SCA School Construction Authority

NYC SCA's Bid Set Website External User Guide

Website Usage

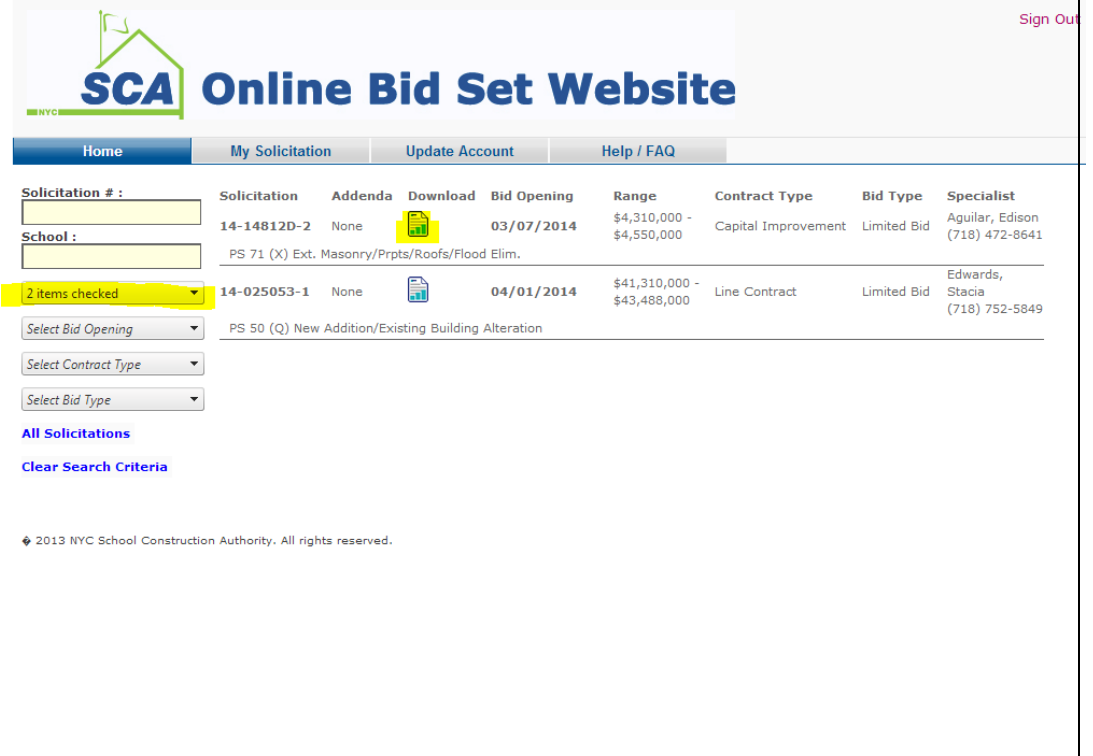|	
1. Access the BidSet website from your web browser. IE; Firefox; Safari; Chrome https://bidset.nycsca.org 2. Preferably login with your VAS credentials ■ You may also login with Bid Set only account ■ To create a Bid Set only account, use the links provided on the page	**SCA Online Bid Set Website** User Name [_____] Password [_____] [Log In] You may login using your Vendor Access System (VAS) credentials or your Online Bid Set credentials. Upon login, you will have access to download active solicitations. New users who do not have or require a VAS account may create an Online Bid Set Account. Create Account Forgot you password? * To reset your Vendor Access System (VAS) password, please click here * To reset your Online Bid Set account, please click here NYC SCA Privacy Policy By utilizing this website, you acknowledge that the computer used to access this web site runs up to date anti-virus software and that reasonable measures have been taken to maintain the confidentiality of your account and password. The SCA monitors its systems and remote connections to ensure and monitor compliance. All information accessed and provided while connected to SCA systems is the property of the SCA. You understand and acknowledge that the internet is not a secure medium and communications to and from this website may be intercepted or altered in transit. To the extent permitted by law, the SCA makes no representation or warranty, either express or implied, that this website will be free from anything which may damage any computer used to access this website. **If you have any difficulties with logging in, use the links on this page to reset your password. You may also contact the IT Service Desk for support. 718-472-8871**
3. You will arrive at the main login page 4. Using the options on the left section of the screen, you can quickly find the solicitation, or solicitations you wish to download	Sign Out **SCA Online Bid Set Website** Home | My Solicitation | Update Account | Help / FAQ Solicitation # : [_____] **Please provide Search Criteria using the fields on the left** School : [_____] - Select Range - ▼ - Select Bid Opening - ▼ - Select Contract Type - ▼ - Select Bid Type - ▼ **All Solicitations** **Clear Search Criteria** © 2013 NYC School Construction Authority. All rights reserved.

5. Your screen will refresh as you select options - Solicitation #; School; $$$$; Bid Open Date; Contract Type *In this example, we have narrowed the selection based on $$ Select Range* 6. Once you have found a solicitation you want to work with, select the document icon in the middle column under the heading [Download]	
7. A new screen will appear with details of the solicitation 8. To download one file at a time, select the ⊟ icon 9. To download multiple files at a time, either use the [Select] checkboxes or use the [Select All Files] button. -- When ready, click on [Download Selected Files]	