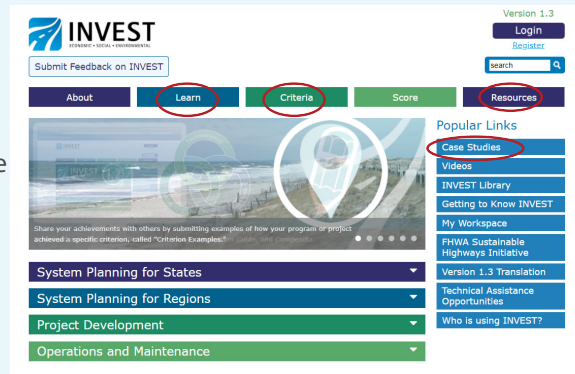


Quick Start Guide

► Step One: Go to the INVEST website

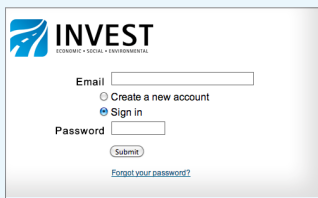
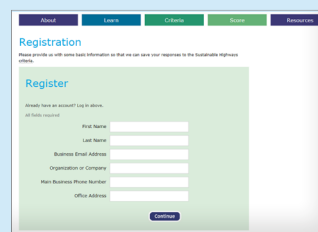
Visit www.sustainablehighways.org.

Review information in the “Learn” tab to learn about sustainable highways and about INVEST. Click on the “Criteria” tab to browse criteria in each of the modules. If you would like examples of how other projects and agencies have used INVEST, check out the case studies and criterion examples, available on the “Resources” tab. Most of the information on the website does not require registering to view. However, when you are ready to start scoring, you will need to register.



► Step Two: Register

Click on the Register link in the upper right hand corner of the home page. Fill in all of the fields in the Registration form and click Continue.

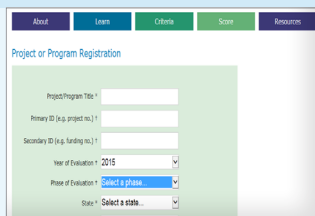
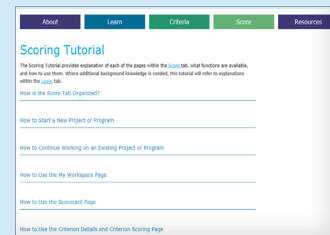


► Step Three: Log Into Your Account

You will receive an email acknowledging your registration. It will contain your user name and password. Return to the INVEST home page and click on the Login link directly above the Register link you used earlier.

► Step Four: My Workspace

Once you have logged on, you can access the My Workspace page. It will give you two options – “Scoring Tutorial” and “Start a New Project or Program.” For more detailed information about navigating the Score tab, start with the Scoring Tutorial.



► Step Five: Evaluate a Project or Program

To start evaluating a new project or program with INVEST, select “Start a New Project or Program” on the Score Tab page. This option will link you to a Program or Project Registration page where you will enter your project or program information. This will ensure your project or program is saved and accessible in your My Workspace page.

Within the registration page, asterisked items are required items; all other fields are optional. In addition to basic information about the program or project, the registration page asks for the INVEST module that will be used and the preferred scorecard (Project Development module only).

If necessary, the information provided on the registration page may be edited later. However, it is important, for the Project Development module, to select the appropriate scorecard. This cannot be changed later without deleting the project and then registering it again. Once the registration information is entered, select “Continue,” the INVEST website will confirm registration and then direct you to the Scorecard page.

Once the program or project is registered, the user can select “My Workspace” on the Score Tab or on the webpage header bar. Either will take the user to the My Workspace page.