

Guidance Document: Accessing the Management System library

1 Purpose

This document provides guidance on how to access the management system library for internal and external users.

2 Scope

London Underground, its suppliers and third parties.

3 Guidance

3.1 If you are within London Underground (LU) on a One London desktop you can access the management system through this link <http://onespace.tfl.gov.uk/lu/cms/default.aspx>. For guidance on navigation go to section 7 of this guide.

3.2 If you are external to LU follow the instructions below.

3.2.1 Request a login by sending an email providing the following information to the email address managementsystemaccess@tfl.gov.uk:

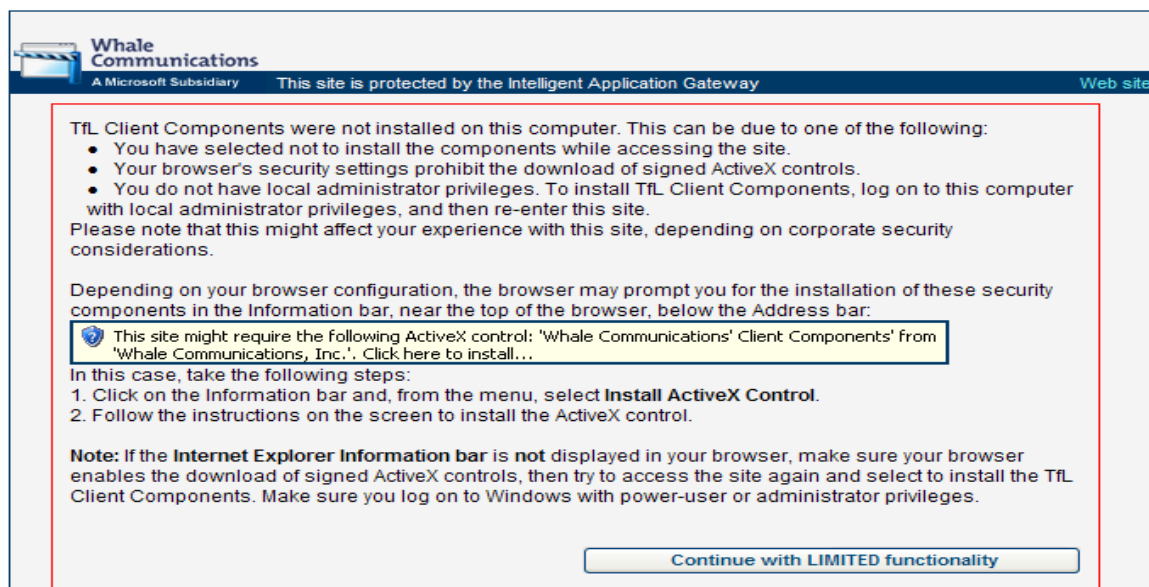
- First name
- Last Name
- Company
- E-mail
- Phone Number
- Date Requested
- LU Sponsor's Name (e.g. Project Manager or Procurement Agent)
- LU Project or contract name

3.2.2 You will receive an email with a link to the management system registration page. It will look like this:

Dear xxxxxx@xxxxxxxxxx.com
You have been invited to register for access to the management system library. To complete the registration, simply click the link below.
[Register](#)

The Management system library Registration Services

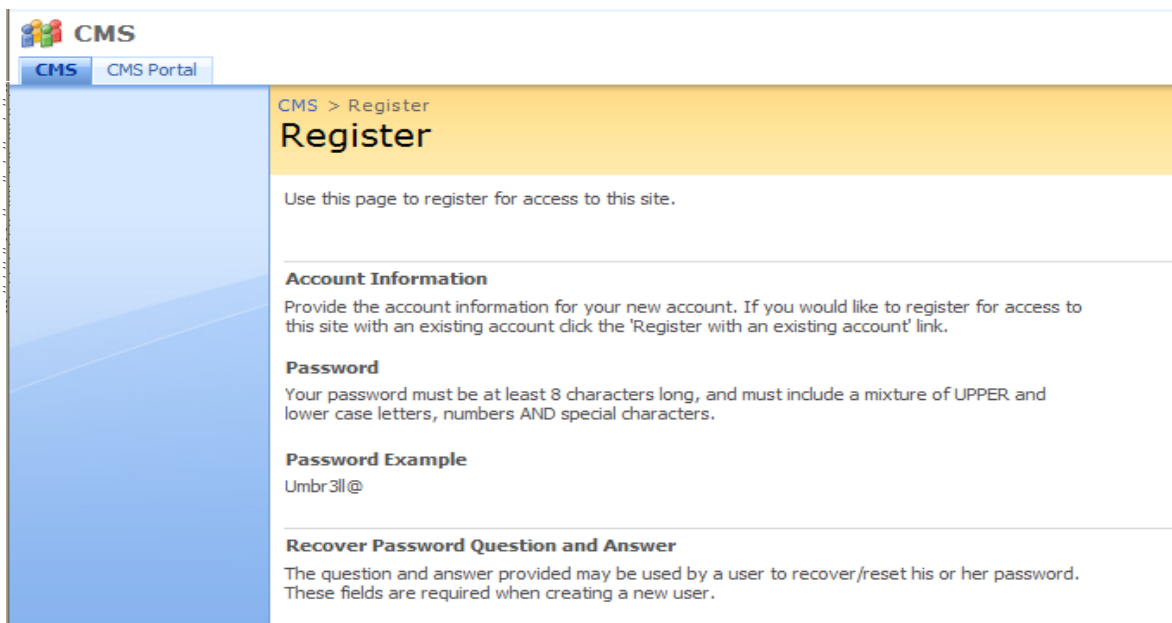
3.2.3 When you click on the 'Register' link, you may be asked to enable ActiveX control, as indicated below



3.2.4 You will then be directed to a registration screen

3.2.5 Select and enter a password. Your password must be 8 characters long and needs to include a 'special character' (e.g. "@").

3.2.6 You should then enter a password recovery question and an answer you will remember.



The screenshot shows the 'CMS > Register' page. It has a blue sidebar with 'CMS' and 'CMS Portal' links. The main content area is yellow and titled 'Register'. It contains instructions to use the page for registration, followed by sections for 'Account Information', 'Password' (with requirements), 'Password Example' (Umbr3ll@), and 'Recover Password Question and Answer'.

3.2.7 You will then be directed to a logon screen; but DO NOT LOGIN immediately. (If you try to login at this point, you will be told the server does not recognise your login equally do not try to reset your password to solve this.)

3.2.8 You will receive an email saying that your request is being evaluated, as per the below example:

Dear xxxxxxx@xxxxxxxxxx.com

Your access to the management system library located at https://onespace.tfl.gov.uk/lu/_cms has been approved.

Account Information

Username: xxxxxxxxxxx@xxxxxxxxxx.com

E-mail: xxxxxx@xxxxxxxxxx.com

To access the management system library, simply click the link below and provide your login credentials.

[Login](#)