

Frequently Asked Questions

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How Do I Register?

To register to gain access to the IV&V Criteria Assessment web site, just follow the instructions for new users on the login page.

During registration you will be asked to provide the following information:

- Program Manager (PM),
- Center,
- Project Title, and
- Email address.

Select the “Submit” button and an email will be sent to the Administrator to process your registration and to you listing your data. It’s that easy!

You should receive an email within 5 working days containing a Login ID and Password. You may then return to the IV&V Criteria Assessment web site to begin the assessment process.

This information is vital in accessing your project and it is encouraged that you save this information.

If you have any questions you may email the primary contact listed on the login page.



This is a government facility and any fraudulent registrations will be dealt with accordingly!

What if I forget my Password?

Remember, you should have an email containing your Login ID and Password from your initial registration approval. This information is vital in accessing your project and it is encouraged that you save this information.

If by some chance you did not save this information, you may email the ***primary contact*** listed on the IV&V Facility Login page.

How do I change my password?

You can not change your password!

This is why we encourage you to save this information. You may email the ***primary contact*** listed on the IV&V Facility Login page if you have any questions.

Can I submit multiple projects for assessment?

Yes, you can request multiple projects assessments. You must register as a new user for each project. In doing this you will receive a Login ID and Password for **each** project assessment.

Be sure to save your Login ID and Passwords for future reference.

How do I import a project report into MS Excel?

Ways to create a Web query in Excel

There are several different ways to create a Web query in Excel.

Using the Import Data command

The traditional method of creating a web query uses the **New Web Query** menu command found in Excel on the **Data** menu under **Import External Data**. If you want to insert one of the sample Web queries that comes with Excel, or if you want to insert one of your own previously saved Web queries, you can use the **Import Data** command (**Data** menu, **Import External Data**).

Using Copy and Paste

Another method of creating a Web query is to start with the Web page open in Microsoft Internet Explorer (version 4.0 or higher). You can then copy the tabular data that you want to import, and paste it into your Excel workbook. When you paste the data in Excel, use the **Paste Options** button to select the **Create Refreshable Web Query** option.

For more information on the **Paste Options** button and other Smart Tags, see [Complete Tasks Quickly with Smart Tags in Office XP](#).

How do I export a project report into MS Excel?

Internet Explorer

Internet Explorer (version 5.0 or higher) includes two ways for you to create a Web query in Excel from within Internet Explorer. These methods are described below.

Using the shortcut menu

You can now export tabular data that you find on a Web page to Excel using the shortcut menu. Right-click on the data (project report) and choose **Export to Microsoft Excel**. This feature allows you to start the process of creating a Web query right from within Internet Explorer.

Using the Edit button

Another way to get tabular data from a Web page into an Excel workbook is to use the **Edit** button in Internet Explorer. This button includes Excel as a valid editor for all Web pages. When you find data that you would like to export to Excel, click the down arrow next to the Edit button and click **Edit with Microsoft Excel**.

Updating the data

A Web query can be refreshed manually (**External Data** toolbar, **Refresh Data**), or you can have it automatically refresh. Using this feature allows you to make sure that your spreadsheets contain the most up-to-date and accurate information.