

Virginia Department of Education

Facilities Services School Building/Construction Submission Facility Directors SSWS User Guide

March, 2010
Revised January, 2017

ACCESSING SSWS AND USER LOG-IN

Samples of screens (“screen-shots”) are provided throughout this manual and any keyed instructions or keywords are printed in **bold**. Buttons are typically represented by images of the buttons found on the screens.

To enter the Web address (URL) for SSWS:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

You may also use the “SSWS Login” link found on the right hand menus bar which is locate on the Virginia Department of Education home page web site:

<http://www.doe.virginia.gov/>

The SSWS Login web page (Figure 1) will appear.

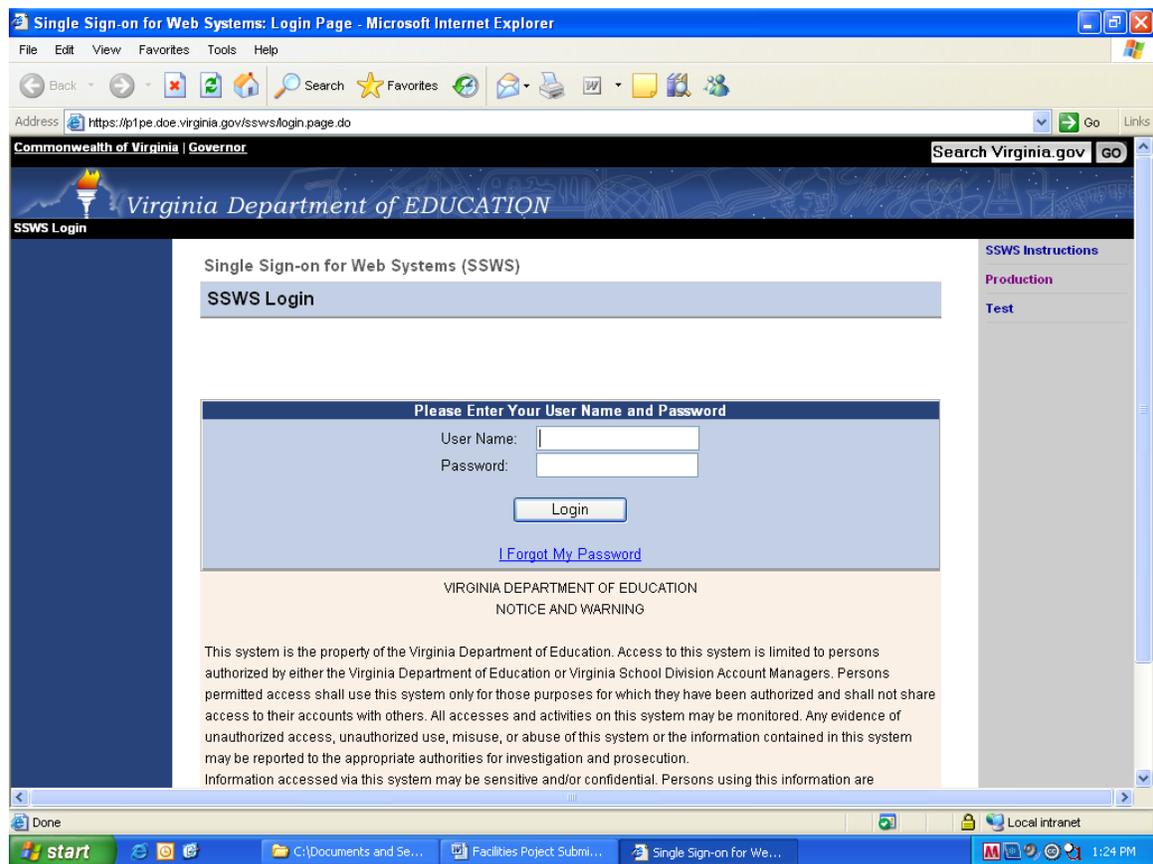


Figure 1

Enter your assigned login and password. These are provided to you by your school division SSWS Account Manager. Click the “**LOGIN**” button to proceed.

If you have forgotten your password, click “**I FORGOT MY PASSWORD**” and you will be sent a new password.

After successfully logging in, the SSWS Application Selection screen (Figure 2) will appear. Your screen will reflect those applications for which your Account Manager has provided you access.

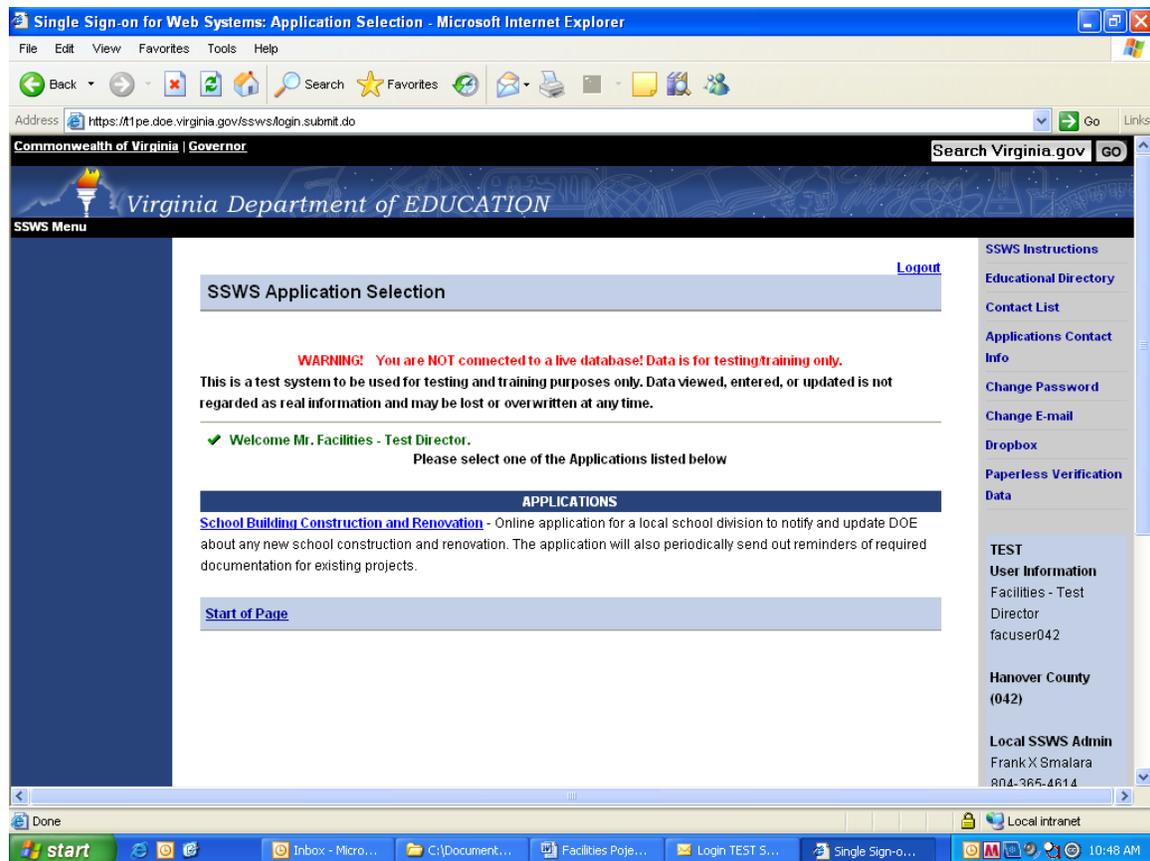


Figure 2

Click on “**School Building Construction and Renovation**” and the screen in Figure 3 will appear.

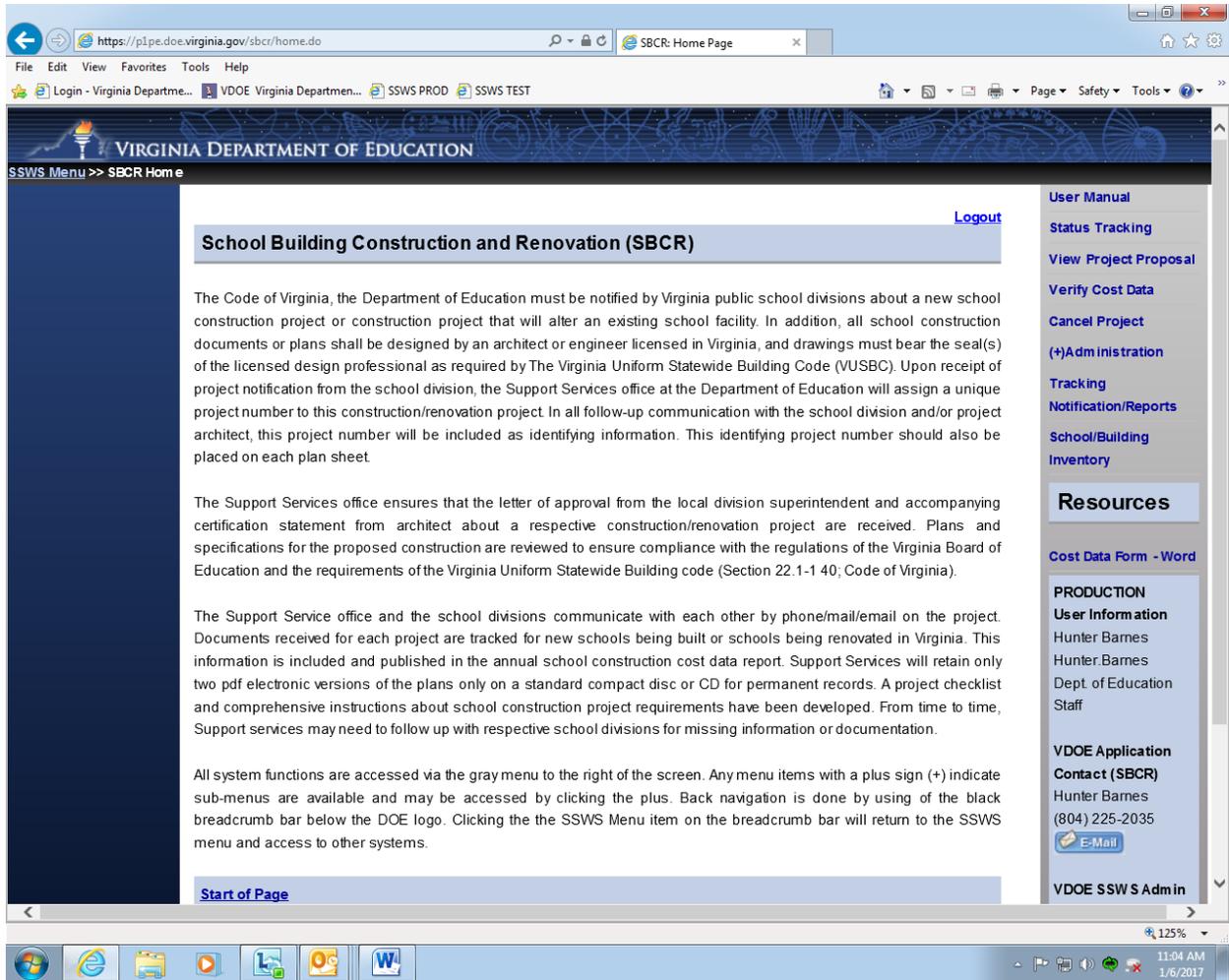


Figure 3

To submit a school construction project (new school, school addition or renovation project) select from the gray right hand menu bar and click on the first link “**New Project Proposal**”. Figure 4 will appear on the screen. This screen begins the school construction project notification process.

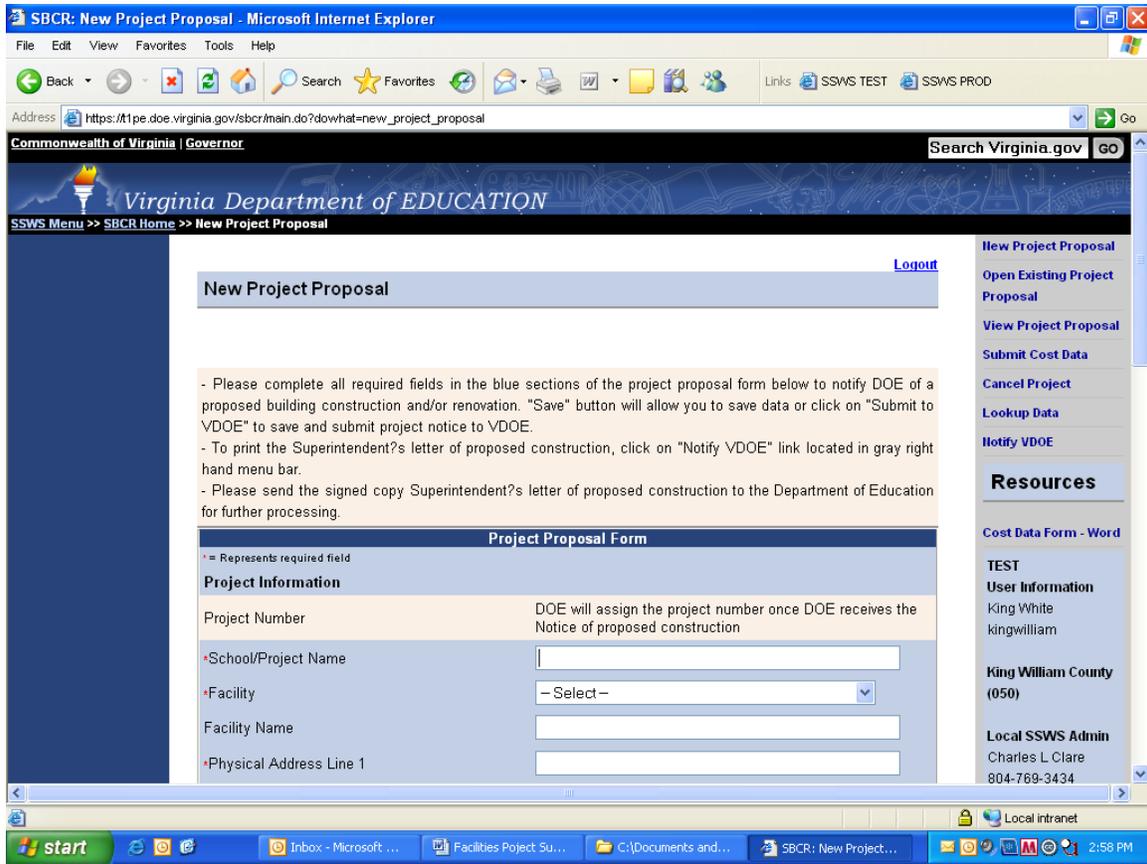


Figure 4

To start the notification of a school building construction project in the “**New Project Proposal**”, complete all required fields in the blue sections with all available or known data. Please note that at the bottom of the screen are two (2) options. The first option, “Save” will allow you to save the data entered before submitting it to VDOE. The second option, “Submit to VDOE”, electronically sends your project notice to the Virginia Department of Education and will also save the data which has been entered.

Saved project data information can be viewed and updated in Figure 5, “**Open Existing Project Proposal(s)**.” Once a submitted notice has been received, VDOE will send an electronic reply and assign a project number. Please note that this electronic reply (email) will be sent to the Division Superintendent, Facility Director, and project architect or engineer of record (if known).

To view the saved information for a construction project, open Figure 5, select from the gray right hand menu bar and click on the second item in the menu bar “**Open Existing Project Proposal(s)**”. Figure 5 will then appear on the screen.

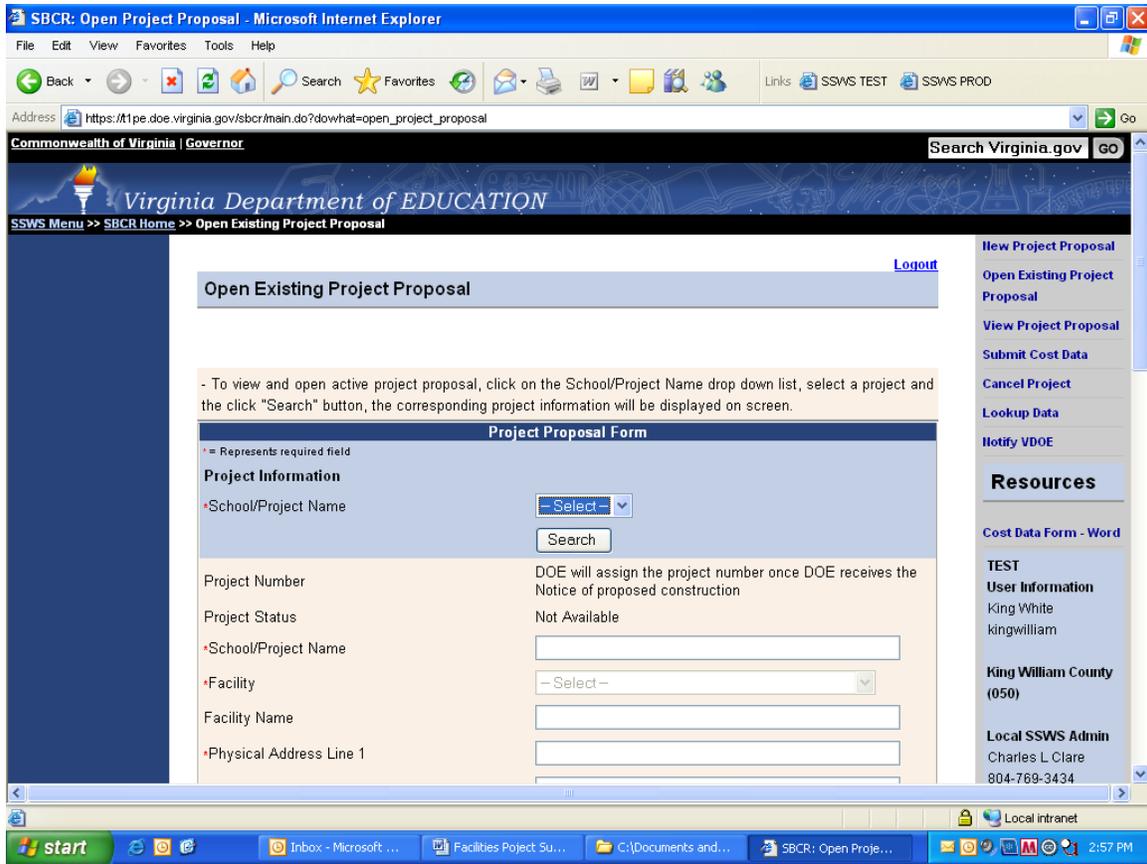


Figure 5

To view and open your school division’s project proposals, click the down arrow in the blue shaded area and a drop down list will appear. This allows you to select a project. These projects are “in process” or are projects that have been submitted to VDOE and have assigned project numbers. Select the project you wish to view and click the “Search” button to display and view the information that has been entered. The information contained in the blue shaded areas can be revised or edited. Please note that at the bottom of the screen you will again have two (2) options. The first option “Save” will allow you to save any updated information before submitting it to VDOE. The second option, “Submit to VDOE” will electronically send your project notice to the Virginia Department of Education and will also save the data which has been entered. Please note that once a project has been submitted to VDOE, information contained in the gray shaded area cannot be edited.

Along with the electronic notification of school construction projects, the Code of Virginia requires that several submission letters be sent to the VDOE. These documents are found in “**Notify VDOE**”. To view this screen, select from the gray right- hand menu bar and click on “**Notify VDOE**” and Figure 6 will then appear on the screen.

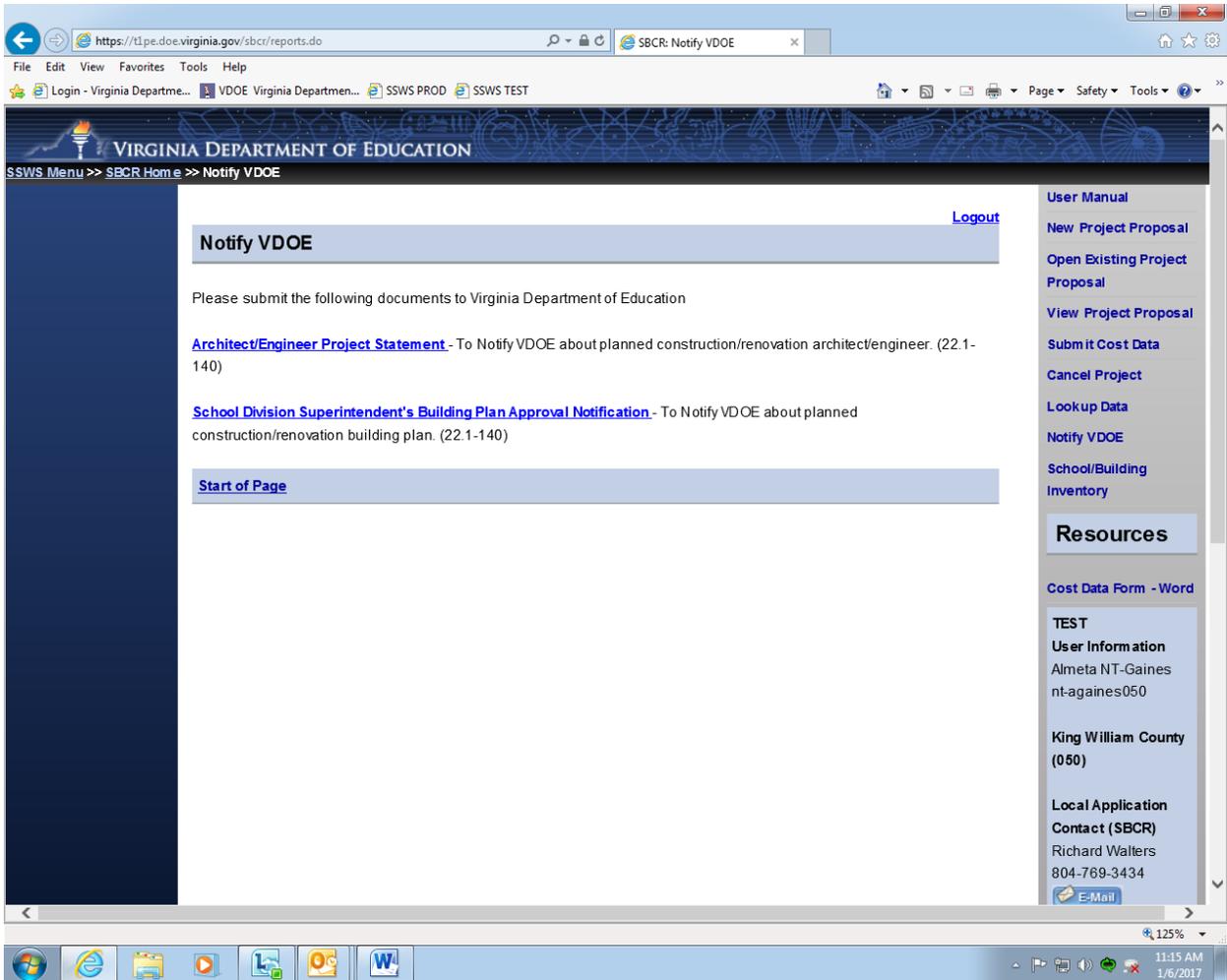


Figure 6

To view and print the required submission letter you wish to send to VDOE, click on the document links provided in figure 6 above.

- Once this is done Figure 6A will appear. See next page. You will be asked to select the year in which you submitted the project and project name. After specifying selection (year and project), click on the View Report. The system will then print this notice report and send it to VDOE with the School Division Superintendent's signature.

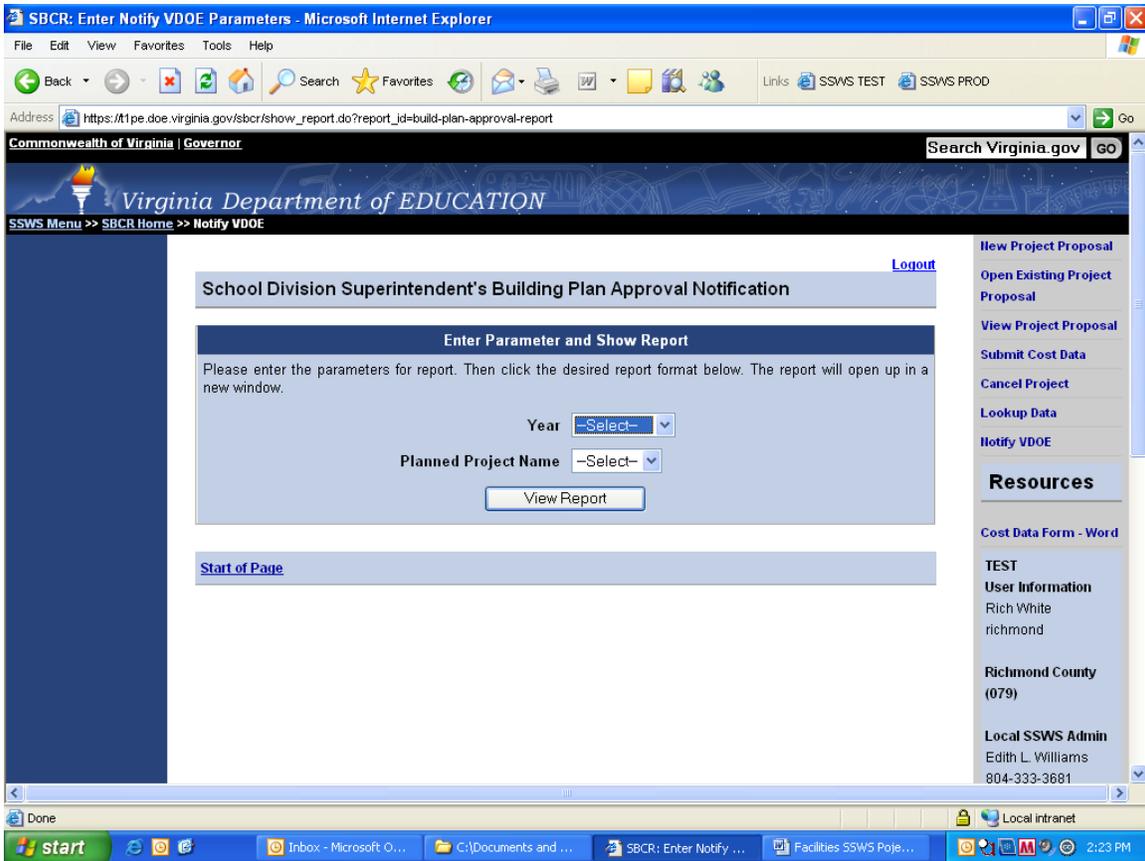


Figure 6A

- Please note that VDOE will assign the project number once it receives the project notice. VDOE will then email the school division and architect/engineer if known, of the assigned project number.
- Once VDOE has assigned the project number, the two (2) required reports or letters can be generated and sent to VDOE by clicking on the two links in Figure 6.
“School Divisions Superintendents Building Plan Approval Notification”
“Architects Engineers Project Statement”.

The entire process of project proposal to the project closure is explained below.

	Local Education Agency	Virginia Department of Education
Step 1	Submit project proposal electronically using SSWS based system.	
Step 2		Virginia Department of Education will assign the project number, and notify you electronically by email when VDOE assigns the project number.
Step 3	<p>Print and Send Reports using SSWS based system.</p> <p>“Notice of Plans for Building to be Approved by Division Superintendent” shall be submitted to VDOE as required by § 22.1-140, Code of Virginia. This letter must be submitted prior to or at the time the final plans and specifications are being sent to Facilities Services at the VDOE.</p> <p>“Architect Engineer Project Statement” letter should be submitted prior to or at the time the final plans and specifications are sent to Facilities Services at the VDOE as required by § 22.1-140, Code of Virginia.</p>	
Step 4		Upon receipt of the letters (step 4) and the final plans and specifications, VDOE will review it and send you final acknowledgment email with comments.
Step 5	LEA needs to submit the cost data using SSWS based system.	
Step 6		VDOE reviews the cost data form for accuracy. If cost data submitted by school division is accurate, project is closed; otherwise, LEA needs to resubmit the cost data and Step 6 is repeated.

To view a history of your school division’s projects in the data base, select from the gray right hand menu bar and click on the link, “**View Project Proposal**” Figure 7 will appear on the screen.

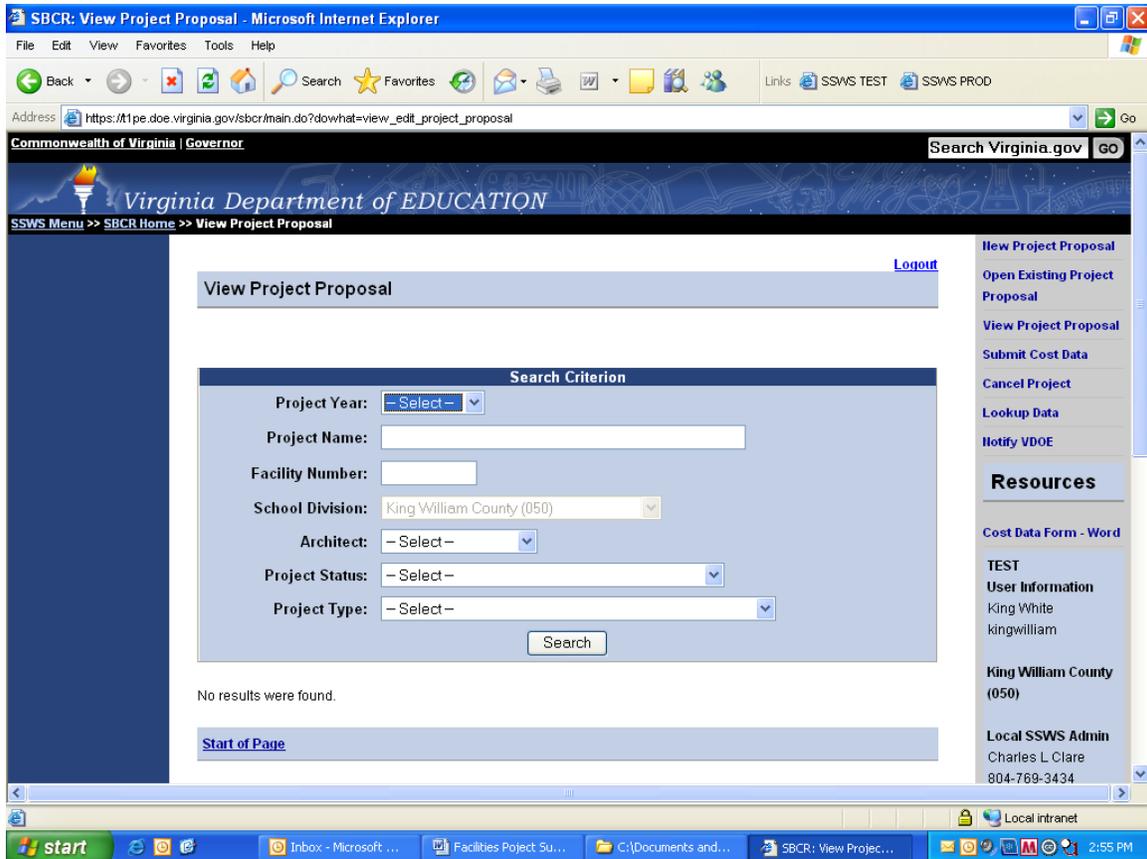


Figure 7

This screen will allow you to search and view your school division’s construction project based upon various search criteria, such as the Project Year, Architect, Project Status or Project Type. Once you have selected a item from the drop down box, you can click on the “Search” button and your projects in the data base will appear as indicated in Figure 8.

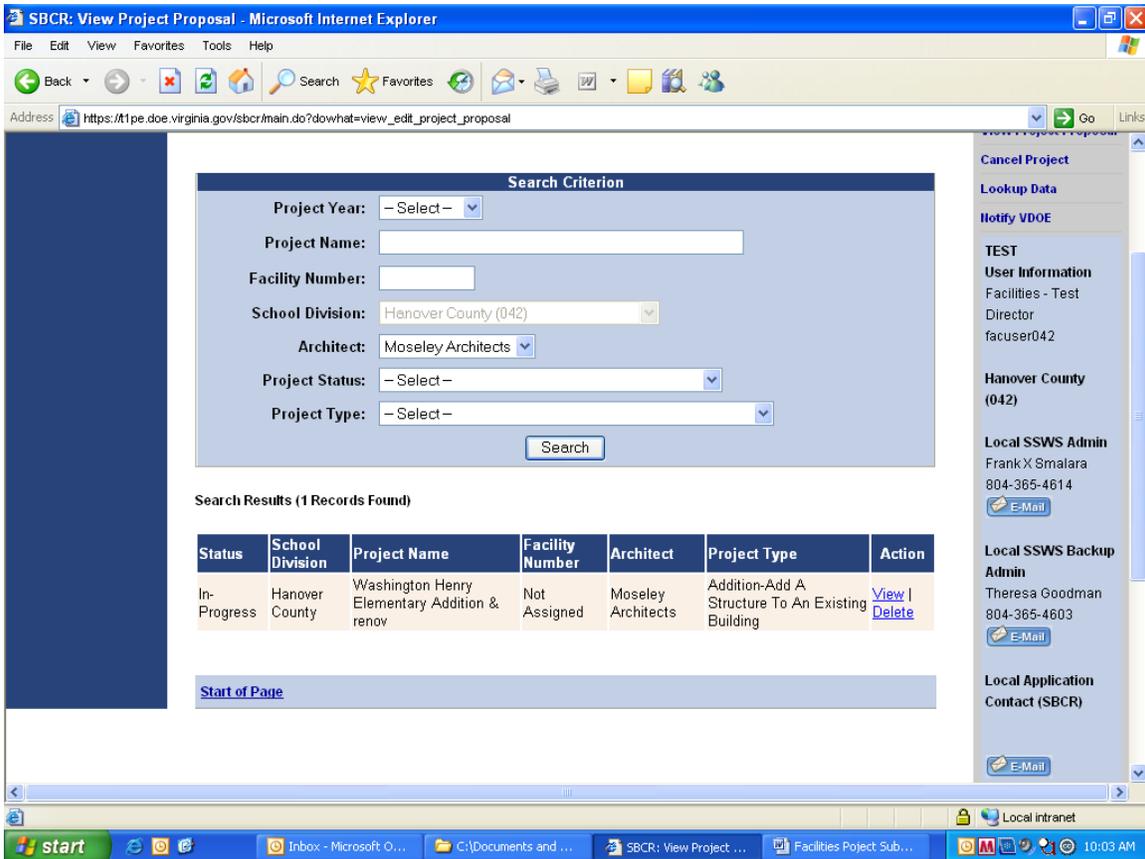


Figure 8

To cancel a project proposal or previously submitted projects, (those with assigned state project numbers) select from the gray right hand menu bar and click on the link, “Cancel Project” Figure 9 will appear on the screen.

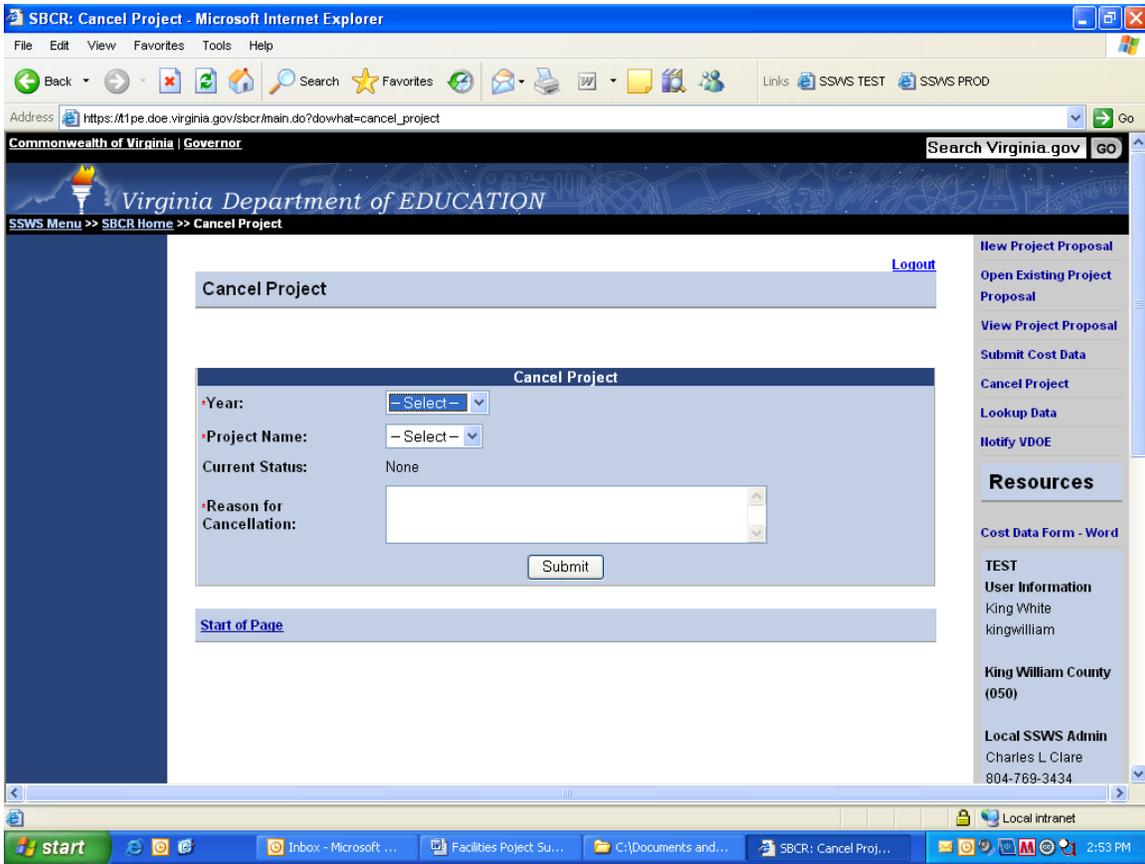


Figure 9

This screen will allow you to cancel a submitted project or project proposal. Select from the first drop down list, select the year the project proposal was created and click on the project you wish to cancel. Once the project is highlighted click on the “Submit” button and the project will be remove.

Should you wish to comment as to why a project was cancelled you can do so in the comment box before clicking the submit button.

To view all current school sites in the data base, select from the gray right hand menu bar and click on the link, “**Lookup Data**” and Figure 10 will appear on the screen.

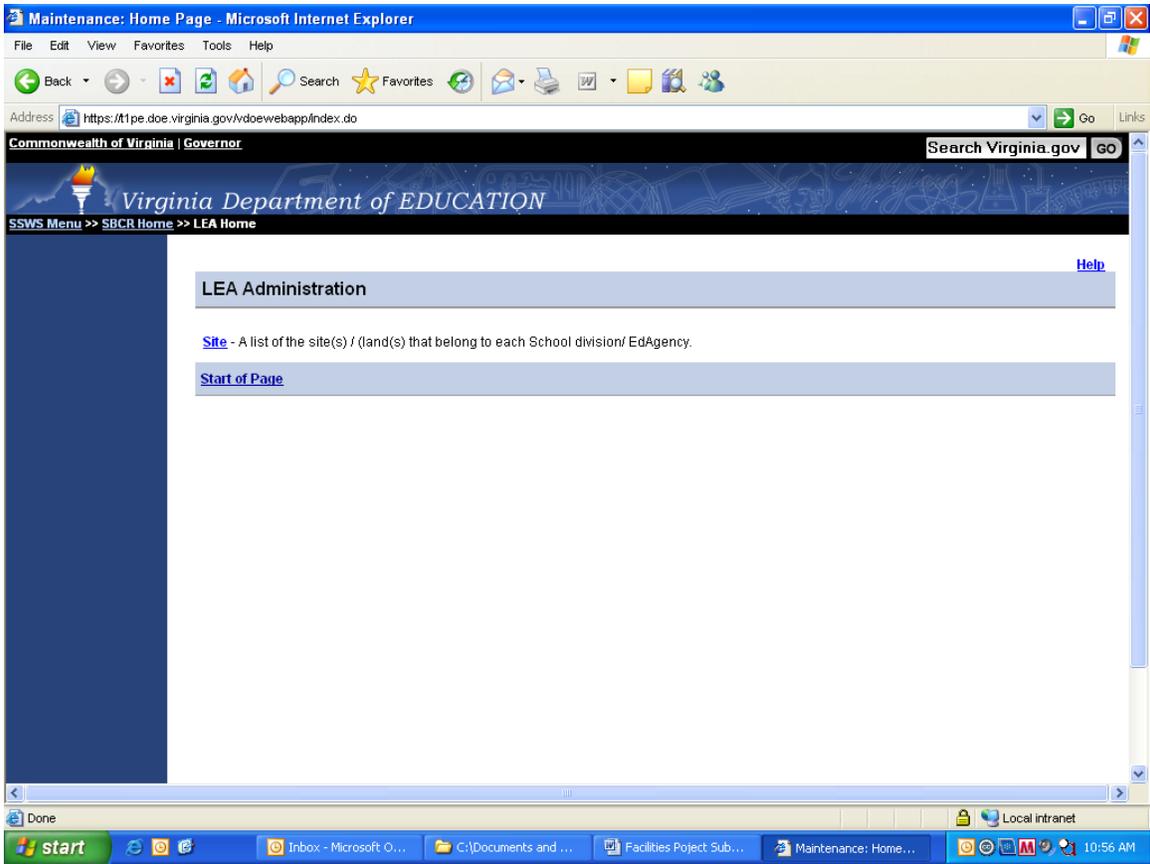


Figure 10

Next click on the “Site” link and a list of current school sites within your school division will appear. From this page (see Figure 11) you can select the “Edit” link for any site and make changes in the number of acres, site description and usable acres.

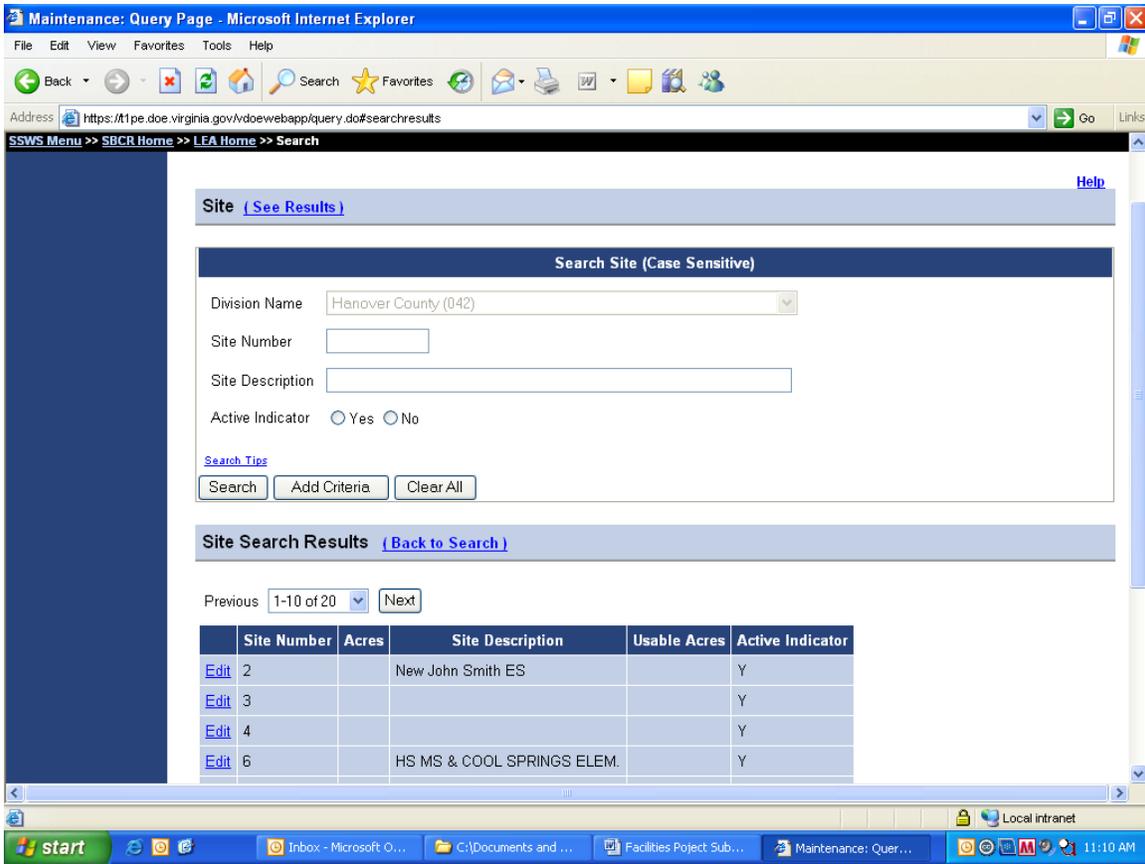


Figure 11

Select the “Edit” link to make any revisions to update this table on your current school sites.

To submit project cost data, click on the select from the gray right hand menu bar and click on the link, “**Submit Cost Data**” and Figure 12 will appear on the screen. Complete all required fields in the blue sections with all available or known data. Please note that at the bottom of the screen are two (2) options. The first option, “Save” will allow you to save the data entered before submitting it to VDOE. The second option, “Submit to VDOE”, electronically sends your project notice to the Virginia Department of Education and will also save the data which has been entered.

Please note that submitting project cost by the school division and acceptance of the cost data by VDOE will close out a project in the SSWS-SBCR system.

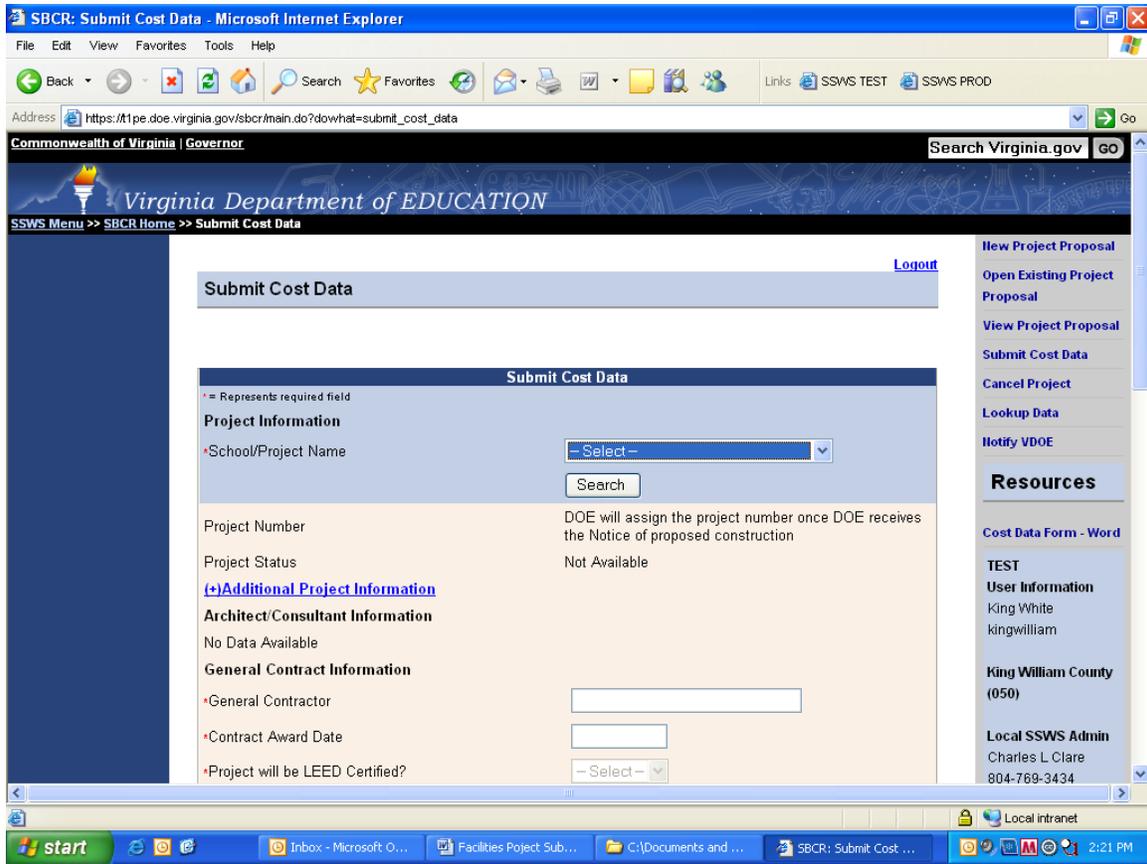


Figure 12

Summary Notes

The two letters reference on pages 7 and 8 in this user guide:

- 1. “Notice of Plans for Building to be Approved by Division Superintendent”**
- 2. “Architect Engineer Project Statement”**

May be mailed to:

Virginia Department of Education
Support Services
P. O. Box 2120
Richmond, VA 23218-2120.

Questions about this user guide should be directed to the Virginia Department of Education, Office of Support Services, at (804) 225-2035. Also, should you encounter a problem with your electronic School Building Construction submission, you can call the office at the above listed telephone number.