



# APMS System Access User Guide for External Users

**Version:** 1.0  
**Date:** 23/09/2020  
**Status:** Issued  
**Author:**  
**File:** APMS Access User Guide for External Users

<b>ASHGHAL</b> <b>Public Works Authority</b>	Document No.	APMS Access User Guide for External Users
	Issue Date	23/09/2020
	Revision Number	1

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# 1. INTRODUCTION

## 1.1 Overview

PWA has envisaged professional services to Mannai-Gaea with sufficient experience in designing, building (configuration and customization) and implementing comprehensive information system solution that supports the successful collaboration between Ashghal and its stakeholders managing the engineering and construction project control management lifecycle; and project commercial governance management of the solution.

The main aim of APMS project is to deliver an integrated Ashghal Portfolio Management Solution (APMS); this solution is envisioned to be tailored to suite Ashghal business domain with the provision of automation in all Engineering Project Control (EPC) Lifecycle activities and providing 360 degree dynamic reporting of the portfolio project progress and status with stakeholder specific analytical dashboard.

APMS is an integrated solution ASHGHAL requires to manage its portfolio of design, construction, and supervision projects, and to use it as a central system for Ashghal Projects Portfolio Management Information. The system should provide a tightly integrated components that provide control over commercial activities of the standard project life cycle (Initiation, Planning, Execution, Controlling, and Close-Out).

The Ashghal Portfolio Management Solution (APMS) (here and after shall refer to the System) is expected to offer an integrated solution, or point solutions where necessary, to cover for various aspects of construction project management, typically in the areas of:

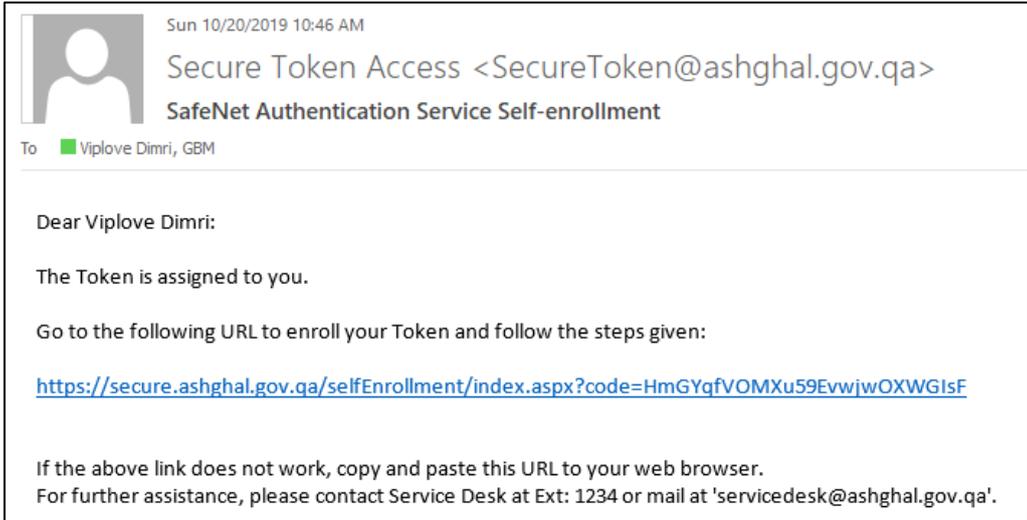
1. Planning
2. Estimating
3. Schedule and Resource Management
4. Contract and Change Management
5. Cost Management and Control
6. Payment Management
7. Construction Administration and Management (collaboration)
- 8.. Project Management Element.

## 2. Install MobilePASS Token & Enroll

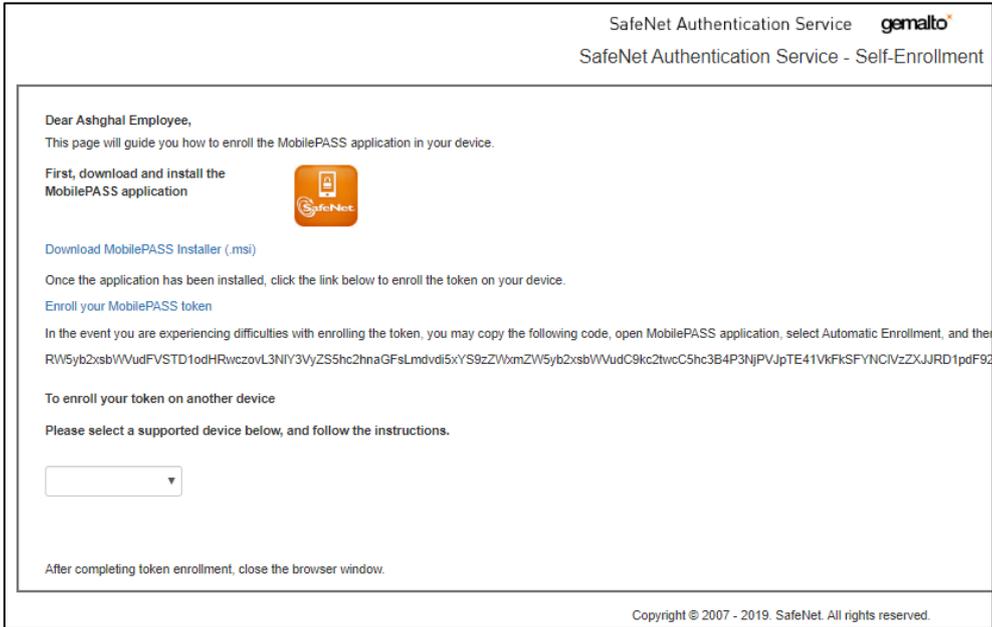
### 2.1 Install MobilePASS Token on Desktop / Laptop & Enroll

- a) You'll receive an email from [SecureToken@ashghal.gov.qa](mailto:SecureToken@ashghal.gov.qa)-

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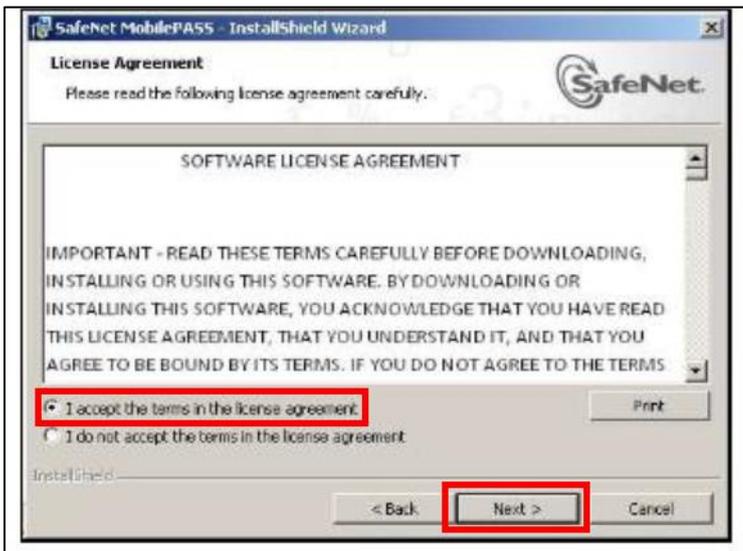
b) Click the **https://** link in the email and you'll see below webpage-



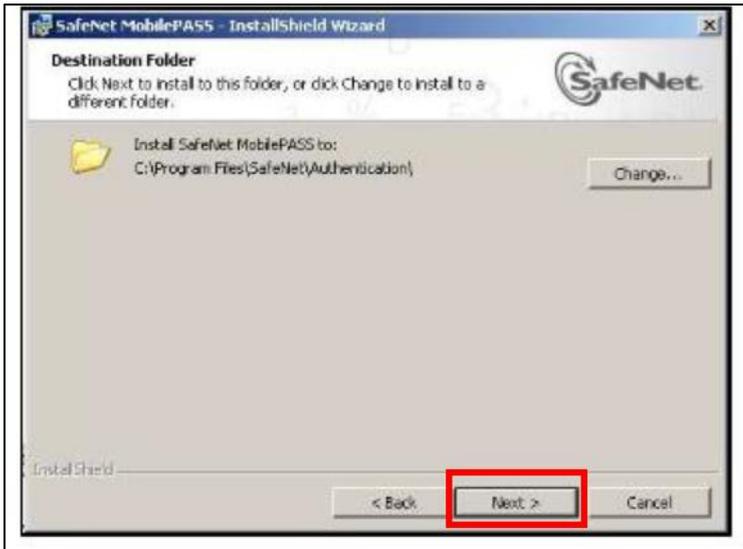
- c) Click on orange icon  to download the application.
- d) Once downloaded, double-click **SafeNet MobilePASS.msi**. The MobilePASS Installation Wizard is displayed. Click **Next**-



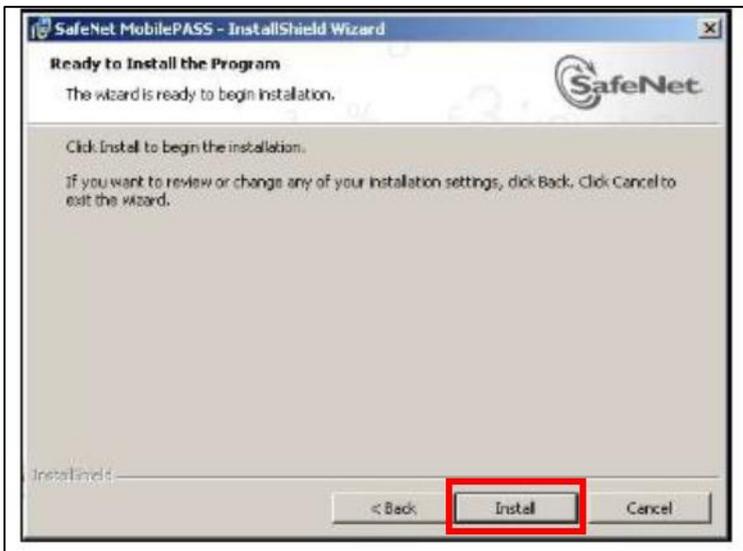
- e) The License Agreement window is displayed. Select 'I accept the license agreement', and then click Next-



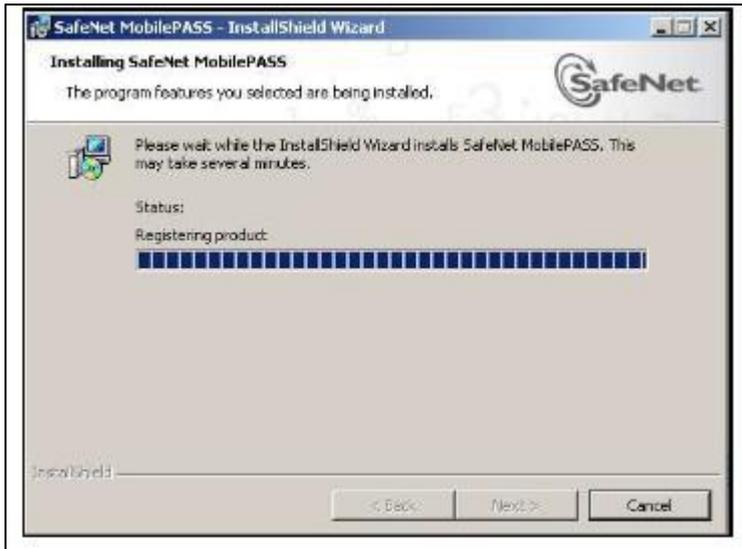
- f) The Destination Folder window opens, displaying the installation folder. Click 'Next'-



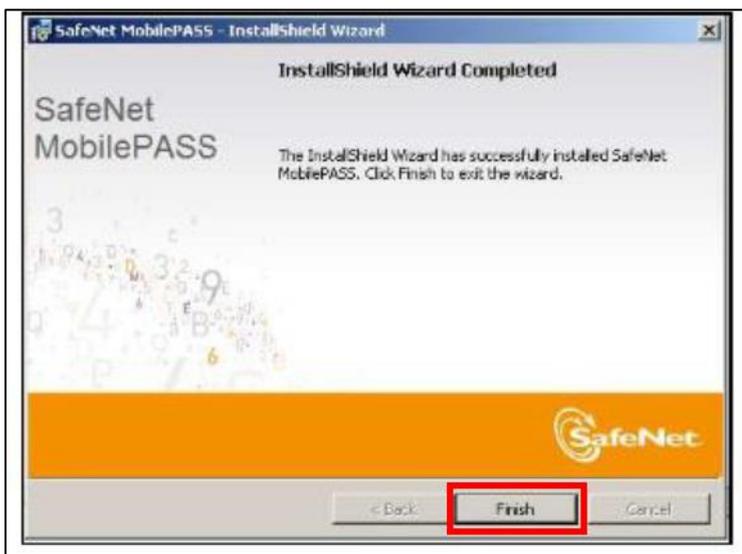
g) The Ready to Install the Program window is displayed. Click 'Install'-



h) The installation process starts-



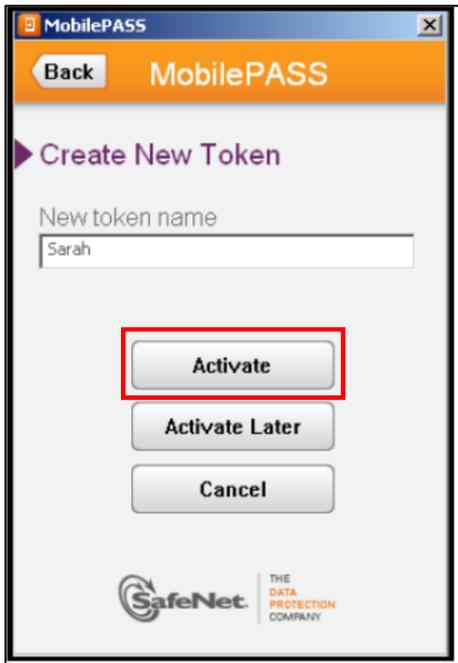
- i) On completion of the installation process, the InstallShield Wizard Complete window is displayed-



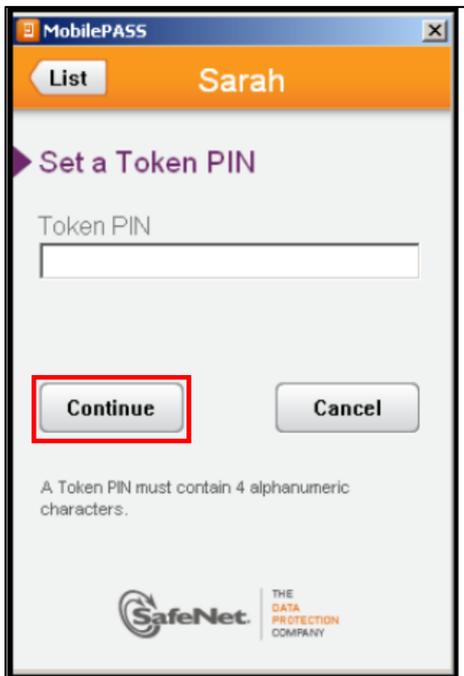
- j) Click 'Finish'. Return to the [http://](#) link opened earlier and click 'Enroll your MobilePASS token'-



k) If the above link works successfully, the Create New Token window is displayed, as below. Give the desired name and click 'Activate'-

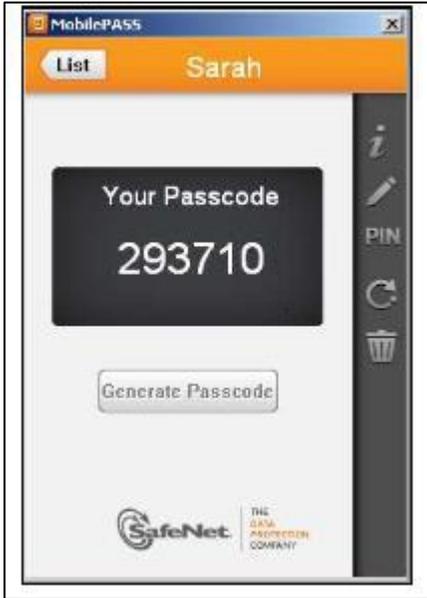


l) A Token PIN window will be displayed. Enter a 4 digit numeric and click '**Continue**'-



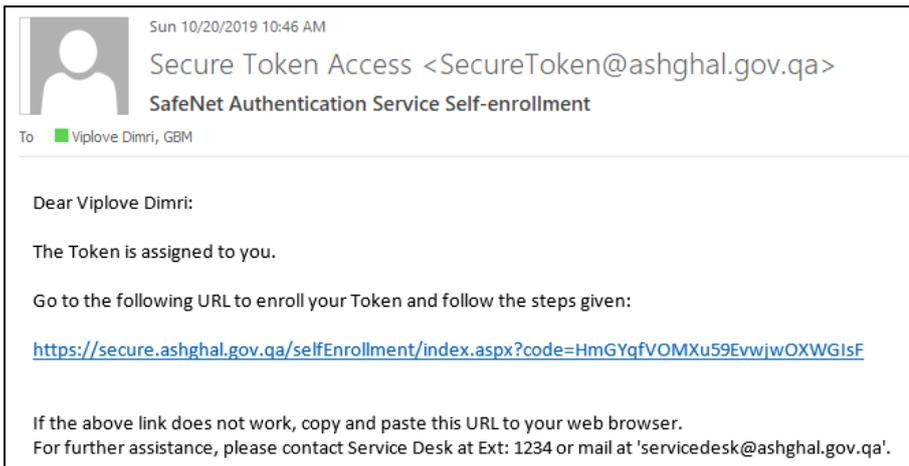
m) Re-enter your Token PIN, and then click '**Continue**'. Your Passcode is displayed in the next window, and your token is activated. This completes the Token enrollment successfully.

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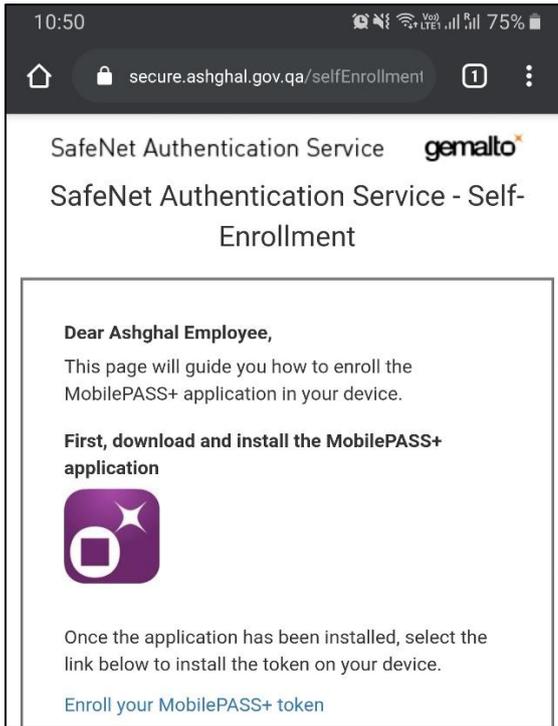


## 2.2 Install MobilePASS Token on mobile device & Enroll

- a) You'll receive an email from [SecureToken@ashghal.gov.qa](mailto:SecureToken@ashghal.gov.qa)-



- b) Click the **https://** link in the email and you'll see below webpage-



c) Click on orange icon  to download the application-

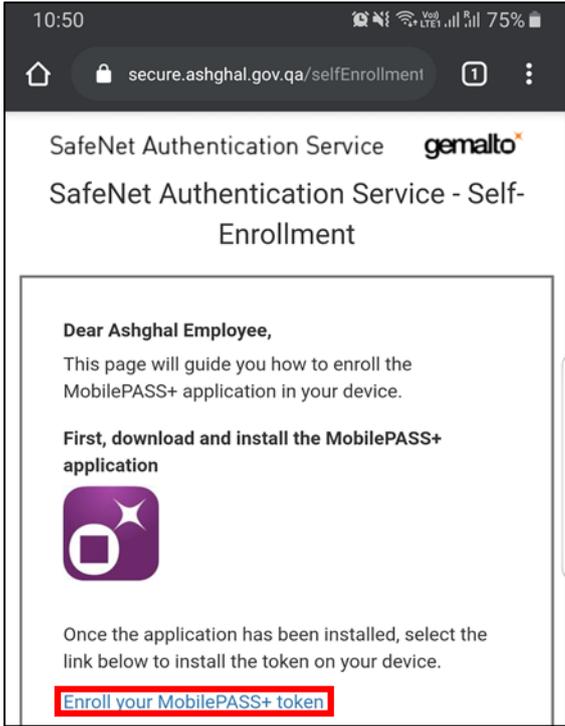
You can enroll MobilePASS+ token on your device using one of the following methods:

- > **Automatic Enrollment:** Automatically copy and paste the activation code into the Auto Enrollment window by clicking the Enroll your token link on the notification email.
- > **QR Code Enrollment:** Scan a QR code to enroll your MobilePASS+ token. This is recommended when you open self-enrollment from your device.
- > **Copy-Paste Enrollment:** This is recommended when you have difficulties with Automatic Enrollment. For example, if the registration link in the device does not work.

#### 2.2.1 Method 1: Automatic Enrollment

a) Once downloaded, tap **Enroll your MobilePASS+** token on the webpage-

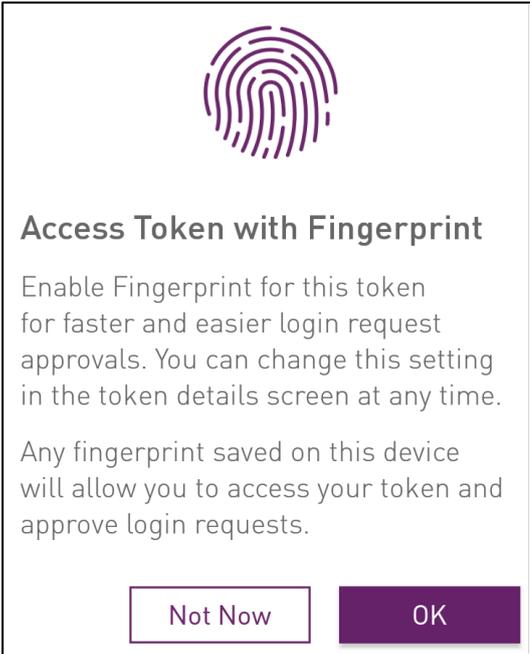
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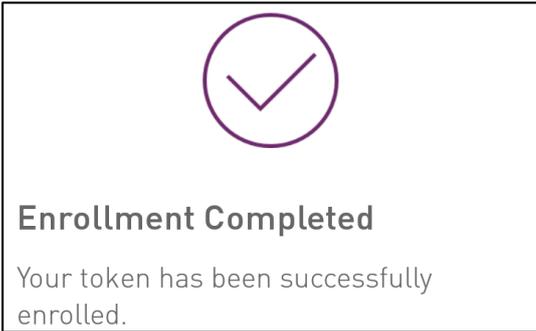
b) Once activated, you'll be prompted to set a PIN-

c) You'll be prompted to enable fingerprint access for this token, do one of the following-

- Tap **OK** to access your token and approve login requests using a fingerprint.
- Tap **Not Now** to disable this feature.



d) This completes the Token enrollment successfully-



2.2.2 Method 2: QR Code Enrollment

a) Click the **https://** link in the email on another device and select **Android** from the drop-down list of supported devices-

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**To enroll your token on another device**

Please select a supported device below, and follow the instructions.

Android

If the MobilePASS+ application is not yet installed on your device:

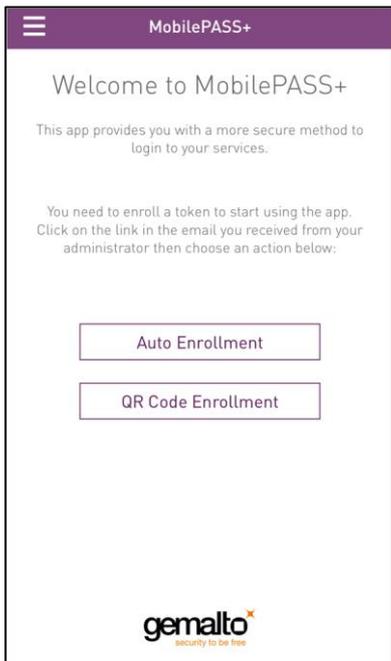
- Locate it on Google Play Store 
- Download and install it 

Open this page on your selected device, and follow the instructions shown on the page.

- To enroll your token on your device using QR code, scan the code to the right using downloaded MobilePASS+ application on your device.



- b) On your device, open the **MobilePASS+** app. Tap **Get Started** (if you have not yet enrolled a token) or tap the **Add** icon.  
In the Activation window, tap **QR Code Enrollment-**



- c) If prompted to allow SafeNet MobilePASS+ to access the camera, tap **OK**. Point the camera to the QR Code-



- The camera scans the QR Code and begins enrollment.
- d) Once activated, you'll be prompted to set a PIN-

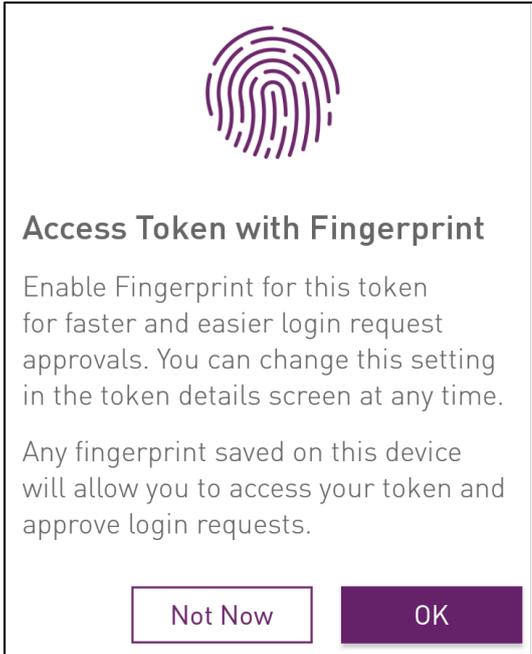
Token PIN

Confirm Token PIN

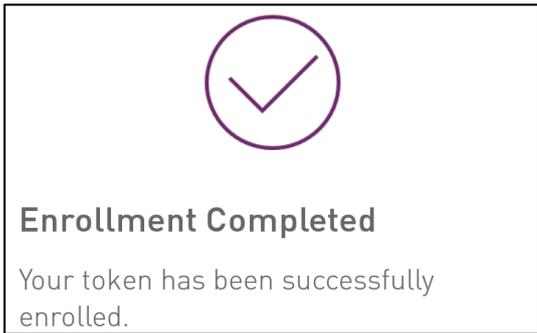
The PIN should contain 4 numeric characters.

**Submit**

- e) You'll be prompted to enable fingerprint access for this token, do one of the following-
- Tap **OK** to access your token and approve login requests using a fingerprint.
  - Tap **Not Now** to disable this feature.



f) This completes the Token enrollment successfully-



**Method 3: Copy-Paste Enrollment String**

a) Copy the activation string from the web page to your clipboard-

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SafeNet Authentication Service 

SafeNet Authentication Service - Self-Enrollment

Dear Ashghal Employee,

This page will guide you how to enroll the MobilePASS+ application in your device.

**First, download and install the MobilePASS+ application**



Once the application has been installed, select the link below to install the token on your device.

[Enroll your MobilePASS+ token](#)

In the event you are experiencing difficulties with loading the token with this link, you may copy the following string, open the MobilePASS+ application, select Automatic Enrollment, and then paste (on some platforms it may already be pasted):

```
RW5yb2xsbWVudFVSTD1odHRwczovL3NlY3VyZS5h  
c2hnaGFsLmdvdi5xYS9zZWxmZW5yb2xsbWVudC9  
kc2twcC5hc3B4P3NjPWplQ3hJMWY3YjJlNCIVzZXJJ  
RD1pdF92ZGltcmkNCiBhc3NwaHJhc2U9MzQ1OA=  
=
```

b) 2. Open the **MobilePASS+** app and tap **Get Started** or tap the **Add** icon-

Enroll a new token

Select the enrollment method

Auto Enrollment

c) Manually enter the activation string into the field provided-

**Enrollment**

Enter Activation String

```
RW5yb2xsbWVudFVSTD1odHRwczovL3NwZWRIbW8t  
c2Uuc3RhLWRIbWVsb3BtZW50LmNvbS9zZWxmZW5  
yb2xsbWVudC9kc2twcC5hc3B4P3NjPVd2OXRNUeFJaj  
QNC1VzZXJJRD1mdA0KUGFzc3BocmFzZT05NzA5
```

String automatically detected in clipboard.

Cancel Enroll

d) Once activated, you'll be prompted to set a PIN-

Token PIN

.....

Confirm Token PIN

.....

The PIN should contain 4 numeric characters.

Submit

e) You'll be prompted to enable fingerprint access for this token, do one of the following-

- Tap **OK** to access your token and approve login requests using a fingerprint.
- Tap **Not Now** to disable this feature.



**Access Token with Fingerprint**

Enable Fingerprint for this token for faster and easier login request approvals. You can change this setting in the token details screen at any time.

Any fingerprint saved on this device will allow you to access your token and approve login requests.

Not Now OK

f) This completes the Token enrollment successfully-



**Enrollment Completed**

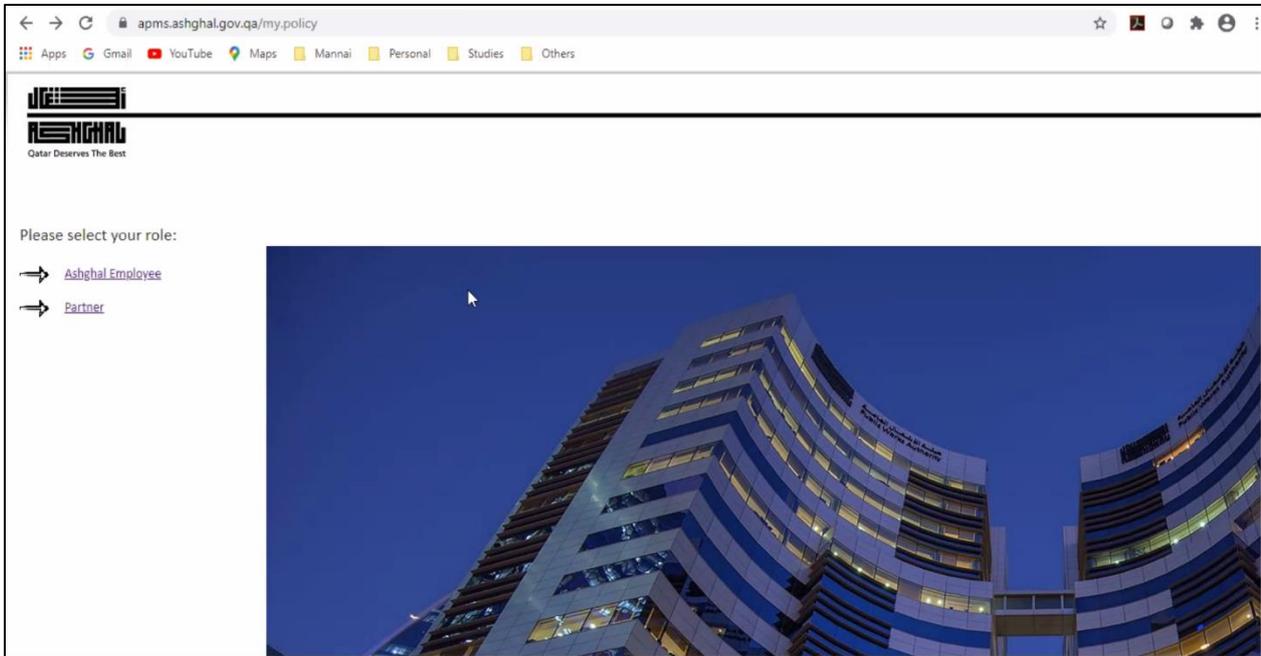
Your token has been successfully enrolled.

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### 3. Steps to Login to Ashghal Portfolio Management System

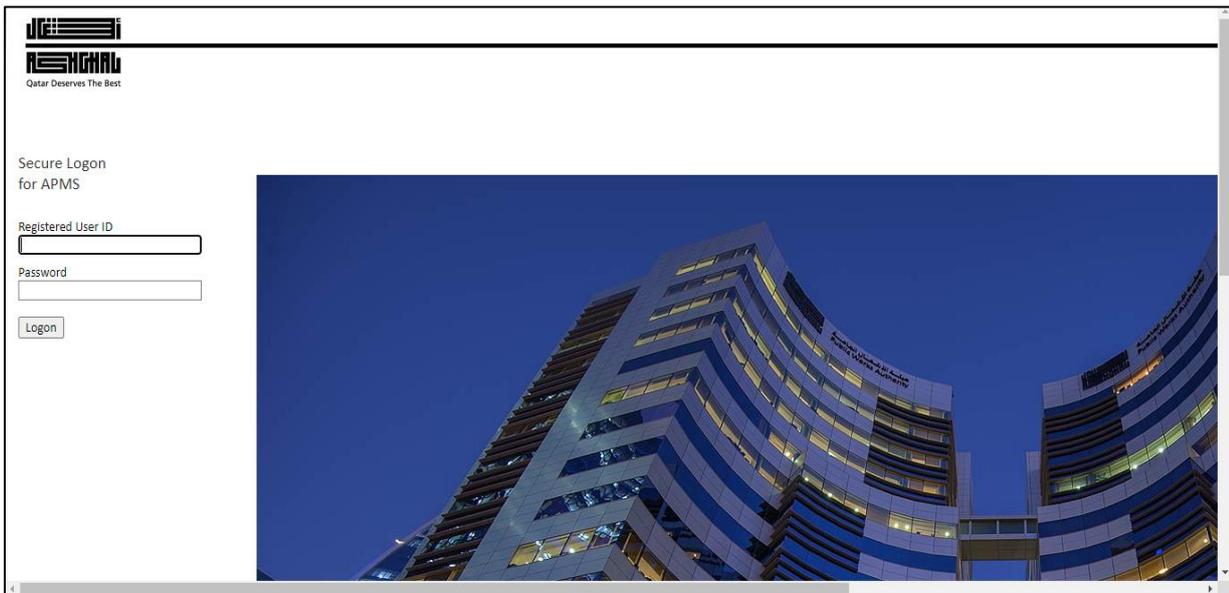
#### 3.1 Step 1 – Login to the below URL

<https://apms.ashghal.gov.qa>



#### 3.2 Step 2 – Click on Partner (for External Users)

#### 3.3 Step 3 – Enter Username & Password

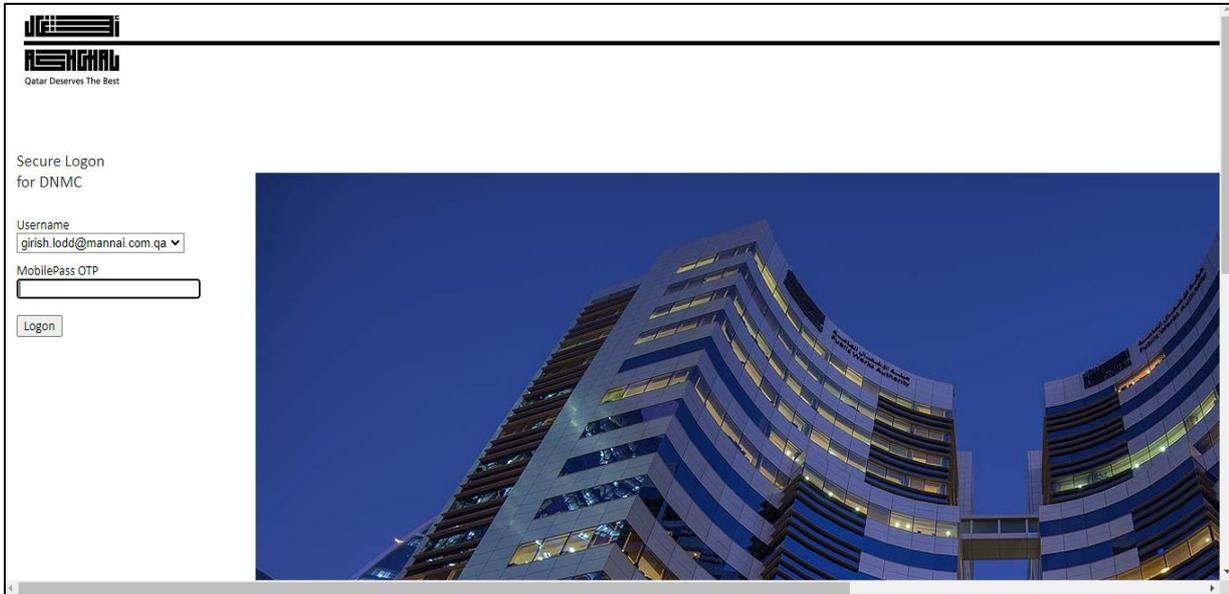


Registered User ID – your email ID is your User ID  
 Password – **vpn@pwa**

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Please note – User ID & Password are case sensitive and it has to be all lower case.

### 3.4 Step 4 – Enter One Time Password (OTP) generated in MobilePass



You will get OTP from your installed MobilePass Application as per steps in section 3.

### 3.5 Step 5 – Successful Login

Upon Successful Login, you will be allowed to Access APMS system



You should be able to see your specific contract details as per the assignment from Ashghal.

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## 4. Frequently Asked Questions

### ➤ **What should I do if my registered User ID is not working and access denied in first Step**

You need to take it up with Ashghal Contract Administrators to register your email ID as valid User ID.

### ➤ **What is a MobilePASS Token?**

A MobilePASS token is an application that can generate an OTP value for authentication. Install the MobilePASS application on your laptop to use it as an OTP token that works independently of mobile network connectivity.

### ➤ **How does it Token provides protection?**

Password theft is the single most common way hackers steal identities and gain unauthorized access to networks and resources. While they have many ways to steal a password, success depends on the stolen password being valid, much the way credit card theft relies on the card being usable until you report it as stolen. The problem, of course, is that it is almost impossible for you or the security professionals that manage your network to discover your password has been compromised until long after damage has been done.

Token solves this problem because the instant you log on with your OTP, it is no longer valid. Any attempt to log on by re-using the OTP will not only fail but will also instantly alert your network security professionals to a possible attack on your identity.

### ➤ **What is OTP?**

One Time Passcode (OTP) is a random code generated by the enrolled Token installed in your laptop/mobile device.

### ➤ **How do I generate an OTP from MobilePASS token?**

After the MobilePASS application is enrolled, use it to generate an OTP. To generate an OTP on your mobile device, enter your MobilePASS PIN set during enrollment.

### ➤ **How long will Token continue to operate?**

Your token will be able to generate OTPs until it is revoked by your ISD administrator.

### ➤ **What are my Responsibilities?**

Protect your PIN just as you would the PIN for your bank or credit card. Never share it with anybody, including people you trust. Your network security administrator and help desk will never ask for your PIN and you should never reveal it to them. Never write down your PIN.

### ➤ **What if I forget my MobilePASS PIN?**

Please contact Service Desk.

### ➤ **What if my Token is blocked?**

This indicates that there has been an attempt to generate OTPs using an incorrect PIN. Please contact Service Desk.

### ➤ **What should I do if I can't log on using Token?**

The most common cause of failed logon is entering an incorrect OTP. Never attempt to reuse a token code and ensure that you enter the code exactly as displayed on the token. Your account will automatically if the maximum number of consecutive 6 failed logon attempts is exceeded. Please contact Service Desk to resolve logon problems.