Cartegraph Internal User

1) Log into the link below:

   a) https://cgweb04.cartegraphoms.com/bainbridgeislandwaparks/SignIn?isInternalRequest=True

2) Sign in using your assigned credentials
   a) Username: First initial and full last name (all lowercase)
      i) Sample: Jane Doe equals jdoe
   b) Password: abcd1234 (initial password)
      i) You can change your password once signed in by clicking on your name in the upper right corner and selecting Change Password.

3) At the top of the page, under "Select an Issue," select a word or phrase from the drop-down list that best describes your request.
   a) This action prompts the remainder of the request form to become visible. Fill in the form using the criteria for each section below.
      i) Location Description: Which Park or Facility is the request for
      ii) Description: Describe the issue, concern, or report you are reporting or requesting. (copy and paste from email is acceptable)
      iii) Entered by: This will self-populate when you submit the request.
      iv) Reported by: If you submit a request from someone else (inside or outside the District), enter their name here.
      v) Call back: Check this box if the reporting party wants a callback.
      vi) Contact Number: Enter the number to call the reporting party back. If you want a callback, enter your number.
      vii) Related to a Program or Event: If the request is in support of a District event or program, check this box
      viii) Safety Issue: If you consider the issue a safety concern or the reporting party suggests it is, check this box.
      ix) Time Sensitive: If the issue is time sensitive, and has a deadline or due date, check this box.
      x) Additional optional feature: at the bottom of the form, there is an option to add an attachment.

4) Once all appropriate fields are completed, hit "Submit Request" at the bottom of the form. This prompts emails sent to Park Services Division Leadership to be assigned to the appropriate team or team members in Park Services.

5) As you enter requests, they will display on the landing page under the "Select an Issue" section.

6) If something is an immediate emergency, call Park Services Leadership and submit the form to ensure prompt attention is given to serious matters.