

Submitting an Acceptable Use Agreement

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Submitting an Acceptable Use Agreement

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 Transportation Technology Acceptable Use Agreement (AUA) form requires that you abide by these policies.

Complete the FDOT Transportation Technology Acceptable Use Agreement (AUA) form:

A separate Acceptable Use Agreement (AUA) form must be completed for each user ID being requested. The user must read the policies and procedures and take the Computer Security CBT. This CBT is available on the FDOT.gov cybersecurity website.

<https://www.fdot.gov/cybersecurity/default.shtm>

- Open the appropriate FDOT Acceptable Use Agreement form, #325-060-08.
 - There are two versions of the form.
 - Employee/Staff Aug
 - Consultant/Outside Agency
 - The two versions of the form are available as a Word Document on the Forms website and also on the AARF Help Page.
 - This allows for users to manually complete and physically sign the form.
 - There is a DocuSign PowerForm available for use. It will be found on the Forms website and also on the AARF Help Page.

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
9. Certification

Submitting an Acceptable Use Agreement

Complete the User Information – **Employee/Staff Aug** (Word Document) version:

This includes your signature, date signed and printed name. There is a question inquiring if you have previously worked for or with FDOT. All fields are required.

SIGNED:		
_____	_____	_____
Employee/Staff Aug	Date	Printed Name
Have you ever previously worked for or with FDOT? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Complete the User Information – **Consultant/Outside Agency** (Word Document) version, **Section 1:**

This section includes your signature, date signed and printed name. You will enter your consultant company name or agency name. For consultants, you will enter their Vendor # (FEIN – Federal Tax ID number). For Outside Agencies you may enter N/A. You will enter your business email address and phone number. There is a question inquiring if you have previously worked for or with FDOT. All fields are required.

SIGNED:		
_____	_____	_____
Consultant/Outside Agency User	Date	Printed Name
_____		_____
Consultant Company or Agency Name		Vendor #
_____		_____
Email Address		Phone
Have you ever previously worked with or for FDOT? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Submitting an Acceptable Use Agreement

Complete the User Information – Consultant/Outside Agency (Word Document) version, Section 2:

This section includes the company's Consultant Representative or the user's Outside Agency Contact's signature, date signed and printed name. This person should not be the same person that signed for Part 1. The Representative or Contact will include their Phone Number, Job Title, and business email address. All fields are required.

<i>Consultant/Outside Agency Information</i>	
To be completed by a representative of the consultant company or outside agency	
_____	_____
Consultant Representative or Outside Agency Contact Signature	Date
_____	_____
Consultant Representative or Outside Agency User Name	Phone

Consultant Representative or Outside Agency Contact Title	

Consultant Representative or Outside Agency Contact Email Address	

Submitting an Acceptable Use Agreement

Additional information and notes:

A list of Basic Access that an account may need is provided here. Additional access needed that is not listed should be indicated in the space provided for Other Security Access. Contact your Security Coordinator for assistance with identifying any access that is not listed but may be available.

Basic Access:

Application - Top 25 All Users	Select (X)	Application - Top 25 Consultants	Select (X)
Email		Email	
Mainframe		Mainframe	
Network Access		Network Access	
[FDOT Mobile Device]		- Elevated Access (+)	
ASTM/AASHTO		AASHTOWare Bridge Management	
Cherwell Technician		CAR - Crash Analysis	
CITS Project Manager and Approver		EDMS (REQUIRES EDMS FORM)	
EDMS (REQUIRES EDMS FORM)		EOC - (PRIME Only)	
FACTS		ERC - Electronic Review Comments.	
FLAIR		FTA (REQUIRES FTA FORM)	
FLAIR User Agreement (+)		FTP (REQUIRES FTP FORM)	
FTA (REQUIRES FTA FORM)		Fuel and Maintenance Card (+)	
Fuel and Maintenance Card (+)		GoToMeeting Organizer	
GoToMeeting Organizer		INFONET via CITRIX	
INFONET via CITRIX		Local Computer Administrator Access (+)	
Local Computer Administrator Access (+)		LRE - Long Range Estimating	
LRE - Long Range Estimating		MAC Company Roles	
MAC Company Roles		MAC System Roles	
MAC System Roles		Office 365-Cloud Only	
Office 365-Cloud Only		RWMS - Right of Way Management System	
Planview - Time User		SITEMANAGER (TRNS*PORT) - Construction\CITRIX	
SITEMANAGER (TRNS*PORT) - Construction\CITRIX		VPN - DMS (REQUIRES DMS VPN FORM)	
Travel System		VPN - FDOT	
VPN - DMS (REQUIRES DMS VPN FORM)		Web Preconstruction - Designer	
VPN - FDOT		Webgate Reports Only	
Other (Specify any additional application access that may be needed.)			

Complete any additional access forms: such as FTP, FTA, EDMS and DMS-VPN.

Submit all completed forms to your future Supervisor or FDOT Project Manager. You may also send them to your [District Security Coordinator](#).

Note: See the Security Coordinators page at the FDOT web site for physical mailing addresses, FAX numbers, phone numbers and email addresses. The form(s) may be scanned and emailed or faxed to expedite processing.

Submitting an Acceptable Use Agreement

DocuSign PowerForm:

The Acceptable Use Agreement (AUA) form is available to complete as a DocuSign PowerForm.

- Click on the appropriate FDOT Acceptable Use Agreement (AUA) form link.
 - There are two versions of the form.
 - [Employee/Staff Aug](#)
 - [Consultant/Outside Agency](#)

Complete the User Information – **Employee/Staff Aug** DocuSign PowerForm version:

From the PowerForm page the Employee/Staff Aug you will enter your Full Name and your email address. The form can be viewed via desktop, phone, or tablet. Once the fields are filled out, click Begin Signing.

FDOT PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Employee/Staff Aug

Name: *

Email: *

BEGIN SIGNING

Submitting an Acceptable Use Agreement

First thing you will see is the Agreement to use electronic records and signatures. Click the box to accept.

Please Review & Act on These Documents



Heather McClellan
Florida Department of Transportation

Please sign the Acceptable Use Agreement (AUA) form 325-060-08a for Employee/Staff Aug.

 Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Then click Continue

 Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS ▾

After you have reviewed the document, you will answer the question inquiring if you have previously worked for or with FDOT. Your name will be displayed as it was entered on the initial PowerForm page.

SIGNED:

_____ User Full Name

Employee/Staff Aug **Date** **Printed Name**

Have you ever previously worked for or with FDOT? Yes No

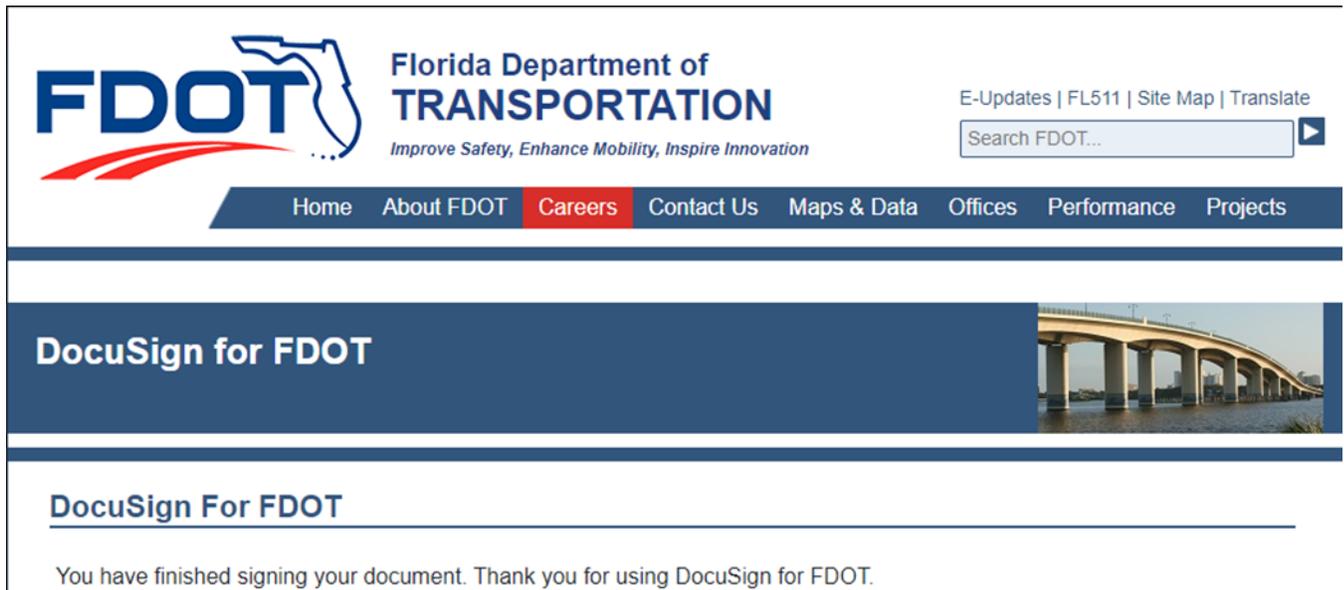
Then click on Finish.

Done! Select Finish to send the completed document.

FINISH FINISH LATER OTHER ACTIONS ▾

Submitting an Acceptable Use Agreement

DocuSign will return you to a DocuSign for FDOT web page.

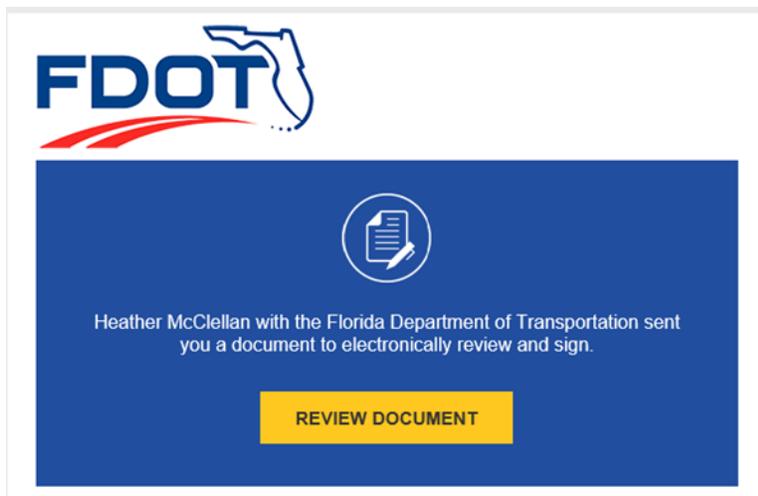


The screenshot shows the top portion of the Florida Department of Transportation (FDOT) website. On the left is the FDOT logo with the text "Florida Department of TRANSPORTATION" and the tagline "Improve Safety, Enhance Mobility, Inspire Innovation". To the right are links for "E-Updates | FL511 | Site Map | Translate" and a search bar labeled "Search FDOT...". Below this is a navigation menu with items: "Home", "About FDOT", "Careers" (highlighted in red), "Contact Us", "Maps & Data", "Offices", "Performance", and "Projects". A blue banner below the menu reads "DocuSign for FDOT" next to a photo of a bridge. Underneath, a section titled "DocuSign For FDOT" contains the text: "You have finished signing your document. Thank you for using DocuSign for FDOT."

Next, you will receive an email from DocuSign.

Heather McClellan via DocuSign Please DocuSign: Acceptable Use Agreement - Employee/Staff Aug
<<https://na2.docusign.net/Member/Image.aspx?i=logo&l=6d0c8d28-5e9f-4f05-aec9-153f50318f89>>

From inside the email, you will click on Review Document to go back and sign the form.



The screenshot shows an email notification from FDOT. It features the FDOT logo at the top left. Below it is a blue box with a white circular icon containing a document and a pen. The text inside the box reads: "Heather McClellan with the Florida Department of Transportation sent you a document to electronically review and sign." At the bottom of the blue box is a yellow button labeled "REVIEW DOCUMENT".

From the DocuSign page you will click Continue



The screenshot shows a dark blue horizontal bar at the bottom of a DocuSign page. On the left, it says "Please review the documents below." On the right, there are two buttons: a yellow button labeled "CONTINUE" and a blue button labeled "OTHER ACTIONS" with a downward-pointing arrow.

Now you will be able to digitally sign the form.

Submitting an Acceptable Use Agreement

	11/9/2020 12:14 PM EST	User Full Name
Employee/Staff Aug	Date	Printed Name
Have you ever previously worked for or with FDOT? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Once you have signed it, click on Finish.

Done! Select Finish to send the completed document. FINISH OTHER ACTIONS ▾

You will receive an email with the completed document.

 Heather McClellan via Doc... Completed: Please DocuSign: Acceptable Use Agreement - Employee/Staff Aug
<https://na2.docusign.net/Member/Image.aspx?i=logo&l=6d0c8d28-5e9f-4f05-aec9-153f50318f89>

Submit all completed forms to your future Supervisor or FDOT Project Manager. You may also send them to your [District Security Coordinator](#).

Note: See the Security Coordinators page at the FDOT web site for physical mailing addresses, FAX numbers, phone numbers and email addresses. The form(s) may be scanned and emailed or faxed to expedite processing.

Submitting an Acceptable Use Agreement

Complete the User Information – Consultant/Outside Agency DocuSign PowerForm version:

From the PowerForm page you (the Consultant or Outside Agency user) will enter your Full Name and your email address. Next, you will enter your company's Consultant Representative or your Outside Agency Contact's Full Name and email address. This person should not be the same person as the User. The form can be viewed via desktop, phone, or tablet. Once the fields are filled out, click Begin Signing.

FDOT PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Consultant/Outside Agency User

Name: *

Email: *

Please provide information for any other signers needed for this document.

Consultant/Outside Agency Contact

Name: *

Email: *

BEGIN SIGNING

Submitting an Acceptable Use Agreement

First thing you will see is the Agreement to use electronic records and signatures. Click the box to accept.

Please Review & Act on These Documents



Heather McClellan
Florida Department of Transportation

Please DocSign the Acceptable Use Agreement (AUA) form 325-060-08b for Consultants and Outside Agency users

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

Then click Continue

 Please read the [Electronic Record and Signature Disclosure](#).
 I agree to use electronic records and signatures.

CONTINUE FINISH LATER OTHER ACTIONS ▾

After you have reviewed the document you will fill in your Consultant Company or Agency Name, phone number and answer the question inquiring if you have previously worked for or with FDOT. You will enter your company's Vendor # (FEIN – Federal Tax ID number) if known. Your name will be displayed as it was entered on the initial PowerForm page.

SIGNED:

_____ Consultant's Full Name

Consultant/Outside Agency User	Date	Printed Name
<input type="text"/>	_____	<input type="text"/>
Consultant Company or Agency Name		Vendor #
<u>consultant.user@company.com</u>		<input type="text"/>
Email Address		Phone

Have you ever previously worked with or for FDOT? Yes No

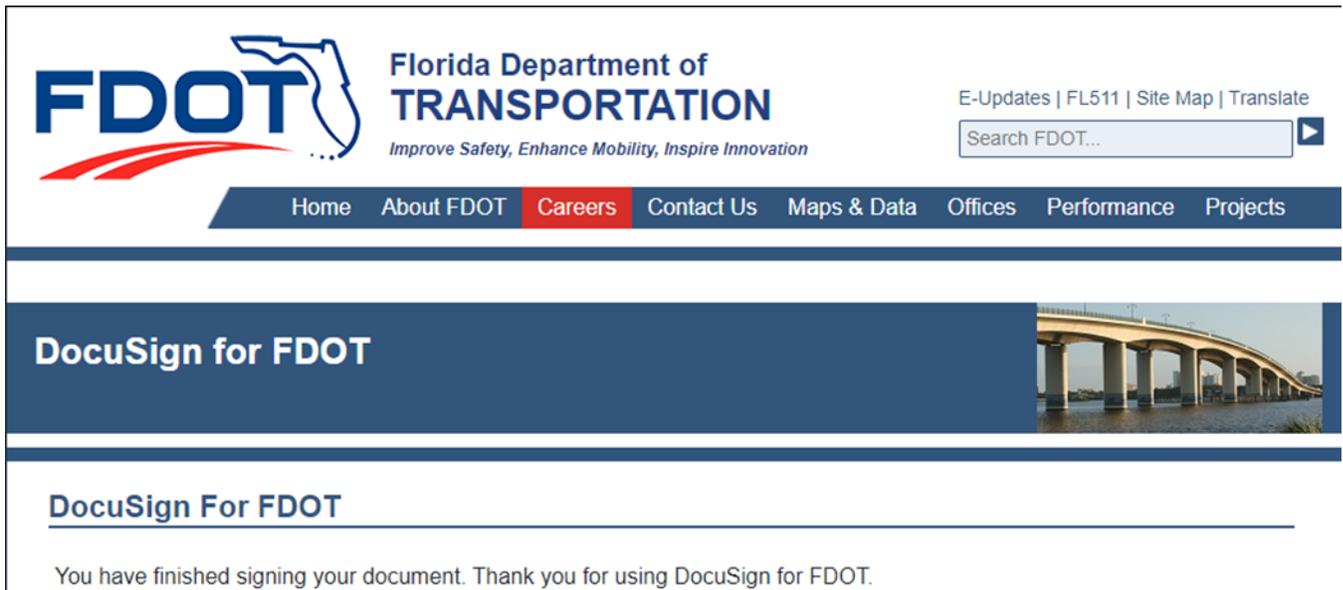
Then click on Finish.

Done! Select Finish to send the completed document.

FINISH FINISH LATER OTHER ACTIONS ▾

Submitting an Acceptable Use Agreement

DocuSign will return you to a DocuSign for FDOT web page.

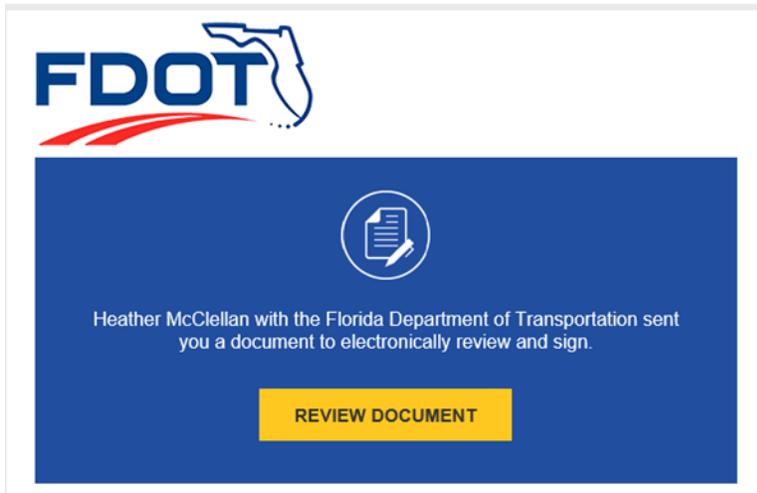


The screenshot shows the Florida Department of Transportation (FDOT) website. The header includes the FDOT logo, the text "Florida Department of TRANSPORTATION", and the tagline "Improve Safety, Enhance Mobility, Inspire Innovation". There are links for "E-Updates | FL511 | Site Map | Translate" and a search bar. A navigation menu contains "Home", "About FDOT", "Careers", "Contact Us", "Maps & Data", "Offices", "Performance", and "Projects". The main content area features a blue banner with the text "DocuSign for FDOT" and a background image of a bridge. Below the banner, the text "DocuSign For FDOT" is underlined, followed by the message: "You have finished signing your document. Thank you for using DocuSign for FDOT."

Next, you will receive an email from DocuSign.

Heather McClellan via DocuSign Please DocuSign: Acceptable Use Agreement Consultant/Outside Agency User
<<https://na2.docusign.net/Member/Image.aspx?i=logo&l=6d0c8d28-5e9f-4f05-aec9-153f50318f89>>

From inside the email, you will click on Review Document to go back and sign the form.



The screenshot shows the DocuSign email interface. It features the FDOT logo at the top left. Below the logo is a blue box with a white icon of a document and a pen. The text inside the box reads: "Heather McClellan with the Florida Department of Transportation sent you a document to electronically review and sign." Below this text is a yellow button with the text "REVIEW DOCUMENT".

From the DocuSign page you will click Continue



The screenshot shows the DocuSign page. It features a blue header with the text "Please review the documents below." on the left. On the right side of the header, there are two buttons: a yellow button with the text "CONTINUE" and a blue button with the text "OTHER ACTIONS" and a downward arrow.

Submitting an Acceptable Use Agreement

Now you will be able to digitally DocuSign the form.

	11/7/2020 9:30 AM EST	<u>Consultant's Full Name</u>
Consultant/Outside Agency User	Date	Printed Name
<u>Construction ABC</u>		<input type="text"/>
Consultant Company or Agency Name		Vendor #
<u>consultant.user@company.com</u>		850-222-9890
Email Address		Phone
Have you ever previously worked with or for FDOT? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Once you have signed it, click on Finish.

Done! Select Finish to send the completed document.

FINISH

OTHER ACTIONS ▾

DocuSign will return you to a DocuSign for FDOT web page.



Florida Department of TRANSPORTATION
Improve Safety, Enhance Mobility, Inspire Innovation

E-Updates | FL511 | Site Map | Translate

[Home](#) [About FDOT](#) [Careers](#) [Contact Us](#) [Maps & Data](#) [Offices](#) [Performance](#) [Projects](#)

DocuSign for FDOT



DocuSign For FDOT

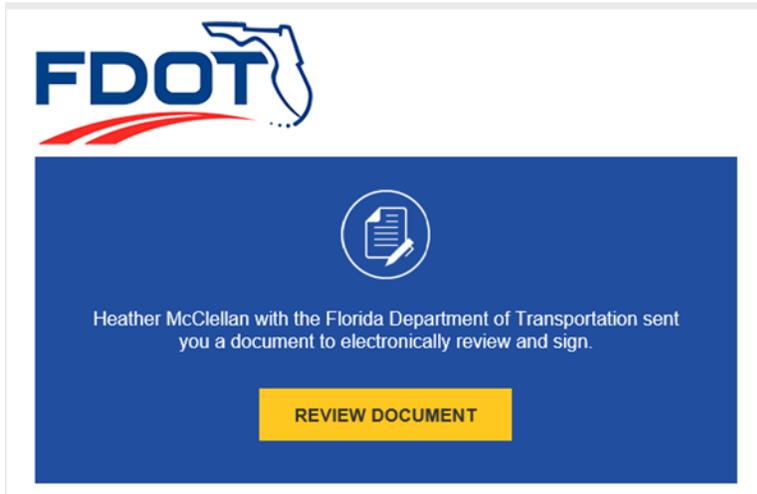
You have finished signing your document. Thank you for using DocuSign for FDOT.

Next, DocuSign will send an email to the next person in the workflow which is your company's Consultant Representative or your Outside Agency Contact.

Heather McClellan via DocuSign Please DocuSign: [Acceptable Use Agreement](#) - Consultant Rep/Outside Agency Contact
<<https://na2.docusign.net/Member/Image.aspx?i=logo&l=6d0c8d28-5e9f-4f05-aec9-153f50318f89>>

Submitting an Acceptable Use Agreement

From inside the email, your Consultant Representative or Outside Agency Contact will click on Review Document.



From the DocuSign page they will click Continue



NOTE: If your company's Vendor # (FEIN – Federal Tax ID number) was not previously entered it will be a required field. The Consultant Rep or Outside Agency Contact will fill in their phone number and their title and then sign the document.

Consultant/Outside Agency Information

To be completed by a **representative** of the consultant company or outside agency

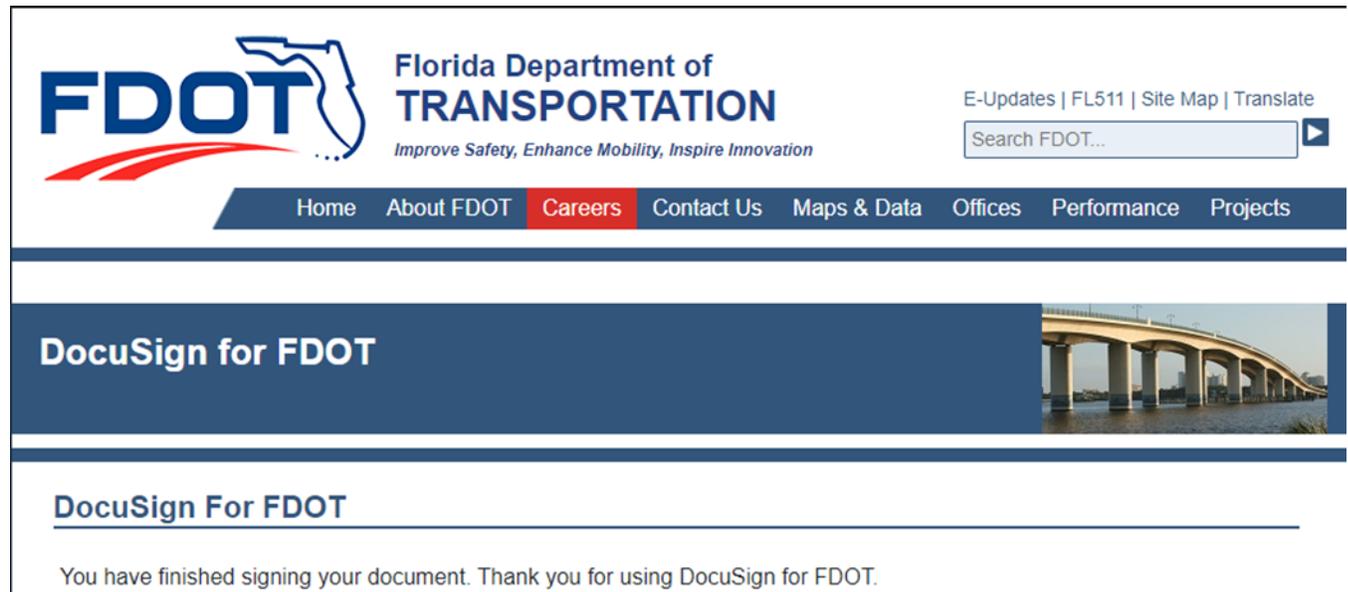
	<u>11/7/2020 9:43 AM EST</u>
Consultant Representative or Outside Agency Contact Signature	Date
<u>Consultant Rep's Full Name</u>	<input type="text"/>
Consultant Representative or Outside Agency User Name	Phone
<input type="text"/>	
Consultant Representative or Outside Agency Contact Title	
<u>consultant.rep@company.com</u>	
Consultant Representative or Outside Agency Contact Email Address	

Submitting an Acceptable Use Agreement

Once the Consultant Representative or Outside Agency Contact has signed it, they will click on Finish.



DocuSign will return them to a DocuSign for FDOT web page.



Now that the document has been completed, both you and the Consultant Representative or Outside Agency Contact will receive an email with the completed document.



It will contain the document as a pdf and a link to view the completed document online.

Submit all completed forms to your future FDOT Project Manager. You may also send them to your [District Security Coordinator](#).

Note: See the Security Coordinators page at the FDOT web site for physical mailing addresses, FAX numbers, phone numbers and email addresses. The form(s) may be scanned and emailed or faxed to expedite processing.