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/it-resources/computer-security-cbt

- Open the appropriate FDOT Acceptable Use Agreement form, #325-060-08.
  - There are two versions of the form.
    - Employee/Staff Aug/GEC (a)
    - Consultant/Outside Agency (b)
  - The two versions of the form can be found as a DocuSign PowerForm on the Forms website, the AARF Help Page and the https://www.fdot.gov/cybersecurity website.

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

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 Initiator and User Information – Employee/Staff Aug:

From the PowerForm page for Employee/Staff Aug, the <mark>Initiator</mark> will enter their Full Name and their email address. Next, enter the Full Name of the **Employee or Staff Augmentation/GEC** user that needs to sign the AUA and their email address. The form can be viewed via desktop, phone, or tablet. Once the fields are filled out, click Begin Filling out Form.

Note: The <mark>Initiator</mark> and the person needing to sign may be the same person.

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.

Person initiating this form

Your Name: *

> Full Name

Your Email: *

> Email Address

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

Employee/Staff Aug:

Name: *

> Full Name

Email: *

> Email Address

BEGIN FILLING OUT FORM

Since the **Initiator** is not the user that must sign the form, the **Initiator** will be able to read the AUA form, but no action is needed other than to **Close** the PowerForm.
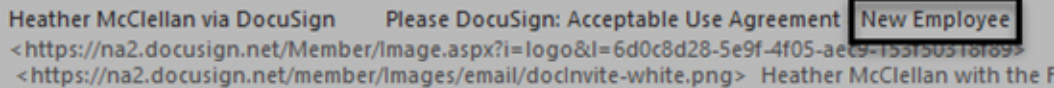

Once the form is closed the email will be sent to the **Employee or Staff Aug/GEC** that needs to review and sign.
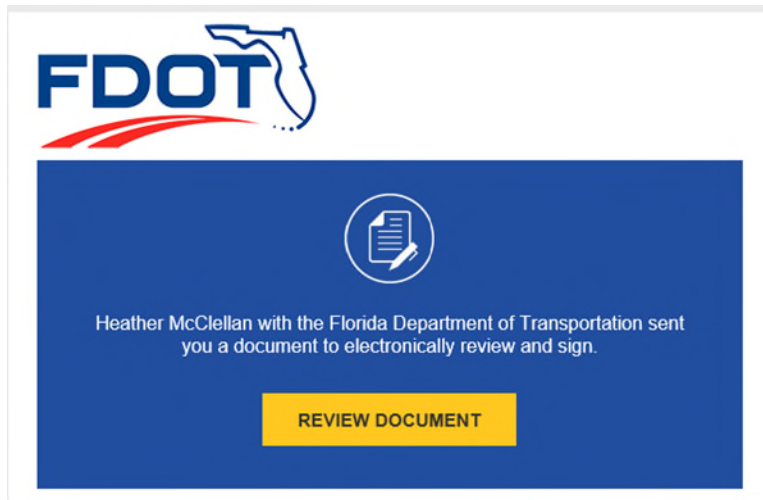
Next, the **Employee or Staff Aug/GEC** who needs to sign will receive an email from DocuSign. It comes from Heather McClellan via DocuSign as she is the owner of the PowerForm.

Example

From inside the email, the **Employee or Staff Aug/GEC** who needs to sign will click on Review Document to access and sign the form.

Once inside the DocuSign page, the **Employee or Staff Aug/GEC** will click Continue.

Now the **Employee or Staff Aug/GEC** will be able to digitally sign the form. They must select Yes or No for the question if they have ever previously worked for or with FDOT.
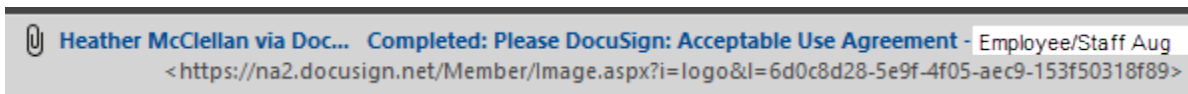
New: The user has the **option** to attach the completed Computer Security CBT directly inside the AUA DocuSign form.

Once the **Employee or Staff Aug/GEC** has signed and marked the correct checkbox, click on Finish.

Both the **Initiator** and the **Employee or Staff Aug/GEC** that signed the form will receive an email with the completed document.

Submit all completed forms to your future Supervisor/FDOT Project Manager. You may also send them to your District Security Coordinator. See the Security Coordinators page at the FDOT web site for physical mailing addresses, FAX numbers, phone numbers and email addresses.

Complete the Initiator, User and Contact Information – Consultant/Contractor or Outside Agency

From the PowerForm page for Consultant/Outside Agency users, the **Initiator** will enter their Full Name and their email address. Next, enter the Full Name of the **Consultant/Contractor** or **Outside Agency User** that needs to sign the AUA and their email address. Lastly, enter the Full Name of the **Company Manager** or the **Outside Agency Contact** that will be signing the AUA. The form can be viewed via desktop, phone, or tablet. Once the fields are filled out, click **Begin Signing**.

Note: The **Initiator** and person who needs to sign may be the same.

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.

Person initiating this form

Name: *

> Full Name

Email: *

> Email Address

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

Consultant/Outside Agency User

Name: *

> Full Name

Email: *

> Email Address

Company Manager/Outside Agency Contact

Name: *

> Full Name

Email: *

> Email Address

BEGIN SIGNING

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Since the **Initiator** may not be the user that must sign the form, the **Initiator** will be able to read the AUA form, but no action is needed other than to **Close** the PowerForm.

Once the form is closed the email will be sent to the **Consultant/Contractor** or **Outside Agency User** that needs to review and sign.
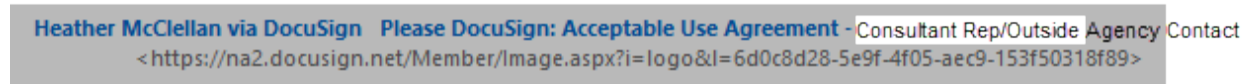
After the **Consultant/Contractor** or **Outside Agency User** has reviewed the document, they will fill in their **Company Name** or **Agency Name**, phone number and answer the question inquiring if they have previously worked for or with FDOT. The user will enter their company's **FEIN/Tax ID #** if known. The user's name will be displayed as it was entered on the initial PowerForm page.

New: The user has the **option** to attach the completed Computer Security CBT directly inside the AUA DocuSign form.

Then click on **Finish**.

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

Next, the **Company Manager** or **Outside Agency Contact** will receive an email from DocuSign.

From inside the email, they will click on **Review Document** to complete and sign the form.

From the DocuSign page you will click **Continue**

NOTE: If the company's **FEIN/Tax ID #** was not previously entered, it will be a required field. The **Company Manager** or **Outside Agency Contact** will fill in their phone number, their title and then sign the document.
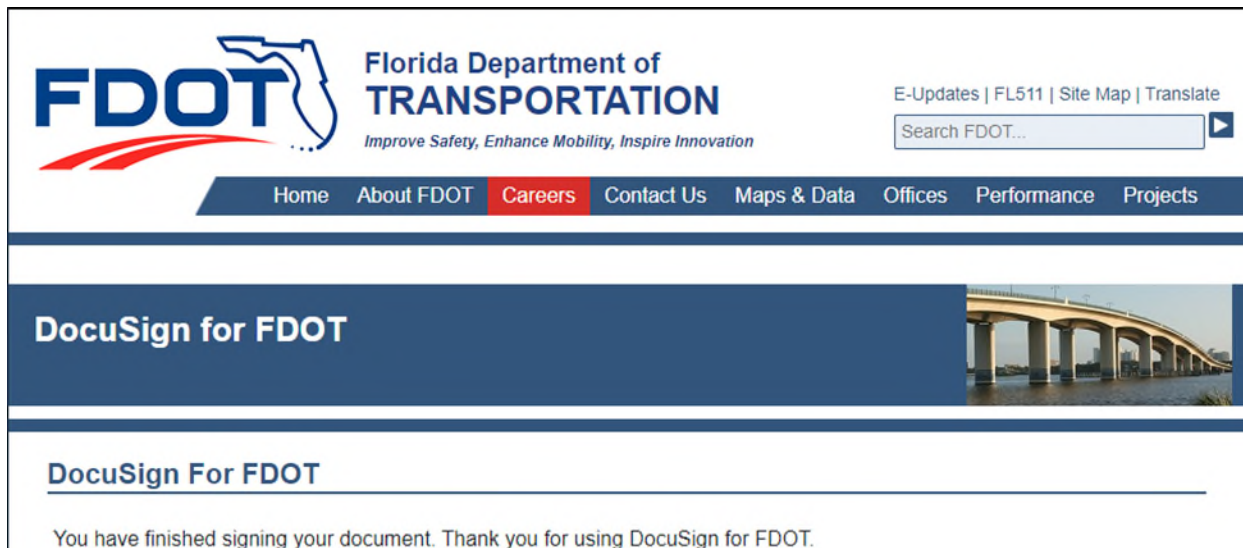
To be completed by the user's **company manager** or **outside agency** contact.

| Sign ↓ | 02/10/2024 | 12:35 PM EST |

Company Manager or Outside
Agency Contact Signature — Date

Company Mgr or OA Contact name
**Company Manager or Outside
Agency User Name** — Phone

**Company Manager or Outside
Agency Contact Title**

Company Mgr or OA Contact email address
**Company Manager or Outside
Agency Contact Email Address**

Once the **Company Manager** or **Outside Agency Contact** has signed it, they will click on **Finish**.

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

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

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DocuSign For FDOT

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

Now that the document has been completed, the **Initiator**, the **Consultant/Contractor** or **Outside Agency User** and the **Company Manager** or **Outside Agency Contact** will each receive an email with the completed document.

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

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.