

**Step 1:** Visit <u>https://fldot.sharepoint.com/sites/portalonline/</u> **or** visit <u>http://www.fdot.gov/</u>, select Contact Us, then Employee Portal at the bottom of the page.

| FDOT Employees       |                                       |
|----------------------|---------------------------------------|
| Directory            | MyFlorida.com 411 Telephone Directory |
| Emergency Hotline    | 850-414-5252 (Employees Only)         |
| Toll-Free            | 866-602-3264                          |
| Technology Resources | Employee Portal (O-365 Help)          |
|                      | Outlook Web App                       |
|                      | SSL VPN                               |
| Website              | People First                          |

**Step 2:** Enter your FDOT-issued e-mail address and network password, then select the blue "sign-in" button.

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| Sign in  |  | Password                                 |  |
| © 2013 Microsoft   |  | Sign in                                  |  |

**Step 3:** FDOT is now using Multi-Factor Authentication, so you may be prompted to authenticate using your previously selected option for secondary authentication (phone call or authenticator app).



Step 4: When asked "Stay Signed In?":

- Select <u>Yes</u> if on an FDOT or private device.
- Select <u>No</u> if on a public computer or device.



Step 5: You should now have access to the site.