

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](#)

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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: *

Email: *

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

Consultant/Outside Agency User

Name: *

Email: *

Company Manager/Outside Agency Contact

Name: *

Email: *

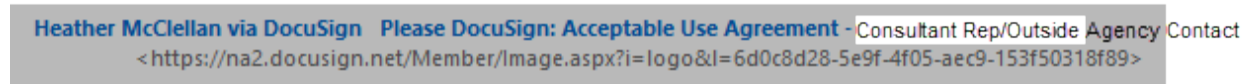
BEGIN SIGNING

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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.



• [Policies and Procedures Regarding Information Technologies](#)

• [Computer Security Awareness CBT](#) (attach copy of certificate)

SIGNED:

02/10/2024 | 12:29 PM EST

New Consultant

Consultant/Outside Agency User Date Printed Name

Consultant Company or Agency Name FEIN/Tax ID #

User's email address Phone

Email Address

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

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Then click on **Finish**.



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

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The screenshot shows the FDOT website header with the logo and navigation menu. 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 reads: "DocuSign For FDOT" followed by "You have finished signing your document. Thank you for using DocuSign for FDOT."

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

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>>

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

The screenshot shows an email notification from FDOT. It features the FDOT logo at the top. 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." At the bottom of the box is a yellow button labeled "REVIEW DOCUMENT".


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

The screenshot shows a blue bar at the bottom of the DocuSign page. On the left, it says "Please review the documents below." On the right, there is a yellow button labeled "CONTINUE" and a link labeled "OTHER ACTIONS" with a dropdown arrow.

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.

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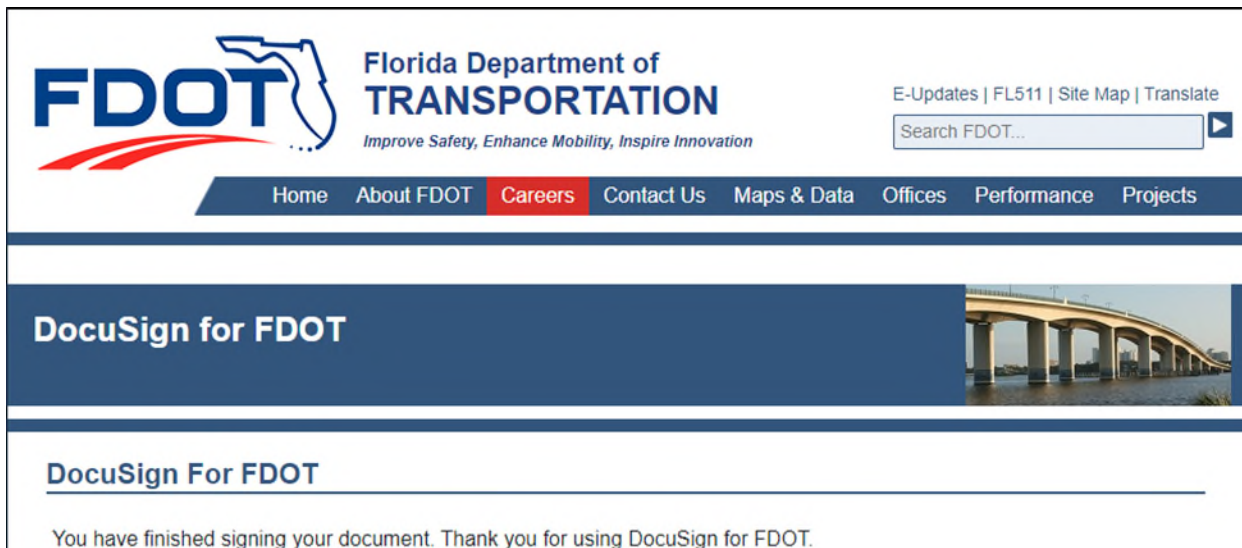
To be completed by the user's **company manager** or **outside agency** contact.

	02/10/2024 12:35 PM EST
<u>Company Manager or Outside Agency Contact Signature</u>	<u>Date</u>
<u>Company Mgr or OA Contact name</u>	<input type="text"/>
<u>Company Manager or Outside Agency User Name</u>	<u>Phone</u>
<input type="text"/>	
<u>Company Manager or Outside Agency Contact Title</u>	
<u>Company Mgr or OA Contact email address</u>	
<u>Company Manager or Outside Agency Contact Email Address</u>	

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.



The screenshot shows the FDOT website header with the logo and navigation menu. Below the header, there is a section titled "DocuSign for FDOT" with a background image of a bridge. The main content area contains the text: "DocuSign For FDOT" followed by "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>

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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.