

## Project Tracking Number Update

By Liz Cheyne

Since the introduction of the Office of Public School Construction's (OPSC) new Project Tracking Number (PTN) system, some users have experienced difficulty logging in or creating a new PTN. Following are two step-by-step guides (including screenshots) to: (1) Change a PTN password, or (2) Add a new PTN.

### CHANGING A PTN PASSWORD

#### A. Expired Password

When logging into the new PTN system for the first time, you will be required to change your password.

1. Open the [OPSC webpage](#) (link). Under the "Quick Links" section on the right of the page, select "Project Tracking Search Tool" to open the Project Tracking page. Place your cursor over "PTN Generator" and select "Log In" on the menu bar. Toward the bottom of the page, click on the "Change your password?" link.



#### Log In to Project Tracking Number Generator

Please enter user name and password to sign in to the PTN Generator.

User Name:

Password:

**Username Information:** The User Name for a school district is the district's 5-digit code, and for Charter School it is the Charter School's 7-digit code.

**Password Requirements:** PTN passwords must be at least eight characters and contain at least one digit and one letter and no special characters.

**Caution:** By logging in you will be allowed to create and modify existing records. Anyone can view all records in the database without logging in.

[Forgot your password?](#) [Change your password?](#)

Please contact the [Project Tracking Administrator](#) if you have any questions regarding your user account.

2. Enter the Username (5-digit district code) and the Current Password (the old 5-digit password). Enter a New Password. *Please note that the new password must be at least eight characters with at least one letter and one number (Example: password1). The password is case sensitive.*

Confirm the New Password, select a Security Question and provide the Security Answer. Please remember that the security question and answer may be available to multiple users. After all fields have been completed, click "Save."

#### Change Your Password?

*Username:	<input type="text"/>
*Current Password:	<input type="password"/>
*New Password:	<input type="password"/>
*Confirm New Password:	<input type="password"/>
*Security Question:	<input type="text" value="Select one question"/>
*Security Answer:	<input type="text"/>

**Password Requirements:** PTN passwords must be at least eight characters and contain at least one digit and one letter and no special characters.

## B. Lost Password

If the school district has already changed the expired password but the new password has been lost:

1. Open the OPSC webpage. Under the "Quick Links" section on the right of the page, select "Project Tracking Search Tool" to open the Project Tracking page. Hover your cursor over "PTN Generator" and select "Log In" on the menu bar. Toward the bottom of the page, click on the "Forgot your password?" link.

**Log In to Project Tracking Number Generator**  
Please enter user name and password to sign in to the PTN Generator.

User Name:	<input type="text"/>
Password:	<input type="password"/>

**Username Information:** The User Name for a school district is the district's 5-digit code, and for Charter School it is the Charter School's 7-digit code.

**Password Requirements:** PTN passwords must be at least eight characters and contain at least one digit and one letter and no special characters.

**Caution:** By logging in you will be allowed to create and modify existing records. Anyone can view all records in the database without logging in.

[Forgot your password?](#) [Change your password?](#)

Please contact the [Project Tracking Administrator](#) if you have any questions regarding your user account.

2. Enter the Username and District Representative's email address.

## Forgot Your Password?

*Username:	<input type="text"/>
*District Rep Email Address on file:	<input type="text"/>

3. Answer the Security Question. A new temporary password will be emailed to the Superintendent and the District Representatives on file. *If the district does not have the answer to the Security Question, please send an email to the [Project Tracking Administrator](#) stating that the district needs the PTN password to be reset. You will be contacted by an OPSC employee when it is done or if more information is needed.*

**Log In to Project Tracking Number Generator**  
Please enter user name and password to sign in to the PTN Generator.

User Name:

Password:

*Username Information:* The User Name for a school district is the district's 5-digit code, and for Charter School it is the Charter School's 7-digit code.

*Password Requirements:* PTN passwords must be at least eight characters and contain at least one digit and one letter and no special characters.

*Caution:* By logging in you will be allowed to create and modify existing records. Anyone can view all records in the database without logging in.

[Forgot your password?](#) [Change your password?](#)

Please contact [the Project Tracking Administrator](#) if you have any questions regarding your user account.

## ADDING A NEW PTN

1. Open the PTN System Web page.
2. Place over the "PTN" drop down menu and click on the blue "Manage PTN" button in the submenu bar.
3. Click on the "Add New PTN" button.

CA.gov | DG

California Department of  
**General Services**

PROJECT TRACKING **PTN GENERATOR** REPORTS

**PTN** District Home Log Out

**Manage Ptn**

**Manage PTNs**

**+ Add New PTN**

District Code	Tracking Number	Site Name
---------------	-----------------	-----------

4. Complete the form and click the “Save” button to add the new PTN record.

### District Info

District Code	67314
Project Number	
School Name *	Select a Site Name
Proposed School Name	
District Representative *	(1) Mr. Anatoliy Oleshko
Notes	

### Proposed Scope

School Type *	High School
Modernization *	<input type="radio"/> Yes <input type="radio"/> No
New Construction *	<input type="radio"/> Yes <input type="radio"/> No
New Construction Type	
Relocatable Project Only	<input type="radio"/> Yes <input type="radio"/> No
Number of Relocatables	
Number of Teaching Stations	Teaching Stations
Project Contains	<input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Multi-purpose
Estimated Square Footage	Sq foot
Site Acquisition Required	<input type="radio"/> Yes <input type="radio"/> No
Proposed Acreage	Acreage
Estimated Enrollment	Estimated Enrollment
Will State funding be requested?	<input type="radio"/> Yes <input type="radio"/> No
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

### Contact Information:

If you have any questions or need additional assistance, please click on the “Project Tracking Administrator” link located at the bottom of the [log in screen](#).