Setting up your ARFQ OpenID Email Authentication

**Attention Submitters:** After you complete this authentication process, ASU Purchasing Construction will give you permissions. You should receive a welcome message from ARFQ (SharePoint) that your process is complete, including access links to the site. Once access is gained, please read “1-How To Submit.”

**Please note – Email Accounts:** The email provider used in this guide is Gmail. It is recommended that you set up a specific company email under one of the providers listed below, have more than one person at your business that knows the password, and use your firm name in the email address. (Do not use personal names!) Providers available at this time are: Gmail, Yahoo, and AOL. Then click on the corresponding boxes at the OpenID authentication page for access and/or email setup.

1. Open and use only Internet Explorer (IE8, but IE9 + recommended) and copy/paste this link to your favorites (do not click here): [https://arfq-openid.sp10.asu.edu](https://arfq-openid.sp10.asu.edu).
   a. *(Important: Always, always enter OpenID from this link or it will not recognize your email to authenticate and enter the site! Bookmark this link, as it changes to a different link immediately upon clicking it and now shows you the OpenID page.)*
   b. Be patient when entering site areas; try to click only once, as they may take a few moments to initially open. (If it says “Waiting”… bottom left or mouse icon is spinning, it is attempting to open.)
   c. Select your email provider or set up a new company email selecting one of the available providers below. We should be able to recognize your company with your email.

2. Depending on provider (Gmail examples used here), enter email and password. If new, go to “Sign Up”. You may see similar setups if you clicked on the Yahoo or AOL buttons or may view different boxes if you have an existing account.
3. You will receive a verification or authentication page similar to this. You will need to “Accept”:

4. When you get to User Information, you are now entering our OpenID Authentication User Information. **Note:** Complete this information thoroughly, as it will assist with your authentication and verification. The most important fields are Name (Company Name will show if you set up email name with Co. Name), E-Mail, Phone #’s, and Department. If the Co. Name is not in “Name” field, add it to Department field.
5. Once you enter User information and Save, it will take you into the ARFQ SharePoint site. You will see “Error: Access Denied”. Select “Request access” link in box.

6. It is **very important to type in a similar message in next verbiage box (yellow area)** below, so we know who you are, including your company name, your name and title, and email address that you are using for this process and “Send Request”. The Construction SharePoint Admin will receive an email from the system to add you to the appropriate permissions list. If you don’t add your info, the admin will not know who sent the request.
7. You should see a “Confirmation” box:

![Confirmation](confirmation.png)

8. After you complete this process and “**Your access request has been sent**”, the Purchasing Construction Group will receive an email and give you permissions to the appropriate area in SharePoint within 24-48 business hours. You should receive a welcome message email from ARFQ (SharePoint) that your process is complete with links that should take you into the system. Your email password may be required.

9. Once in site, read **“1-How to Submit”** first and follow all instructions carefully. If you do not follow instruction in the site, it could delay your approvals.

10. If you have any issues, contact **construction@asu.edu**. Thank you.