Florida Commission for the

CTD

Transportation Disadvantaged

DCS User Access Procedures

GUIDE

Document Revisions

Date	By	Comments
2/15/2019	ISF	Document modified for new Data Collection System.
6/9/2017	Kim Hansen	Document approved for publication.
6/1/2017	Kim Hansen	Initial document created.

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Overview

Effective June 30th, 2017, the Florida Commission for the Transportation Disadvantaged (CTD) requires all personnel who records and submits data in the Data Collection System (DCS) to have a unique user identification and password to access the technology resource.

This document describes the process for requesting access, terminating access, how to manage your access, DCS Access Request Form and instructions.

DCS System

All organizations, Community Transportation Coordinators, Planning Agencies, and the Florida Commission for the Transportation Disadvantaged, are responsible for designating and appointing individual(s), within their workforce, the assigned responsibility for recording and submitting data in the DCS System.

Requesting Access

A Manager, Coordinator or Delegate of the organization will prepare and submit a DCS Access Request form for each person tasked with DCS System responsibilities. All completed forms are to be converted to Adobe PDF format and submitted via email to *CTD DCS Administrator* for processing.

New user requests shall be processed by CTD DCS Administrators and access granted within ten (10) business days of the date request.

The DCS Access Request form can be found on the DCS Login page at https://ctddcs.fdot.gov/.

First Time Access

Access to the system requires DCS access approval and the creation of a Microsoft User Account. Once the access has been granted, the CTD DCS Administrator will contact the new user to provide them with the approval to create the Microsoft Account.

Terminating Access

When an employee terminates his or her employment with the organization, or the contract with the Florida Commission for the Transportation Disadvantaged terminates, the organization shall ensure that a termination request is completed for the user. All user terminations are requested using the DCS Access Request Form and submitted via email to *CTD DCS Administrator* for processing.

Termination requests shall be processed by CTD DCS Administrators and access revoked within three (3) business days of the date request or upon receipt of the request.

Access Controls

All authorized users of the DCS System are required to have a unique user identification and a complex password that identifies them. This section describes the user name, password criteria, password reset.

User Name

User Names will be the organization email address used to set up the Microsoft Account. *User Names are used exclusively by that individual for accessing the DCS System.*

Password Criteria

All passwords must contain at least one character from at least three of the four following areas:
- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numbers (0-9)
- One special character: ` ~ ! @ $ % ^ & * ( ) _ + - = { } \ : ; < > ? , . /

All passwords must contain a minimum of eight (8) characters and a maximum of sixty-four (64) characters in length.

Passwords shall not be shared.

Passwords shall not be entered by any automatic means; such as with macros or remember password functions, or stored password.

Passwords shall be protected against disclosure: memorized and not written down.

How to Manage Your Access

This section describes various new and/or changed webpages that relate to accessing the AOR System.

Login

The first time you access the AOR System, you will need to create a Microsoft Account. When you navigate to the application web page, the following screen will display:

Select the option to Create An Account, and you will be prompted with a Microsoft Sign In screen:

Sign in with your existing account

Email Address

Email Address

Password   Forgot your password?

Password

Sign in

Don't have an account? Sign up now

Select the option to Sign Up Now, and the following screen will display:

Email Address

Email Address

Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

First Name

First Name

Last Name

Last Name

Create   Cancel

Enter your business email address and select the Send Verification Code button. Once sent, the screen will display a field to enter the verification code. Keep your browser open to this screen. You will receive an email that contains a verification code. Enter the code from the email into the verification code field, and select the Verify Code button. Note that the Create button will be disabled until this is complete. Enter the remaining fields for password, first name and last name. Select the Create button.

You may now login at the DCS web page using the Log In button.

If at any time you receive the message below, always **Click "Not for this site"**. Never store or save passwords for any internet site.

Would you like to store your password for flctd.com?   More info   Yes   Not for this site
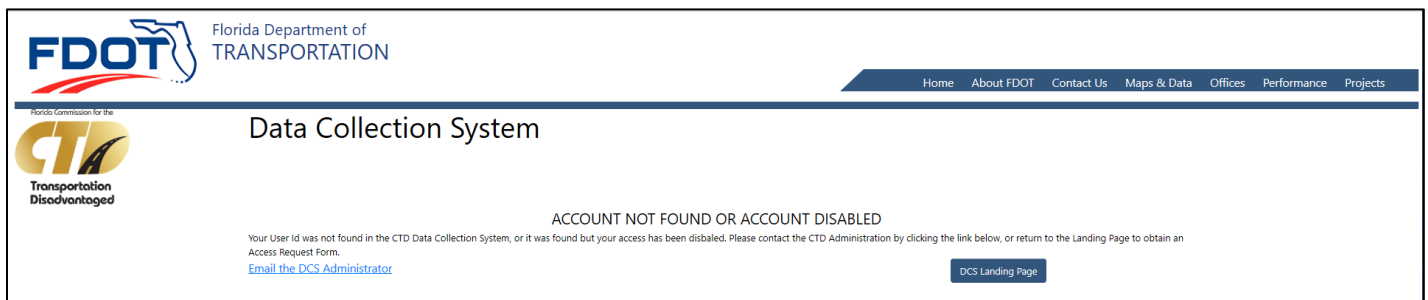
Changing Expired Password

When a password expires the system will present a new webpage prompting you to create and confirm a new password.

After clicking **Update Password**, you will be returned to the Login webpage to re-enter your User Name and New Password.

Disabled Access

When your access has been disabled the system will present a webpage indicating your access has been disabled.