

SETTING UP AN ONLINE SDA WORK FORCE TRACKING ACCOUNT

It's QUICK

It's EASY

It's CONVENIENT

Internet access to NJSDA's Work Force Tracking Program (WFP) is required for all Primary Contractors for NJSDA contracts. Only one account per contractor s permitted.

To apply for an account, use the following steps:

- File at least one Form AA201 with NJSDA
- Open Microsoft Internet Explorer (version 5.0 is required; 5.5 or higher is recommended)
- In address, enter the URL <https://www.njsda.gov/wfp/login.aspx>
- At the WFP Login screen, click once on the "**Click Here**" option designated in the illustration below:

Work Force Project

User Name:

User Password:

LOGIN

Account Set-up for first time users (non-SDA employees) **Click Here**

Forgot Your Password **Click Here**

Download user guide **Click Here**

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SETTING UP AN ONLINE SDA WORK FORCE TRACKING ACCOUNT (Cont.)

This accesses the Account Request screen:

The screenshot shows a web browser window with the URL <https://www.njsda.gov>. The page title is "First Time - Microsoft Internet...". The main heading is "CREATE WEB LOGIN ACCOUNT (FOR NOT SDA EMPLOYEES ONLY)". Below this, a red message states "All Fields Are Required". The form contains the following fields and buttons:

- Tax ID (9 digits, no dashes):
- Email:
- Create User Name And Password
- User Name (6-10 characters):
- Password: (6-10 characters)
- Confirm Password:
- Buttons: CREATE, Reset Form, Close

A red arrow points to the "CREATE" button.

- ❑ Enter the following information before clicking the “**CREATE**” button:
 - ◆ The 9-digit tax ID of the prime contractor (do not use any dashes)
 - ◆ A valid email address for the prime contractor
 - ◆ The desired user ID (6 to 10 characters)
 - ◆ The desired password (6 to 10 characters) – Note that this password does not appear on the screen when typed, and must be entered twice to ensure that both password entries match

An Account Activation notice will be emailed to the address specified on the AA201 initially submitted.

Questions concerning the account setup may be addressed to:

Wfp-helpdesk@njsda.gov