

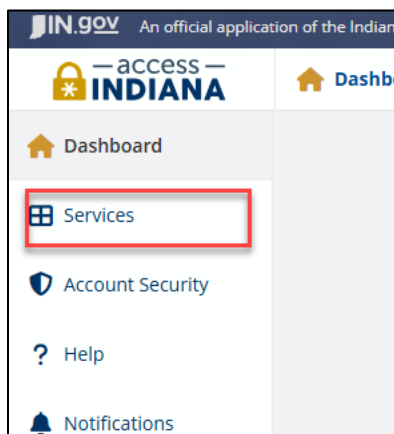


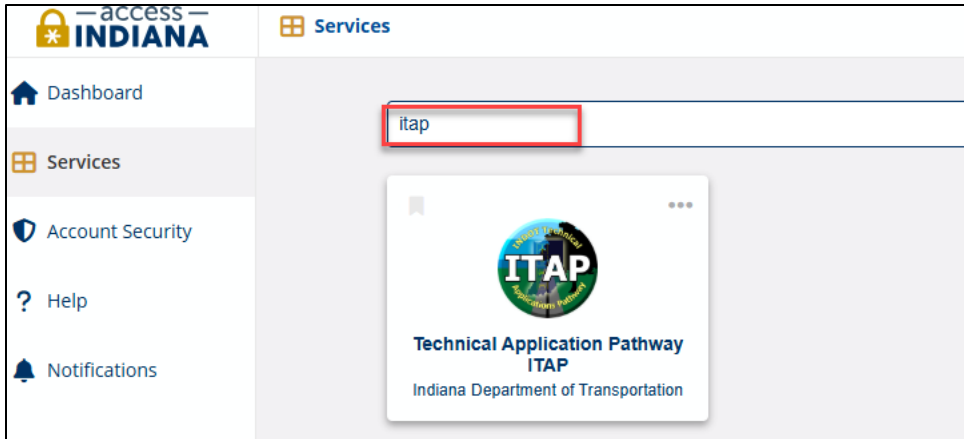
External Scorer Instructions

When an External Scorer is assigned to an Item, an email will be sent indicating next steps to complete.

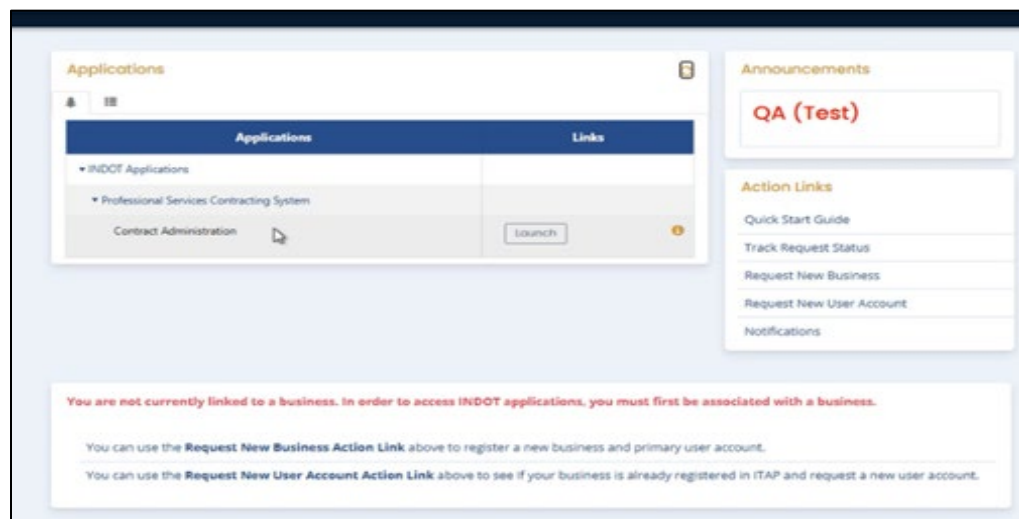
If the email indicates the user needs to complete the Knowledge Check test, the user will need to navigate to [SuccessFactors](#) to complete the Knowledge Check test. Once completed, the user will need to verify they have access to the [INDOT Technical Application Portal \(ITAP\)](#). If the user has never registered for Access Indiana account, the following steps will need to be completed:

- Navigate to <https://access.in.gov/signin/>
- Select "Don't have an Access Indiana account?"
- Complete the registration.
- Once completed, admin will review and approve the user.
- Once approved, the system will assign the user with the appropriate permissions to complete external scoring in PSCS, Contract Administration.
- From the homepage of Access Indiana, select Services on the left panel, search for ITAP and select the link to navigate to the ITAP Technical Application Portal.





- Locate the application called Contract Administration, click launch.



- Users will see the homepage, which will display a list of RFP Items, assigned to the scorer, that need to be scored. Click the pencil icon to score the Item.

