

New User Registration Instructions for A/E Offices

NOTE: Your office's POC for DrChecks should contact the Nashville District DrChecks Administrator prior to initiating any DrChecks activities.

1. Go to the following website: www.projnet.org
2. Select the **agency (NAVFAC, USACE, or GSA)** in which you belong and click the "**Register**" button.
3. Select "**Design A/E**" from the "Select Site" box and click the "**Select Site**" button.
4. Locate **your office** by clicking on the down arrow.
5. Enter **Registration Key**. [Your office POC first obtains this key from the DrChecks Administrators at Resource Center Enterprises (RCE). All others should get the office key from that POC.]
6. Enter your first name.
7. Enter your last name.
8. Enter your email address.
9. Enter your phone number
10. Enter **Secret Question/Answer**. This is a security measure in case you lose or forget your password. RCE Tech Support will ask the question and you will give them the answer.
11. Click the "**Add New User**" Button.
12. Record your **personal password** that is shown **IN RED** at the **top of the screen!**
13. Verify that your information is correct. You can update your information at any time by clicking on the **My Account Tab**.
14. Click the **ProjNet Tab** to get to the home page.
15. You can do any of the following:

View Training Slides: Click on the training link in parentheses next to the DrChecks link. There are several slides to choose from. **NOTE:** Additionally, these slides AND other training materials (FAQ, User Tips, etc) are located on the Nashville District's DrChecks Resource Page.

Use DrChecks: Click "DrChecks" (blue link) under Designer's Module. Any projects you are assigned to will be listed on the Projects Page.

Logout: Click on the red '**X**' located in the upper right and lower left corner of all pages.

All password-related matters must be referred to RCE at 1-800-428-4356 Mon-Fri, 8 – 5 CST.

For all other questions/issues, first check with the **Nashville District Administrator ----**

Gary W. House @ 615-736-5738.