

# How do I get access to Street Manager?

## Step 1

Send the following details:

- primary contact name
- email address
- job title
- organisation name
- SWA code

To

[register@manage-roadworks.service.gov.uk](mailto:register@manage-roadworks.service.gov.uk)

## Step 2

You will receive a few documents:

- T&Cs (**sign & return**)
- Invoice information (**complete & return**)
- Admin user information (**complete & return**)
- Security information (to read)
- Data protection impact assessment (to read)
- Service support information (to read)

## Step 3

You will receive **two** activation emails, one to activate your account for **Sandbox** and one to activate your account for **Production**. You will be given **30 days** to activate the account by changing the temporary password.

If you do not activate the password within **30 days**, the password will expire and the admin of the organisation will need to remove your account and invite you again.

Note: If you require a [dual role](#) (admin & promoter OR admin & HA) access, please request this in step 1.

**Deadline: 29th February**