

Florida Department of Transportation Consultant Computer Access Request Instructions

INSTRUCTIONS

Policies and Procedures:

Read the policies and procedures to ensure that you are familiar with the Department's policies. This step is important because completion of the FDOT Computer Security Access Request form requires that you abide by these policies.

Complete the FDOT Computer Security Access Request form

- A separate FDOT Computer Security Access Request form must be completed for each user id being requested. The user must read the policies and procedures and take the "New User" Course referenced on the Computer Security website.
- To complete the form:
 - Complete the top "User Information" section
 - If the "New Account Type" section is applicable, check the "Consultant/Contractor" box.
- Make sure to fill out the 2nd page section called "For Consultant/Contractor Access Only"
- Have the user sign and date the statement acknowledging that they have read and understand the statutes, policies, and procedures, and have taken the "New User" course.

Mail Documents:

The completed form(s) should be mailed to the district office in the area in which you are contracted to do business with the Department. See the Security Coordinators page at <http://www.dot.state.fl.us/ComputerSecurity/coordinators.shtm> for mailing addresses and FAX numbers.

The form(s) may be faxed to expedite processing, but originals must be mailed.

You should work with a project manager who will assist in the completion of the forms and the routing of the form(s) to the appropriate cost center/office for the issuance of user id(s).

If you have any questions regarding these instructions, contact:
Conrad Gillispie at 850-414-4342