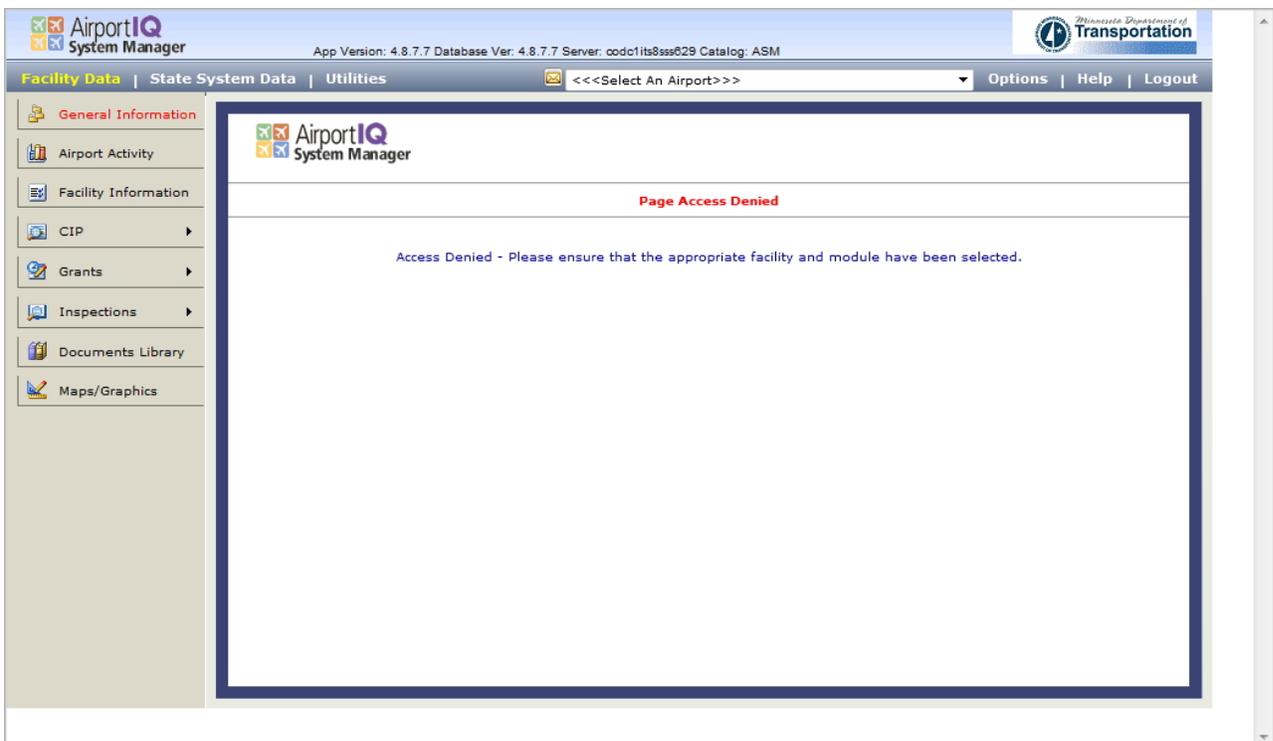


If you are having problems logging into or modifying your Capital Improvement Program (CIP) in MnDOT's ASM program, follow this guide to see if one of these commonly encountered issues is causing your problem.

1. First, to login to ASM, you will need to have the correct web link to the ASM program and use a web browser that is compatible. Microsoft Internet Explorer (MS-IE) versions 7, 8, 9, 10, or 11 should work. The web link to use from outside the State of Minnesota Firewall is:
<http://dotapp7.dot.state.mn.us/ASM>

You will also need a login ID and a password. If after you navigate to the above web link and input your username and password, if all is well you will see the screen below.

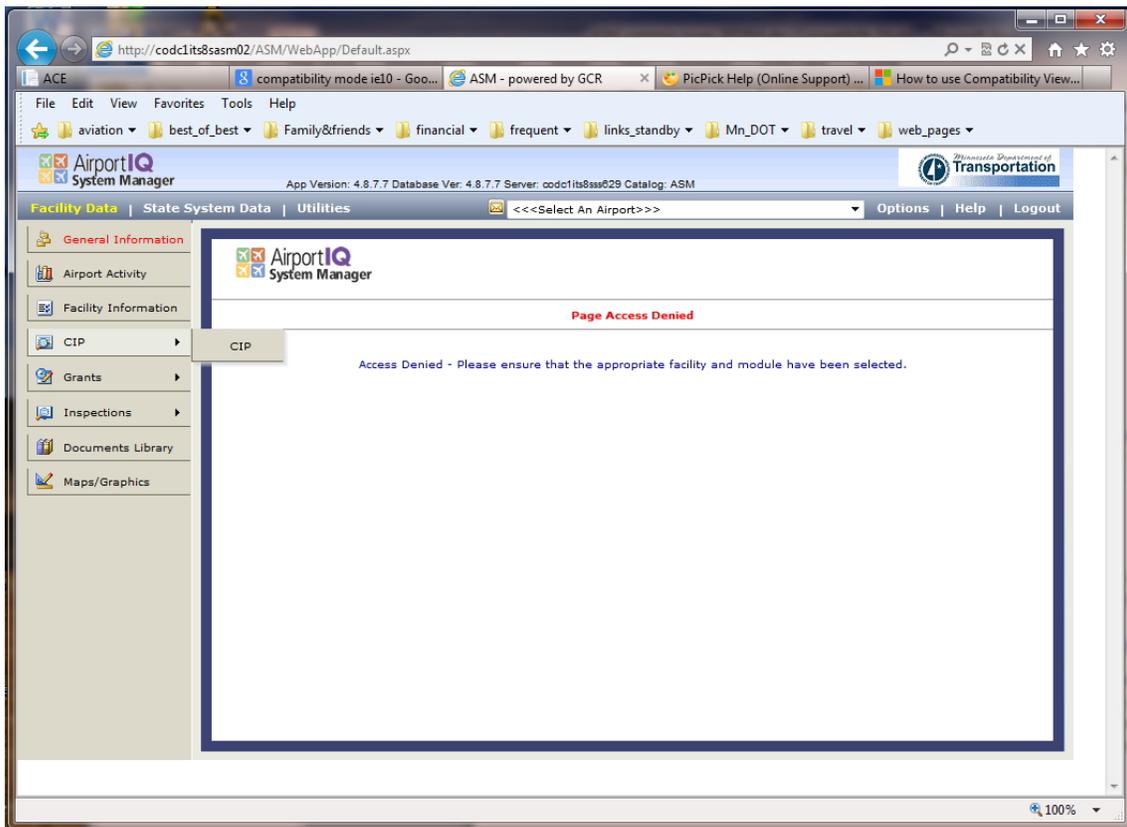


2. If you have a screen view as above, you have successfully logged in. There is a tutorial on the MnDOT website that will guide you through how to modify your CIP. The link to the tutorial is at:
<http://www.dot.state.mn.us/aero/airportdevelopment/documents/cip/cipsponsortutorial.pdf>

If you are not able to log in, make sure you have used uppercase and lowercase characters, as appropriate, to match those you have been assigned. If you still can not log in, then call or email Dan Boerner at dan.boerner@state.mn.us – 651-234-7244. If you have simply forgotten your password, there is a “forgot password” button on the login screen. Clicking on this link will result in the password being sent to the email that is on record for your account. If the email on

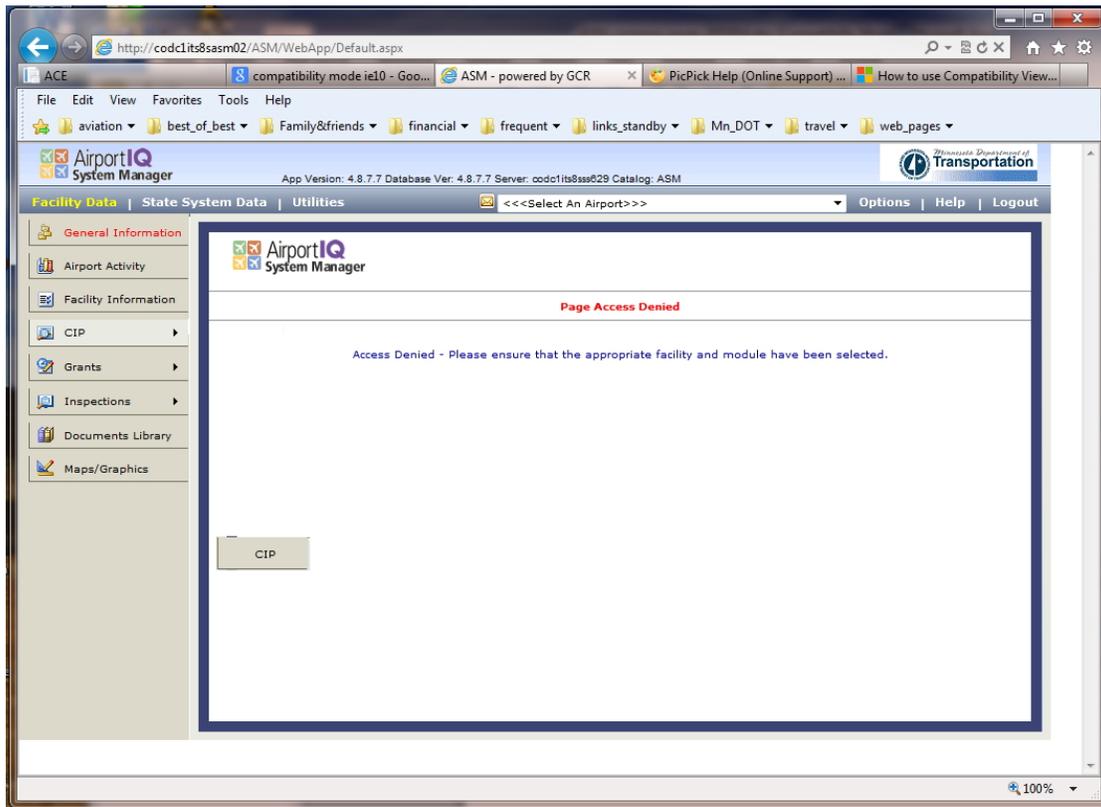
record is not yours (maybe it's the email address to the previous airport manager), then the password will be emailed to someone else and you will need to contact Dan to have him change the password for you.

3. After you login, the next step is to get into "CIP" mode. This is really the only mode you will be authorized to get into. To get into "CIP" mode, hold your cursor over the CIP tab on the left side of the screen. Then a second "CIP" button will appear as in the screen picture below.



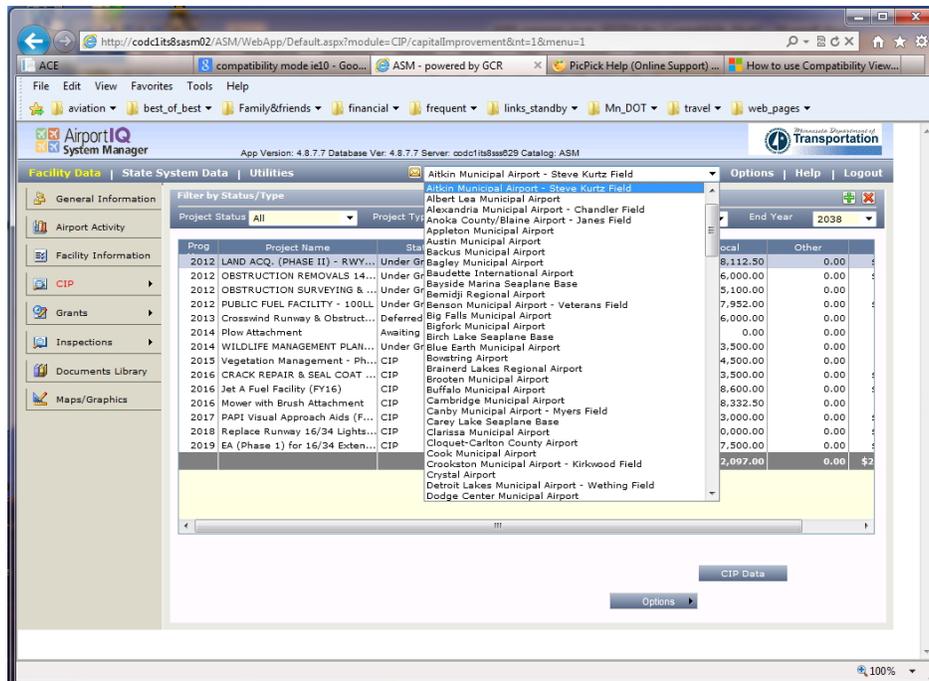
If all is well the second "CIP" button will appear immediately to the right of the "CIP" tab. Slide the cursor to the right, over the "CIP" button and left click on the button.

In some newer browser versions, the second "CIP" button will appear in a location where you are not able to move your cursor to, as in the screen print below.



If this is the case, and you are using MS-IE versions 10 or 11, then the solution is to turn the “Compatibility Mode” to on.

4. After you get into the “CIP” mode, you need to select your airport in order to view your CIP, as below



- Once you see your CIP, you will only be able to change, modify, or delete projects where the "Status" is set to "CIP". Your MnDOT regional engineers are the ones who can change the CIP status, so call them if you need to modify a project that has a status other than "CIP".

The screenshot displays the AirportIQ System Manager interface. The top navigation bar includes 'Facility Data', 'State System Data', and 'Utilities'. The current user is 'Aitkin Municipal Airport - Steve Kurtz Field'. The interface shows a table of projects with the following data:

Prog	Project Name	Status	Type	FAA	State	Local	Other
2012	LAND ACQ. (PHASE II) - RWY...	Under Grant	Land (A...	163,012.50	0.00	18,112.50	0.00
2012	OBSTRUCTION REMOVALS 14...	Under Grant	Runway	144,000.00	0.00	16,000.00	0.00
2012	OBSTRUCTION SURVEYING & ...	Under Grant	Land (D...	45,900.00	0.00	5,100.00	0.00
2012	PUBLIC FUEL FACILITY - 100LL	Under Grant	Fuel Sys...	251,568.00	0.00	27,952.00	0.00
2013	Crosswind Runway & Obstruct...	Deferred / Rej...	ALP	54,000.00	0.00	6,000.00	0.00
2014	Plow Attachment	Awaiting Applic...	SRE	0.00	0.00	0.00	0.00
2014	WILDLIFE MANAGEMENT PLAN...	Under Grant	Other	31,500.00	0.00	3,500.00	0.00
2015	Vegetation Management - Ph...	CIP	Runway	0.00	10,500.00	4,500.00	0.00
2016	CRACK REPAIR & SEAL COAT	CIP	Runway	391,500.00	0.00	43,500.00	0.00
2016	Jet A Fuel Facility (FY16)	CIP	Fuel Sys...	167,400.00	0.00	18,600.00	0.00
2016	Mower with Brush Attachment	CIP	Mower	0.00	16,667.50	8,332.50	0.00
2017	PAPI Visual Approach Aids (F...	CIP	PAPIs	117,000.00	0.00	13,000.00	0.00
2018	Replace Runway 16/34 Lights...	CIP	MIRLs	270,000.00	0.00	30,000.00	0.00
2019	EA (Phase 1) for 16/34 Exten...	CIP	Runway	157,500.00	0.00	17,500.00	0.00
Total				1,793,380.50	27,167.50	212,097.00	0.00

The 'CIP' status for the 'CRACK REPAIR & SEAL COAT' project is circled in red. Below the table, there are buttons for 'CIP Data' and 'Options'.