

Florida Department of Transportation Acceptable Use Agreement - 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 Acceptable Use Agreement form requires that you abide by these policies.

Complete the FDOT Acceptable Use Agreement form



A separate FDOT Acceptable Use Agreement form must be completed for each user id being requested. The user must read the policies and procedures and take the "T.R.A.C.K." Course referenced on the Computer Security website.

To complete the form

Read the information and requirements on the first 3 pages.

1. Background, Purpose, and Scope:
2. General Use:
3. What Constitutes Acceptable Use:
4. What Constitutes Unacceptable Use:
5. Reporting Security Incidents or Breaches of Security:
6. Enforcement:
7. Waiver and Exceptions:
8. Definitions and Terms as well as 9 Certification, include the required reading and a link to the Security Awareness CBT.

Complete the User Information. This includes the user's name, their cost center number and user ID (if available), and the Office phone number. This section is located at the bottom of the third page.

SIGNED:	
	
Employee/Consultant/Contractor Date	Printed Name
_____	_____
Cost Center #/Name	User ID (if applicable)
_____	_____
Office Phone	

** Note: The user is required to sign and date the Employee/Consultant/Contractor field and print their name. **These are required fields.**

IMPORTANT: Although the FDOT is accepting digital signatures for many documents and contracts, we are currently not able to accept them as a part of requests for access to our network and resources. It is our direction that in the future we will be able to incorporate this technology in our processes. Until we reach that point, written signatures are required.

Page 4 contains the Consultant/Contractor/Outside Agency Information.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**TRANSPORTATION TECHNOLOGY
ACCEPTABLE USE AGREEMENT**

325-060-08
TRANSPORTATION
TECHNOLOGY
05/19

Consultant/Contractor/Outside Agency Information

To be completed by the consultant, contractor or outside agency employee

Email Address Cell Phone

To be completed by FDOT

Electronic Signature on File

FDOT Project Manager's Signature Date

FDOT Project Manager's Name Phone

FDOT Project Manager's Email Address

Consultant Company Name Vendor #

Project Number(s) / PO Number / PR Number

Project Start Date Project End Date

To be completed by a representative of the consultant/contractor company

Consultant Representative's Signature Date

Consultant Representative's Name Phone

Consultant Representative's Title

Consultant Representative's Email Address

**** Note:** Complete the information on the Consultant/Contractor/Outside Agency page. **Mandatory fields have been highlighted.** The Consultant Representative is required to sign the Consultant Representative Signature field and provide the date. Remember that **all highlighted fields are required.**

Send Documents:

The completed form(s) should be sent to the district office in the area in which you are contracted to do business with the Department.

See the Security Coordinators page at https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/cybersecurity/pdf/security-coordinators-full.pdf?sfvrsn=d4517f4d_8 for physical mailing addresses, FAX numbers, and email addresses. The form(s) may be emailed or faxed to expedite processing.

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 FDOT Service Desk by calling:
866-955-HELP (4357)