

ONEOK- Procore Access Request Instructions

Requesting Access

ONEOK employees can request project access via Procore Access Request form described below or by emailing ProcoreNewUserRequest@oneok.com.

Contractors and external users can request access via an online access request and approval process.

To request access to an ONEOK Procore Project you will need to go to <https://www.oneok.com/procore>

- Select *Procore User Access Request* Link <https://www.oneok.com/procore-request>
- Fill out the following information in the request form.
 - *First Name:*
 - *Last Name:*
 - *Company/Organization:* Please use full and legal company name in addition to any acronyms.
 - *Email:*
 - *Phone:*
 - *Role on Project:* Please select the role you will play on the project you are requesting access to. This will help determine the correct permissions you will need.
 - *What Project (s) do you need access to:* Please be specific on the project name and spread. If you are unsure of the name and spread, please be descriptive of the project location or Project Manager for the project. Your request will not be approved if a project cannot be identified.
- Once submitted, you will receive an auto-generated confirmation email stating that your request has been submitted.
- Each user request must be approved by the project manager and Procore admin. The approval process and addition of the user to Procore should be completed within 24 hours.
- Upon approval, you will receive a welcome email from Procore with instructions to complete your user registration. Recommended training will be available within Procore to familiarize yourself with its capabilities.

Procore Password Reset

In the event you are unable to log into Procore with your login credentials, go to <https://app.procore.com/> and click reset password to reset your password or click Forgot password to get a reset link sent to your email. ONEOK admins cannot reset passwords. You must do this on the login page.

Procore Support

Procore has an online user guide with videos and tutorials via their web support center. <https://support.procore.com/>

If you need additional support, we strongly encourage you to directly contact Procore via online chat from website <https://support.procore.com/references/contact-support> . Alternatively, you can contact Procore directly via

(833)-277-6267 or email: support@procore.com.