


Sign up or Log in
at:

<https://connex.mn.uccs.com/>

ConneX Server



Please log in

User ID:

Password:

[Forgot your password or user ID?](#)

Sign Up

Create an organization and sign up for a user account; or just create a user account if your organization already has an account created.

Follow the guided interface to set up an account/organization and read the notes under each step for extra information or guidance.

Sign Up

1. Choose Organization [Next >](#)

Select your organization name from the alphabetized list. If you do not see your organization listed, add it by selecting the top option. Please note: If your organization has multiple locations, you may want to create a new organization for each of those locations and name each by name and location. If you are creating your organization, you will have the ability to approve user requests from other individuals in your organization who would like to have a user account created. This control can be switched to another user account at any time.

*What organization would you like to join?

[\(Expand\)](#)

- None, I would like to create a new organization -
- A&H Contracting@live.com
- AGTEK Development Co.
- AMS Contracting

[Next >](#)

2. Organization Details

3. Your Name

Account Request Acceptance Email

The following is the automatic email that will be sent from notifications@connex.mn.uccs.com when/if your request has been approved. You will receive a separate email for each County/City eGram server request.

Subject: Request for User Accounts - Approved by [EGRAM NAME]

Message:

[EGRAM NAME] has approved your request for user accounts.

Log in to the eGram at [EGRAM LINK].

[IF COUNTY IS USING bidVAULT: "You can also bid on projects online at [BID_LINK]"

Manage Account Information

Edit your user account information.

The screenshot shows a web interface for managing account information. At the top, there is a navigation bar with the RTVISION logo and several tabs: 'My Account' (highlighted with a red box), 'My Organization', 'eGram Access', 'Manage Users', and 'Founder Options'. Below the navigation bar is a section titled 'Edit My User Details'. This section is divided into three main areas: 'Account Information', 'Email Address', and 'Password'. The 'Account Information' section includes fields for *User ID (rtvision), *First name (Melissa), Middle initial, and *Last name (Girtz). The 'Email Address' section includes fields for *Email (melissag@rtvision.com) and *Confirm Email (melissag@rtvision.com). The 'Password' section includes fields for Current Password, New Password, and Confirm New Password, with a note: 'Password - Leave the following fields blank unless changing password.'

Account Information	
*User ID:	rtvision
*First name:	Melissa
Middle initial:	
*Last name:	Girtz

Email Address	
*Email:	<input type="text" value="melissag@rtvision.com"/>
*Confirm Email:	<input type="text" value="melissag@rtvision.com"/>

Password - Leave the following fields blank unless changing password.	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>

Manage Organization Details

Edit your organization information.

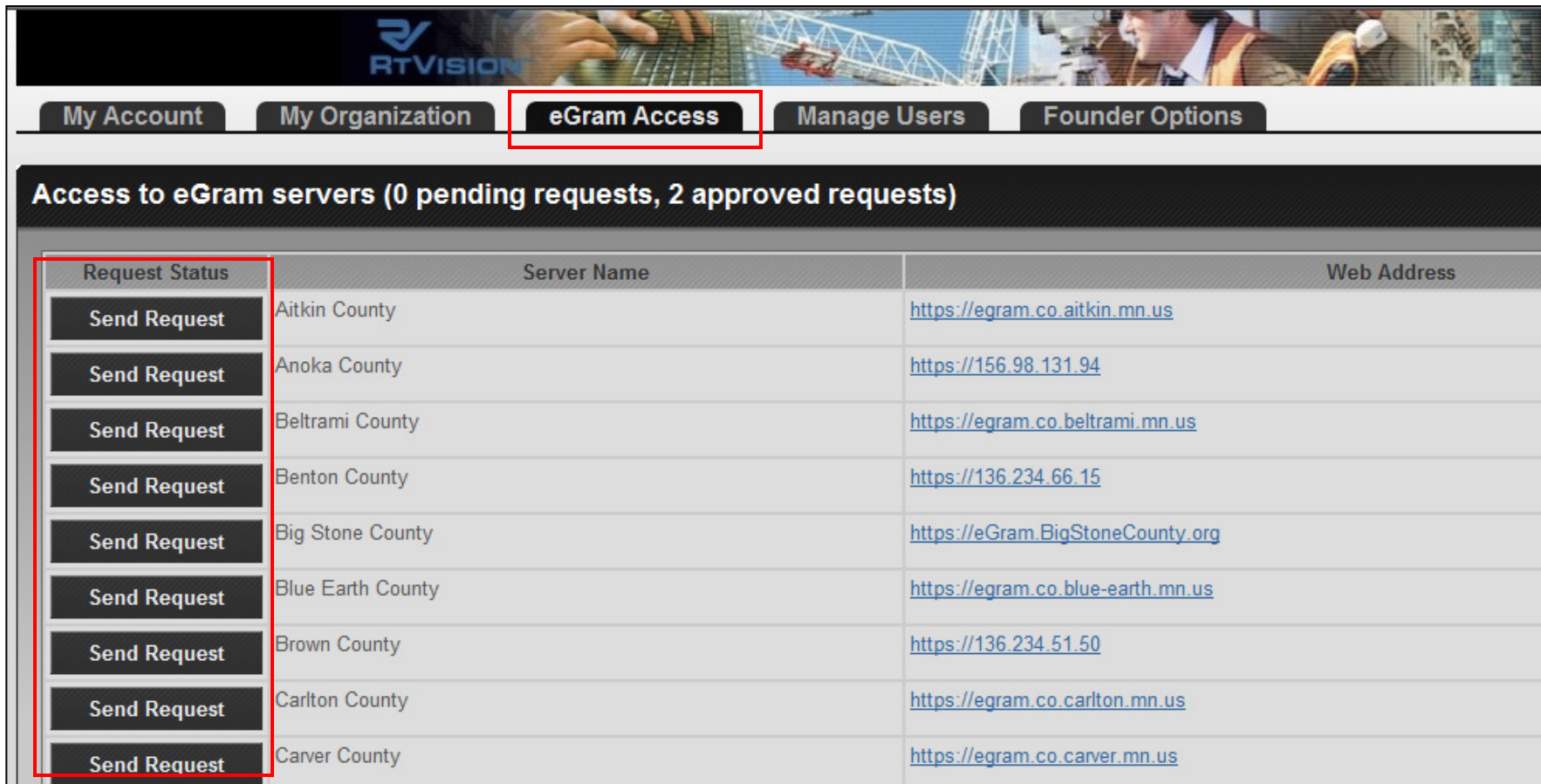
Note: If security is turned 'ON', not all users will have access to this tab.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'My Account', 'My Organization', 'eGram Access', 'Manage Users', and 'Founder Options'. The 'My Organization' tab is highlighted with a red rectangular border. Below the navigation bar is a dark header with the text 'Modify Organization Details'. The main content area is a form with the following fields:

- *Name:** Text input field containing 'RtVision'.
- *Email:** Text input field containing 'melissag@rtvision.com'. Below this field is a note: 'Please use a company address rather than a personal address. Notifications from Counties and Cities about eGram Access will be sent to this address. Notifications about requests from users to join your organization will be sent to this address.'
- *Address:** A group of fields including:
 - *Country:** A dropdown menu showing 'U.S.A.'.
 - *Address Line 1:** Text input field containing '58 East Broadway'.
 - Address Line 2:** Empty text input field.
 - *City:** Text input field containing 'Little Falls'.
 - *State:** Text input field containing 'MN'.
 - *Zip Code:** Text input field containing '56345'.
- *Phone:** A group of three text input fields containing '(320)', '632', and '0760'.

Manage eGram Requests

Send requests for access to eGram servers. The request status will change to 'pending' after a request has been sent, and 'approved' once the eGram owner approves the request.



My Account My Organization **eGram Access** Manage Users Founder Options

Access to eGram servers (0 pending requests, 2 approved requests)

Request Status	Server Name	Web Address
Send Request	Aitkin County	https://egram.co.aitkin.mn.us
Send Request	Anoka County	https://156.98.131.94
Send Request	Beltrami County	https://egram.co.beltrami.mn.us
Send Request	Benton County	https://136.234.66.15
Send Request	Big Stone County	https://eGram.BigStoneCounty.org
Send Request	Blue Earth County	https://egram.co.blue-earth.mn.us
Send Request	Brown County	https://136.234.51.50
Send Request	Carlton County	https://egram.co.carlton.mn.us
Send Request	Carver County	https://egram.co.carver.mn.us

Manage User Accounts

Add new user accounts to the organization, accept/reject user requests, and manage user account details.

Edit and/or setup user approval RIGHTS. If a user account has approval rights, he/she will be issued a PIN number. This is also where you can RESET the PIN.

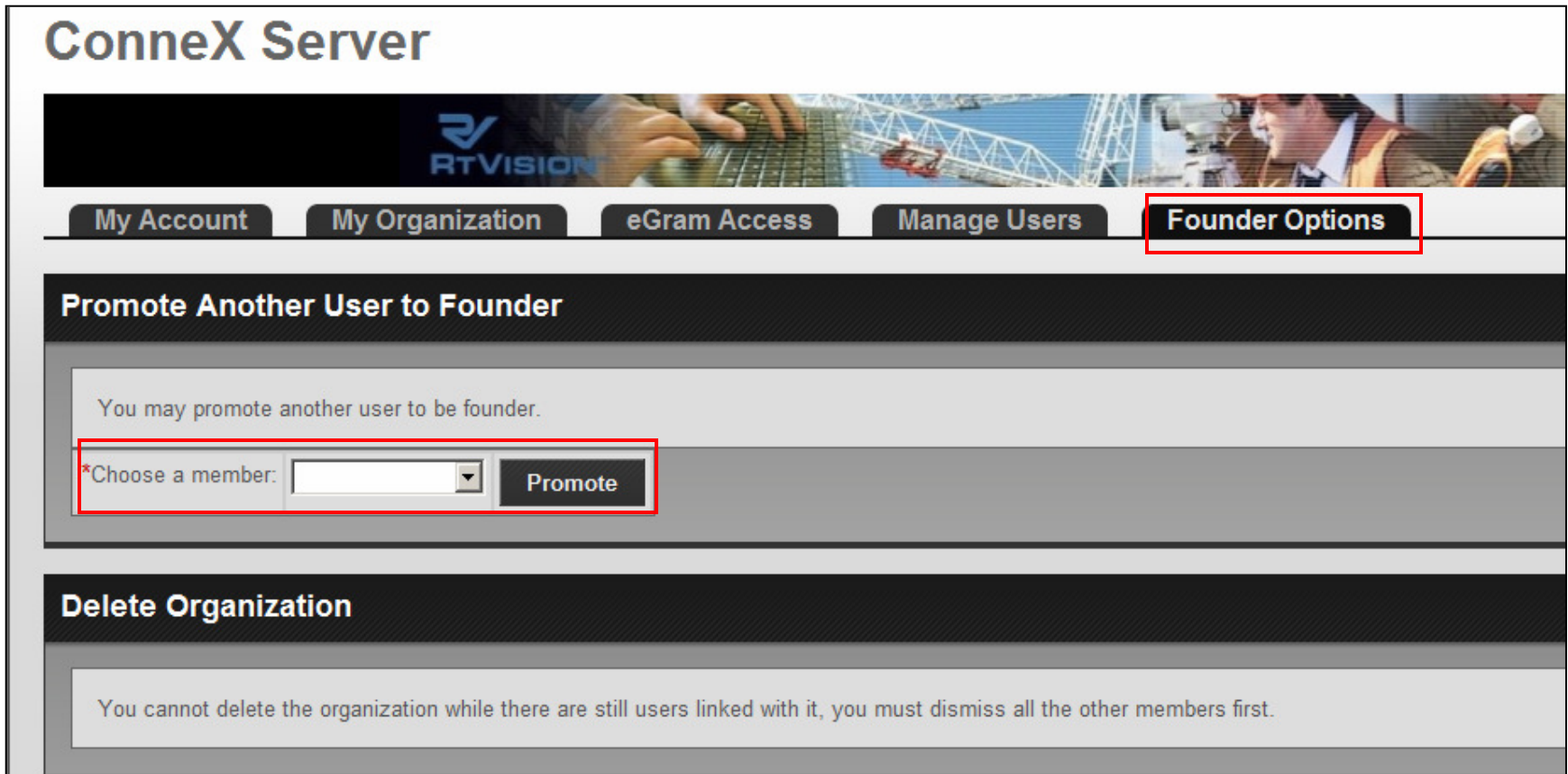
DISMISS users who no longer work for the organization.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'My Account', 'My Organization', 'eGram Access', 'Manage Users' (highlighted with a red box), and 'Founder Options'. Below the navigation bar, there are two main sections: 'Accept/Deny requests from other users to join your organization (0)' and 'Manage the user accounts within your organization (3)'. Under the second section, there is a button labeled 'Add new user to organization'. Below this is a table with the following columns: Name, User ID, Email, Rights, and Approver. The table contains three rows of user accounts. The first row has 'administrator' rights and 'Yes (Reset PIN)' as the approver. The second row also has 'administrator' rights and 'Yes (Reset PIN)'. The third row has 'administrator' rights and 'No' as the approver. To the left of the table, there are action buttons for each row: 'Edit', 'Rights', 'Dismiss', and 'Delete' for the first row; 'Edit' and 'Rights' for the second row; and 'Edit' and 'Rights' for the third row. The 'Edit', 'Rights', 'Dismiss', and 'Delete' buttons for the first row are highlighted with a red box.

	Name	User ID	Email	Rights	Approver
Edit Rights Dismiss Delete				administrator	Yes (Reset PIN)
Edit Rights				administrator	Yes (Reset PIN)
Edit Rights				administrator	No

Deleting an Organization

The individual who initially created the organization (otherwise known as the 'founder') can delete the organization after all user accounts have been removed. If the 'founder' chooses to deactivate his/her account, he/she can choose another member to take over 'founder' rights.



ConneX Server

My Account My Organization eGram Access Manage Users **Founder Options**

Promote Another User to Founder

You may promote another user to be founder.

*Choose a member: Promote

Delete Organization

You cannot delete the organization while there are still users linked with it, you must dismiss all the other members first.