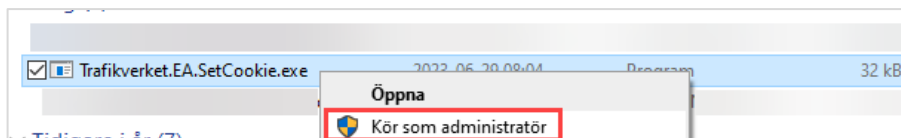
9. Select “Keep” and then “Save as” to save the extension on your computer. If you have trouble downloading the extension, contact your IT-department.



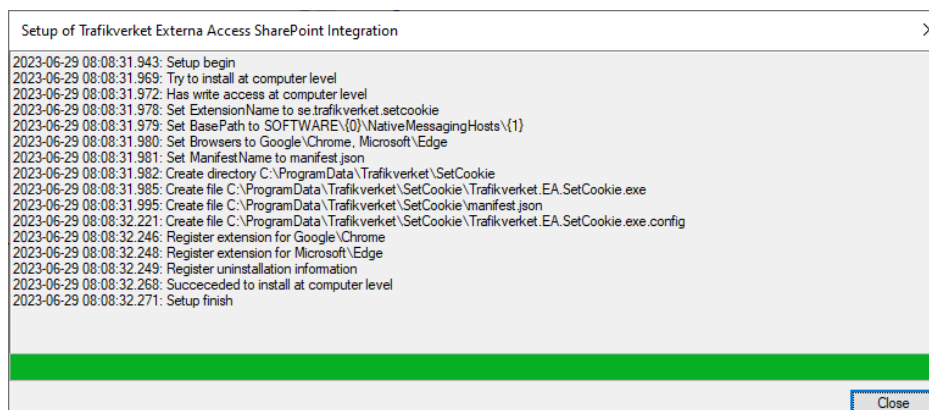
10. Open File Explorer on your computer and find the location where you saved the extension (often found in the “Downloads” folder if saved to the default location in the previous step). The name of the extension is Trafikverket.EA.SetCookie.



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.



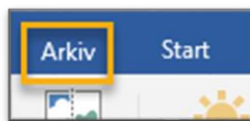
13. Restart your browser.

# Adding Projektportalen as a trusted location in Office

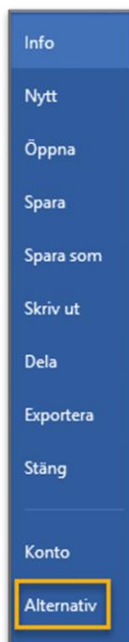
If you are working with active documents that might contain for example macros, make sure that you have <https://p.sp.trafikverket.se> as a trusted site in Office Security Center.

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

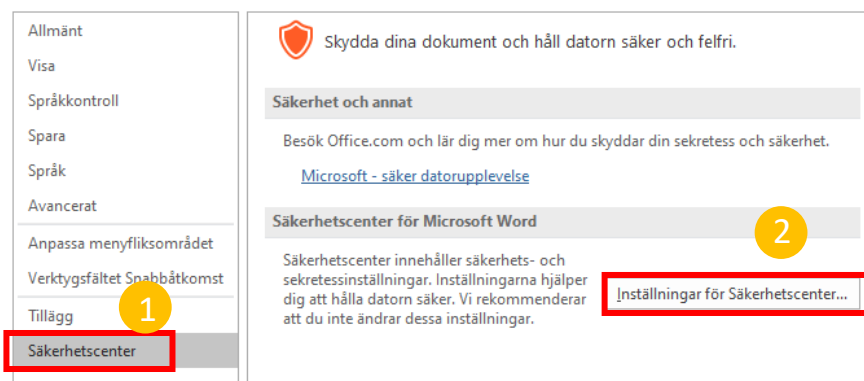
- 1 If you have *Word* opened, click *File*.



- 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.

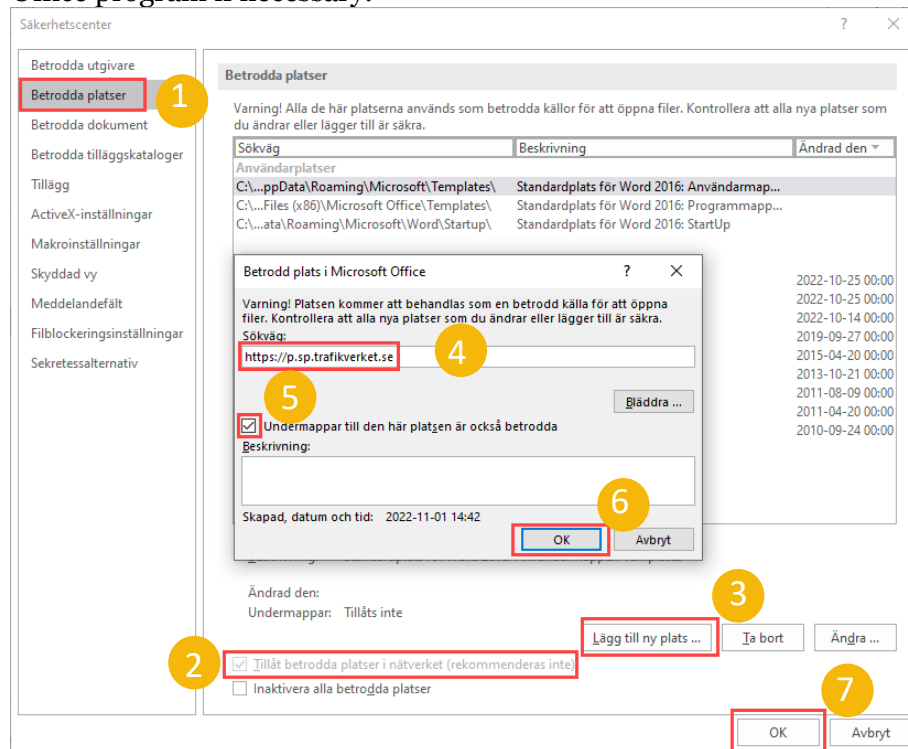
Go to “*Trusted locations*” (step 1) and check the box “Allow trusted places in the network” (step 2).

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

Svenska

## Log in • Min Sida

### Select login method

- Username + Password + SMS →
- Username + Password + OTP-App →
- Username + Password + OTP-Device →
- Username + Password →
- Email + Password (Web account) →

#### About Swedish Transport Administration Log In

- ! Apply for access to services and systems
- Legal information

Problem with authentication? Contact User support: +46 10-125 10 10

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

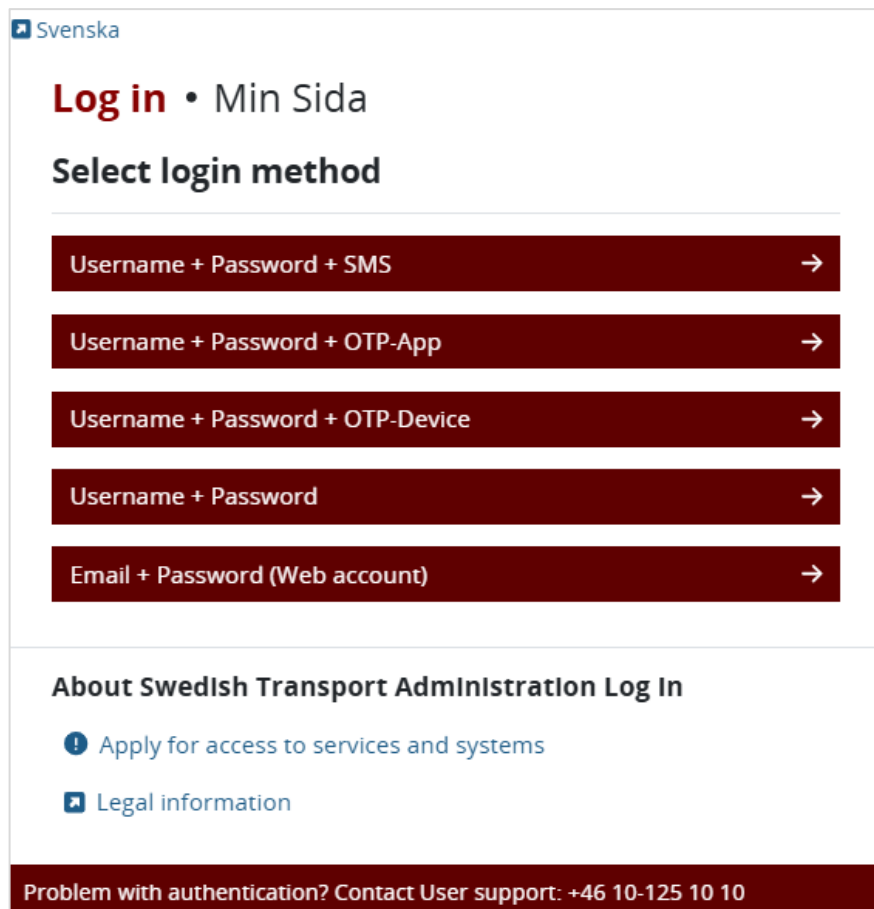
*It is possible to log in with Username + Password + SMS, but this method will soon be unavailable.*

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” (Username+ Password + OTP-App).



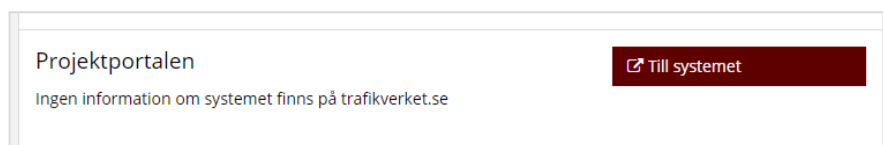
The screenshot shows the login interface for the Swedish Transport Administration. At the top left is a language selector set to 'Svenska'. The main heading is 'Log in • Min Sida', followed by the instruction 'Select login method'. Below this are five dark red buttons with white text, each with a right-pointing arrow: 'Username + Password + SMS', 'Username + Password + OTP-App', 'Username + Password + OTP-Device', 'Username + Password', and 'Email + Password (Web account)'. A section titled 'About Swedish Transport Administration Log In' contains two links: 'Apply for access to services and systems' (with an exclamation mark icon) and 'Legal information' (with a document icon). At the bottom, a dark red bar contains the text 'Problem with authentication? Contact User support: +46 10-125 10 10'.

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.



The screenshot shows a section titled 'Projektportalen'. Below the title is the text 'Ingen information om systemet finns på trafikverket.se'. To the right of this text is a dark red button with a white right-pointing arrow and the text 'Till systemet'.