



Getting MAC Access for users with an FDOT User Id account

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FDOT employees must have an FDOT user id account and network password to access MAC. Non-FDOT users who must have an FDOT user id account to access any other FDOT applications must have an FDOT user id account. **These users are not permitted to have an Internet Subscriber Account (ISA).**

If you need a MAC role, complete an Automated Access Request Form (AARF) to request any new or additional roles. Even though FDOT isn't a company, there are company profile designations for FDOT in MAC. Your access may be for a company role, a system role or both. If you are a non-FDOT employee, you may your FDOT Project Manager to initiate the AARF on your behalf.

To request and FDOT User Id account, request a MAC role or request updates to existing MAC roles:

1. Create an Automated Access Request Form (AARF) for MAC access - <http://webapp02.dot.state.fl.us/AutomatedAccessRequest/>

NOTE: Some users may not have direct access to this link. If it doesn't work for you, contact your local MAC District Application Coordinator (DAC).

2. Select Create Request
3. If you don't have an FDOT user id account, select New User Account
4. If you have an FDOT user id account, select Access Change
5. AARF has a MAC addendum
 - a. Select the MAC Company Roles option under the Statewide Access Items if you need a company role
 - b. For definitions of the MAC roles, see the MAC Role Definitions document.
6. If you need access to any other FDOT applications, include those in the AARF

The appropriate Office of Information Technology (OIT) will review the AARF, create the account or make changes to your current account and send the AARF to the appropriate DAC or the MAC System Administrator. The DAC or System Administrator will create the user role for your account in MAC. If you have questions or need assistance, users from the Central Office or State Materials Office should contact the System Administrator. All other users should contact the District Application Coordinator for your district. A list of the MAC contacts can be found here [MAC Contact List](#). When you have a MAC role, you are ready to begin accessing the system.

Once your role(s) is/are assigned, you can log into MAC and perform the functions related to your role(s).

1. Log into MAC Production Environment – <https://mac.fdot.gov/>
2. Select the FDOT Active Directory Network option
3. Enter your Domain with the front slash and your FDOT user id
 - a. Make sure you use the correct slash key
4. Enter your network password
 - a. This is the password you use to log into the system and to log into Citrix
 - b. If you received a temporary password, you will be asked to revise the password the first time you log in
5. Select the Login option

Do not use the Create Access Request function in MAC to request roles for an FDOT user id account. It is designed for users with an ISA. It does not have all the roles that are available through the AARF process. If you have an FDOT user id account, create an ISA and request roles on the ISA, the access request will be denied. This is because the ISA may be disabled by OIT and you would lose your MAC functionality when the ISA is disabled.