



Florida Department of TRANSPORTATION



Requesting MAC Access for FDOT
User Id accounts via
SailPoint IdentityIQ

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Contents

Introduction.....	3
Chapter 1 – MAC Roles.....	4
Chapter 2 – Access Requests	9
A. Access Change – Add Access	9
B. Access Change – Remove Access	13

Introduction

There are two kinds of access accounts that can be used to obtain access to MAC: 1) FDOT user id accounts, and 2) Internet Subscriber Accounts (ISAs). Users are not permitted to have more than one access account per FDOT security policy. If a user must have an FDOT user id for access to other Department applications (such as PrC), that account must be used for MAC access and an ISA cannot be used.

With the implementation of SailPoint IdentityIQ (IIQ), the process for requesting MAC access has changed. This document will provide instructions for using IIQ to request MAC roles. It will not provide full instructions for IIQ. Users may not be able to request access on their own but may need a supervisor or OIT person to create the request. This document does ***not*** provide guidance on IIQ functions or restrictions. Training for the IIQ system can be found here:

[Identity Access Management and Governance | SailPoint IdentityIQ | Training](#)

Some of the MAC roles are now designated with a District option to indicate the correct District Application Coordinator (DAC) responsible for processing the request. If you are not sure which district to select, contact the appropriate DAC for assistance ([MAC Contacts](#)). ***You do not need to request the same role for multiple districts as MAC access is not district based.*** More detailed instructions will be provided in this document.

There is no such thing as a MAC password. If you get any error messages on the login screen regarding your password being locked or expired, it pertains to the password for your account type. Users with an FDOT user id must work with the appropriate DAC and FDOT OIT Security team to have their FDOT user id password reset.

Chapter 1 – MAC Roles

MAC roles are grouped by company roles, system roles and system roles that are limited to being assigned by the State Materials Office Database and Information team. With the migration from AARF to IIQ, some MAC roles now a District identifier. MAC access is not district based. If you request access in IIQ by designated with a specific District, once the access is granted in MAC, **you will not be restricted to items in that district.** It is meant as a way to divide the account processing of nearly 4,000 users between the DACs and system administrators so your request can be processed by a local contact.

For example, if you are working for ABC Roads in District 2 and need the MAC company role of Data Reviewer, you would select Data Reviewer – D2 so that the District 2 Materials Office will be notified by IIQ of your request and process it. Your IIQ Identity will designate that you are employed by ABC Roads. Once processed, you will have all the privileges granted a Data Reviewer on company entries for ABC Roads, regardless of whether it's related to District 2, any other district, or entries not related to districts.

The same is true for System Roles. If you are eligible for the PA role and you work in District 5, once a District 5 MAC IIQ administrator assigns the PA role in MAC, you will be able to perform any PA role on any screen with PA functions (finalize samples, create comparison packages, accept Contractor QC Plan entries, process MC Review findings) on any project/contract in MAC, not just those managed by District 5.

Listed in the tables below are crosswalks of the MAC roles and the IIQ designations. In IIQ, a role means something different from what MAC defines as a role. In IIQ, you will request Access Entitlements that are related to MAC.

Table 1 – Company roles			
Role	What it does	Who assigns	IIQ Designation
Data Entry	Creates samples, receives samples, enters test results; creates and updates non-standard JGS; creates and updates Contractor Quality Control Plans	DAC or MAC Support for new users, Company profile manager for existing users	Data Entry - CO/SM Data Entry – D1/D7 Data Entry – D2 Data Entry – D3 Data Entry – D4/D6 Data Entry – D5 Data Entry - TP
Data Reviewer	Has all the functions of Data Entry plus reviews sample and test data for correctness and completeness before submitting the sample to FDOT for verification	DAC or MAC Support for new users, Company profile manager for existing users	Data Reviewer - CO/SM Data Reviewer – D1/D7 Data Reviewer – D2 Data Reviewer – D3 Data Reviewer – D4/D6 Data Reviewer – D5 Data Reviewer - TP
Facility Profile Manager	Makes a user eligible to be selected as the company profile manager, production facility profile manager or laboratory profile manager (see below)	DAC or MAC Support for new users, Company profile manager for existing users	All roles are combined into one MAC role. Make a comment on the request as to the specific entry or entries in MAC you would like. Profile Manager - CO/SM Profile Manager – D1/D7 Profile Manager – D2 Profile Manager – D3 Profile Manager - D4/D6 Profile Manager – D5 Profile Manager – TP
Company Profile Manager	Grants company access to other companies, Acknowledges granted access to their company, Updates existing user roles, Removes existing users, adds and maintains company nuclear density gauges, Assigns users with Facility Profile Manager to company profiles, production facility profiles and laboratory profiles.	DAC or MAC Support for new users, Company profile manager for existing users	
Production Facility Profile Manager	Maintains production facility profile information for the Production Facility Listing.	DACs or MAC Support, Company profile managers, existing production facility profile managers	
Laboratory Facility Profile Manager	Maintains laboratory profile information for the Qualifier Laboratory Listing.	DACs or MAC Support, Company profile managers, existing laboratory profile managers	
Mix Design Reviewer	Submits revisions to existing mix designs assigned to the company profile	DAC or MAC Support for new users, Company profile manager for existing users	

Table 2 – System Roles

Role	What it does	Who it is for	Delegates	Who assigns	IIQ Designation
District Bituminous Engineer	Rolling Straightedge MAR issue resolutions	District Bituminous Engineer	Assistant District Bituminous Engineer	DAC	District Bituminous Engineer - CO/SM District Bituminous Engineer – D1/D7 District Bituminous Engineer – D2 District Bituminous Engineer – D3 District Bituminous Engineer – D4/D6 District Bituminous Engineer – D5 District Bituminous Engineer - TP
District Construction Engineer	MAR issue recommendations and resolutions	District Construction Engineer	1 per DCE as appointed by DOC	DAC	District Construction Engineer - CO/SM District Construction Engineer – D1/D7 District Construction Engineer – D2 District Construction Engineer – D3 District Construction Engineer – D4/D6 District Construction Engineer – D5 District Construction Engineer - TP
District Materials Research Engineer	MAR issue recommendations and resolutions; PMCLs	District Materials and Research Engineer	Assistant District Materials and Research Engineer	DAC	District Materials and Research Engineer - CO/SM District Materials and Research Engineer – D1/D7 District Materials and Research Engineer – D2 District Materials and Research Engineer – D3 District Materials and Research Engineer – D4/D7 District Materials and Research Engineer – D5 District Materials and Research Engineer – TP
DMO Asphalt	Asphalt Mix Design review and plant assignments	Bituminous personnel who process mix designs	N/A	DAC	DMO Asphalt - CO/SM DMO Asphalt – D1/D7 DMO Asphalt – D2 DMO Asphalt – D3 DMO Asphalt -D4/D6 DMO Asphalt – D5 DMO Asphalt – TP
DMO Concrete	Concrete Mix Design review and plant assignments	Concrete personnel who process mix designs	N/A	DAC	DMO Concrete - CO/SM DMO Concrete – D1/D7 DMO Concrete – D2 DMO Concrete – D3 DMO Concrete – D4/D6 DMO Concrete – D5 DMO Concrete – D7
FDOT Verifier	Finalizes program samples; builds program sample comparison package; creates asphalt random numbers	DMRO and SMO personnel	N/A	DAC or MAC Support	FDOT Verifier - CO/SM FDOT Verifier – D1/D7 FDOT Verifier – D2 FDOT Verifier – D3 FDOT Verifier – D4/D6 FDOT Verifier – D5 FDOT Verifier - TP
Mix Design Submitter	Creates new asphalt or concrete mix designs		N/A	MAC Support	Mix Design Submitter - CO/SM Mix Design Submitter – D1/D7 Mix Design Submitter – D2 Mix Design Submitter – D3 Mix Design Submitter – D4/D6 Mix Design Submitter – D5 Mix Design Submitter – D7
Program Maintenance User (PMU)	Functions for QCP, IA, LQP, MC Review	DMRO and SMO personnel involved in materials acceptance programs	N/A	DAC or MAC Support	Program Maintenance User - CO/SM Program Maintenance User – D1/D7 Program Maintenance User – D2 Program Maintenance User – D3 Program Maintenance User – D4/D6 Program Maintenance User – D5 Program Maintenance User - TP

Table 2 – System Roles (continued)

Role	What it does	Who it is for	Delegates	Who assigns	IIQ Designation
Project Administrator	Finalizes project samples; builds project sample comparison package; process MAR issues	Project Administrator	Contract Specialist Lead Inspector¹ Asphalt VT or Resident Asphalt Specialist² Lead Earthwork VT³	DAC	Project Administrator - CO/SM Project Administrator – D1/D7 Project Administrator – D2 Project Administrator – D3 Project Administrator – D4/D6 Project Administrator – D5 Project Administrator - TP
Resident Engineer	Rolling Straightedge MAR issue resolutions	Resident Engineer Sr. Project Engineer (CCEI)	No	DAC	Resident Engineer - CO/SM Resident Engineer – D1/D7 Resident Engineer – D2 Resident Engineer – D3 Resident Engineer – D4/D6 Resident Engineer – D5 Resident Engineer – TP

1. Not lead for each material, the lead inspector over all material inspectors. Do not assign to “lead concrete inspector”, “lead earthwork inspector”, etc. except for ERS PA delegate (#3)

2. DMRE and DCE determine if PA’s delegate for asphalt can be assigned to the VT inspector, the Resident Asphalt Specialist or both.

3. Only one VT per ERS project can be assigned as the PA’s delegate. Only for ERS samples.

Table 3 – Limited System Roles

Role	What it does	Who it is for	Delegates	Who assigns	IIQ Designation
Application Support	CO OIT role for MAC programming	Only CO OIT personnel	N/A	CO OIT	Application Support – Do not select unless for CO OIT MAC Maintenance functions
Designer	Creates & revises test definitions, comparison definitions, checklists	SMO personnel	N/A	MAC Support	Designer - CO/SM
Director, Office of Construction	MAR issue recommendations and resolutions	Director, Office of Construction	State Construction Engineer	MAC Support	Director Office of Construction - CO/SM
Director, Office of Materials	PMCL signature	Director, Office of Materials	State Materials Engineer	MAC Support	Director Office of Materials - CO/SM
District Application Coordinator (DAC)	MAC Local Support	MAC Support personnel designated by the DMRE or SMO Lead Staff	N/A	MAC Support	District Application Coordinator - CO/SM <i>DACs are assigned to the District and State Materials Offices. Only SMO approves users for the DAC role</i>
Qualification Admin	Maintains CTQP data in MAC	State Construction Office Training Coordinator staff	No	MAC Support	Qualification Admin – Do not select
Roadway Data Upload	Uploads asphalt Quality Control Roadway data into MAC	SMO Bituminous Technical Unit	N/A	MAC Support	Roadway Data Upload - CO/SM
SMO Asphalt	Manages asphalt mix design entries	SMO Bituminous personnel	N/A	MAC Support	SMO Asphalt
SMO Concrete	Manages concrete mix design entries	SMO Physical Lab personnel	N/A	MAC Support	SMO Concrete
SMO Technical Unit	Manages MAC Specs	SMO personnel	N/A	MAC Support	SMO Technical Unit
System Admin	Manages MAC	SMO personnel	N/A	MAC Support	System Admin

Your District is listed on your IIQ Identity attributes. Here is an excerpt from a user's IIQ profile.

Cost Center	419
Cost Center Name	MATERIALS AND RESEARCH
Organization Code	55044040419
Organization District	District 4
District Code	04
Geo District	District 4

Use this as your guide for which role to select. For example, if this user wanted to request the Data Entry company role, they would select the "Data Entry – D4/D6" option. Look at the Organizational District, not Geographic District. They are normally both the same for a user, but there are cases where they are not.

Again, MAC access is not district based. If you were to select "the "Data Entry – D4/D6", that does not mean that in MAC, you will only be able to work on entries in Districts 4 and 6. It only means that we will direct the request to the District 4 and 6 Materials Office for assignment. Once the role is assigned, it will appear as "Data Entry", not "Data Entry – D4/D6."

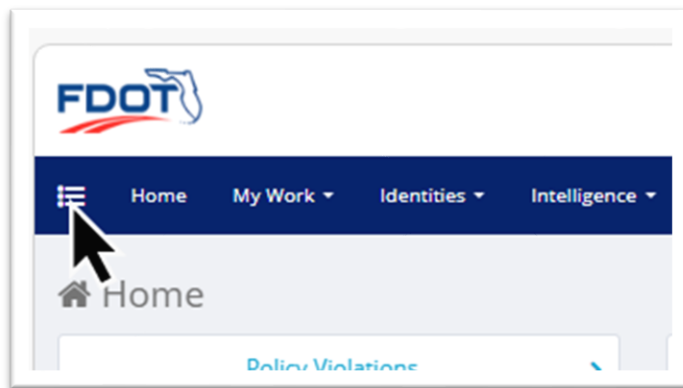
Chapter 2 – Access Requests

This document will not describe the different options for creating an access request in IIQ. There are many new features that will dictate what type of access needs to be requested that are not covered in these instructions. They are intended to provide general guidance for MAC access only. Please contact the SailPoint IdentityIQ administrators for guidance on SailPoint IdentityIQ instructions and requirements.

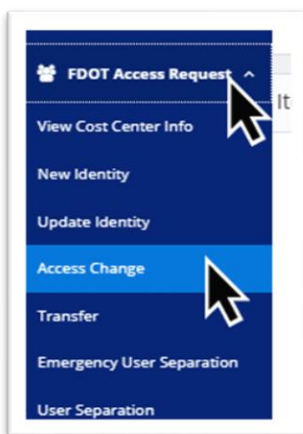
The most common type of access request that this document will cover is an Access Change.

A. Access Change – Add Access

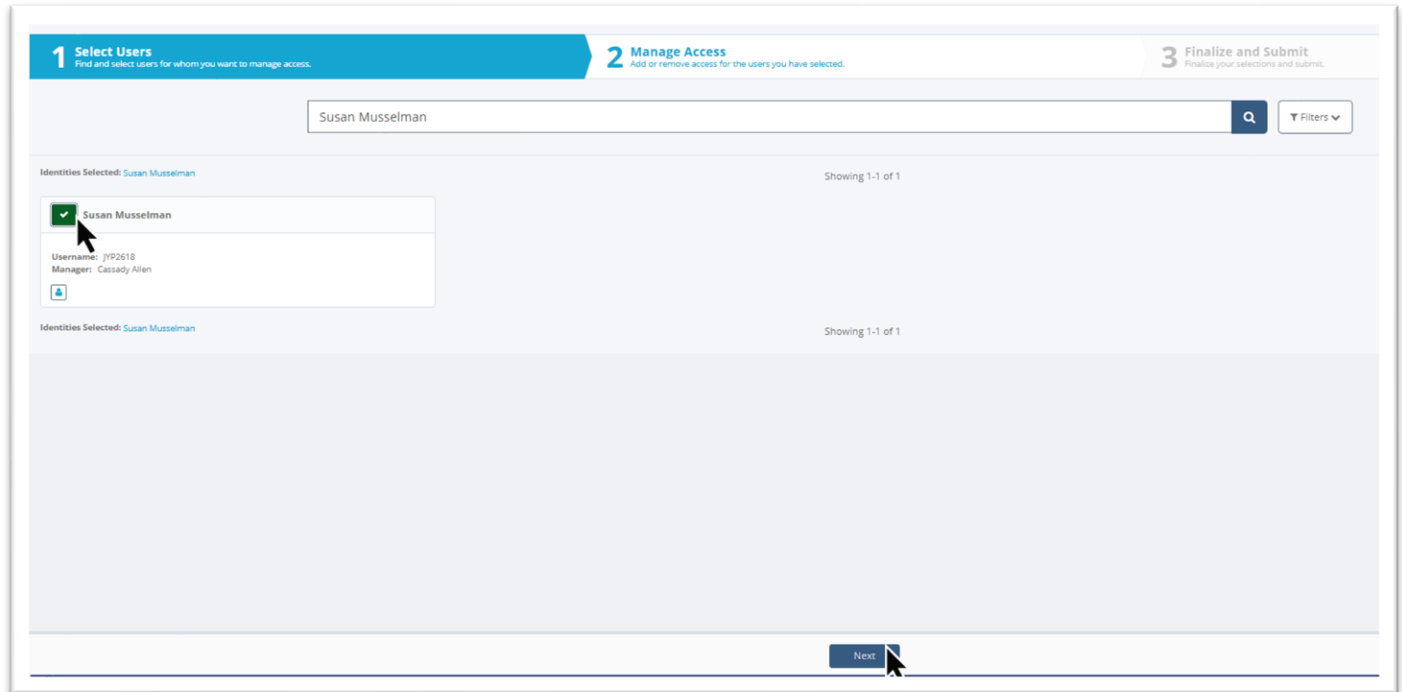
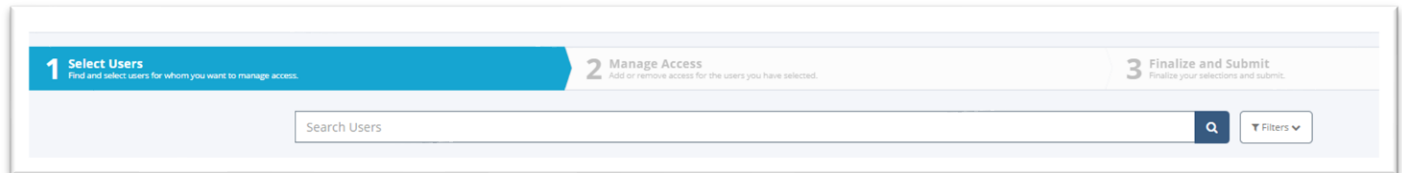
If you are not able to access IIQ, work with your Project Manager or local DAC to create the request on your behalf.



1. In [IIQ Production Link](#), select the option menu.

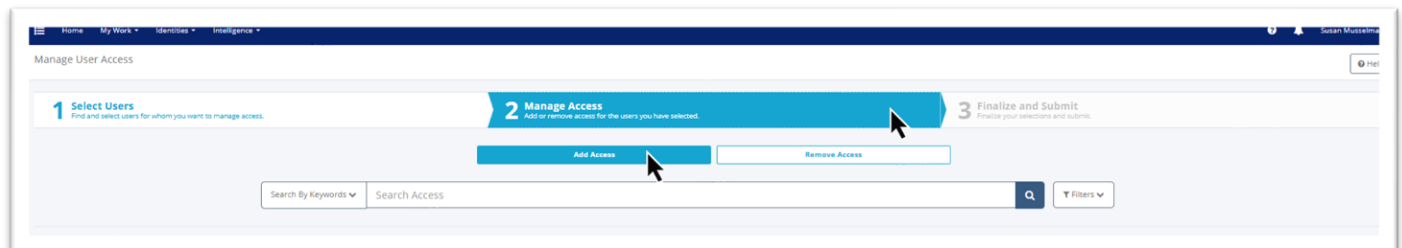


2. Select the FDOT Access Request option, then select the Access Change option.



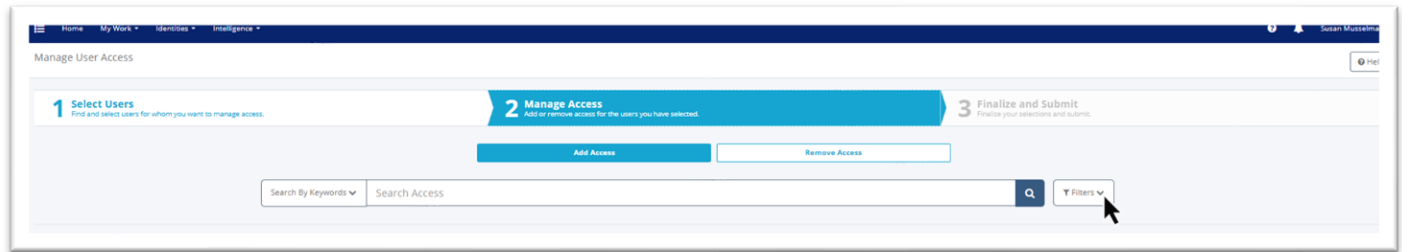
3. IIQ ask you to select the user when you select the Access Change option. You can search users and select one of the users returned in the search results.

4. Then select the Next option.

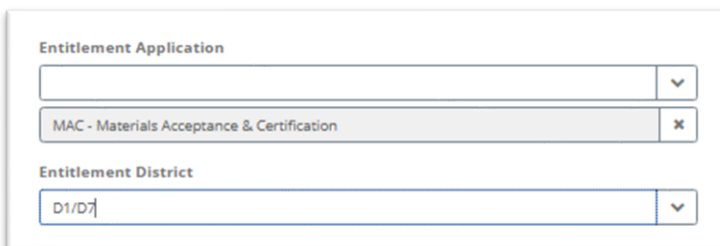
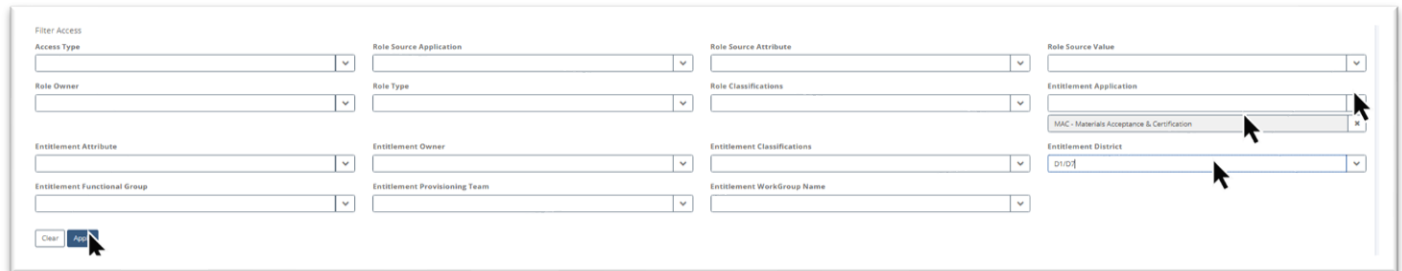


5. IIQ asks you to manage that user's access in the next step. Click on the Manage Access option to move to the next step in IIQ, then select the Add Access option.

There are many roles in the application for many systems. In order to see MAC roles, select the Filters option.



6. Select the Filters option.



7. In the Entitlement Application field, enter “MAC” and select the option to populate the field. The Entitlement District will narrow down the list of 100 SailPoint IdentityIQ MAC access items to a shorter list. The appropriate selections for Entitlement District for MAC are:

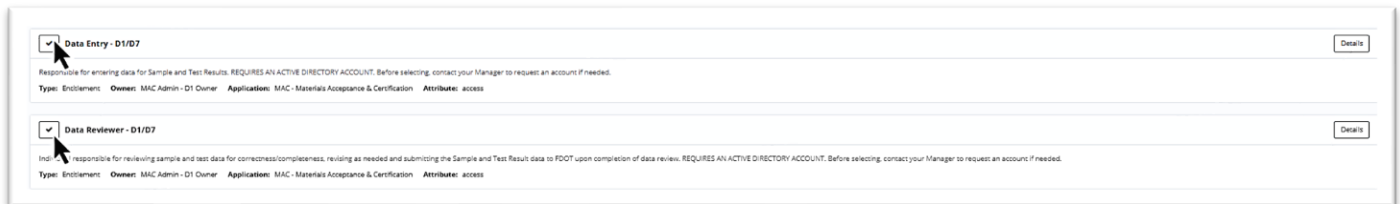
- CO/SM –users in the Central Office or State Materials Office District or users requesting a limited System role that is only approved by SMO ([Table 3 System Limited Roles](#))
 - Managed by the State Materials Office
 - Do not select CO or SM
 - Select the combined CO/SM option
- D1/D7 –users in District 1 or District 7
 - Managed by the District 1 Materials Office which covers both District 1 & District 7
 - Do not select D1 or D7
 - Select the combined D1/D7 option
- D2 –users in District 2
 - Managed by the District 2 Materials Office
- D3 –users in District 3
 - Managed by the District 3 Materials Office
- D4/D6 –users in District 4 or District 6
 - Managed by the District 4 Materials Office which covers both District 4 & District 6
 - Do not select D4 or D6
 - Select the combined D4/D6 option

- D5 –users in District 5
 - Managed by the District 5 Materials Office
- TP –users in the Turnpike District
 - Managed by the Turnpike District Materials Office

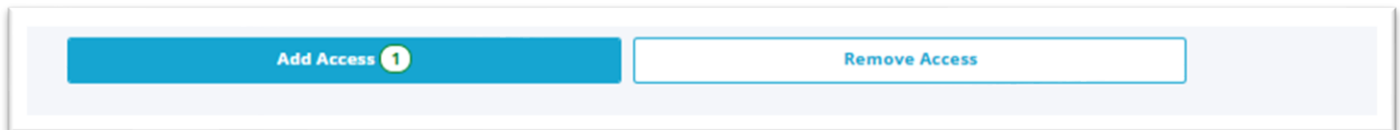
8. Click on the role(s) you want to request. The check box indicator will turn green.

NOTE: SMO Users - do not use the Entitlement District filter for the following roles:

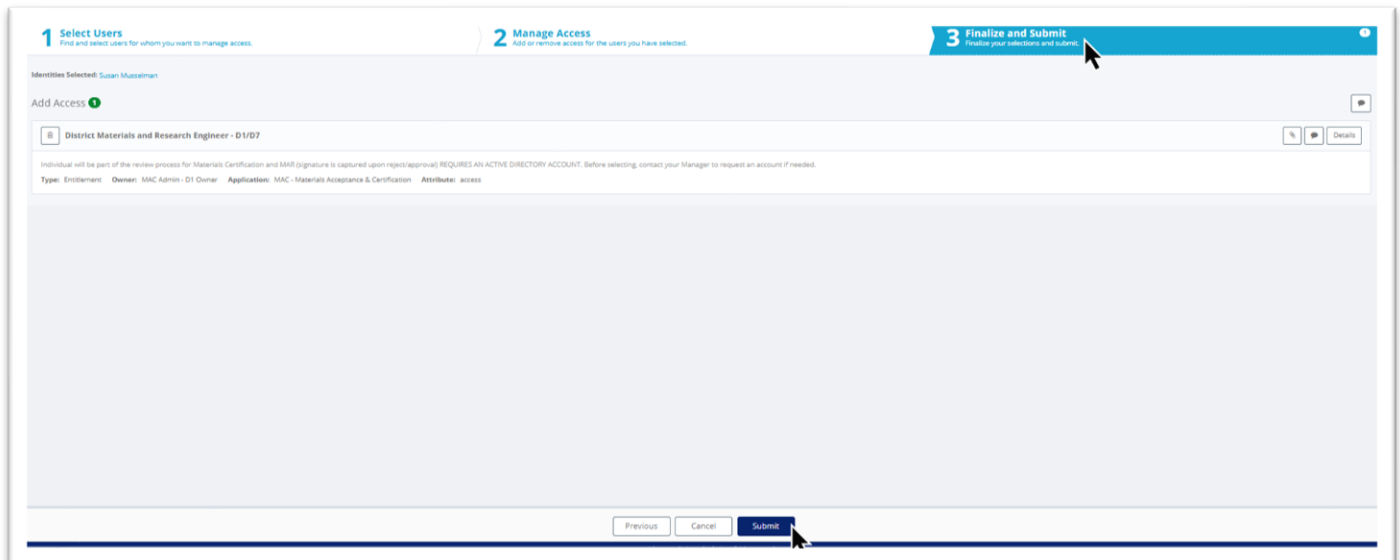
9. Select Apply to apply the filters and shorten the list of roles. Typically using the District and MAC filters will narrow down the list from 9 pages to 2 pages. Roles are listed in alphabetical order. The Application Support role is intended for an individual responsible for application related configuration. This role is only applicable to users within the Central Office Operations, Maintenance and Remediation unit. It is not applicable to most MAC users.



10. On each page, select the role(s) that you want added to your user account.



11. Select the Add Access option.



12. Select the Finalize and Submit option, then select the Submit option.

IIQ will notify the appropriate DAC or system administrator who may contact you if there are questions about the request.

B. Access Change – Remove Access

The process for requesting MAC roles be removed from a user with an FDOT user id is similar to requesting new access.

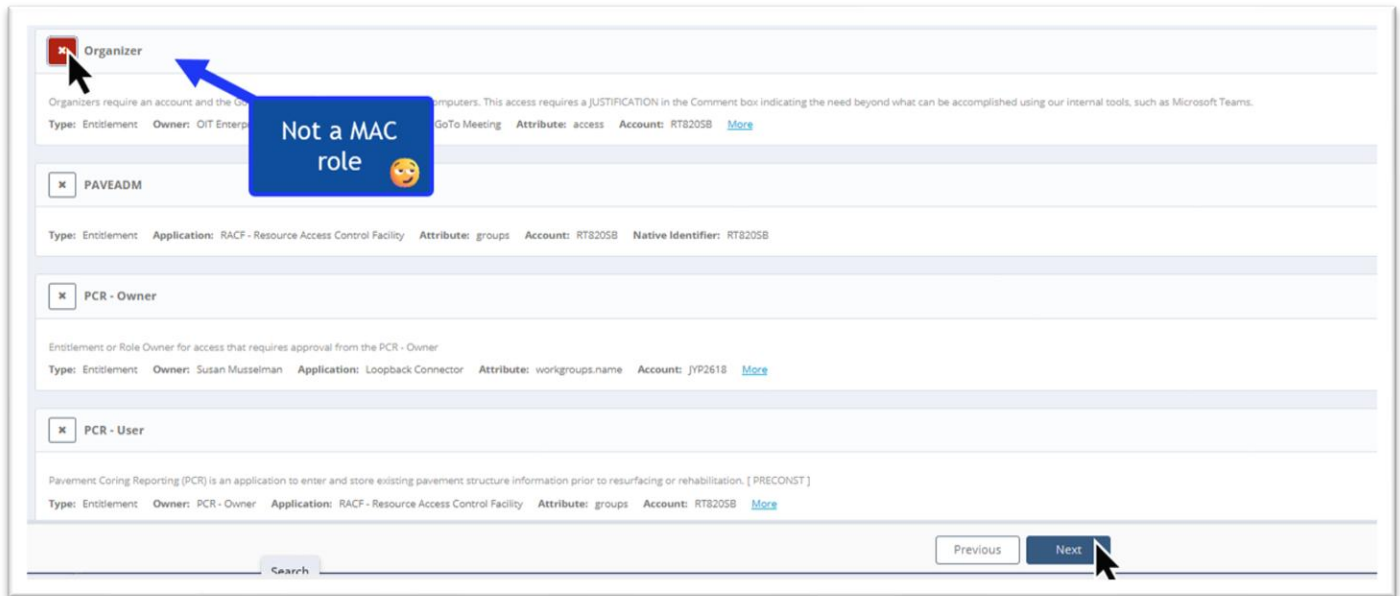
NOTE: Access additions and removals can be requested in the same Access Change.

1. Search IIQ users and select one of the users returned in the search results.
2. Then select the Next option.
3. Select Remove Request.

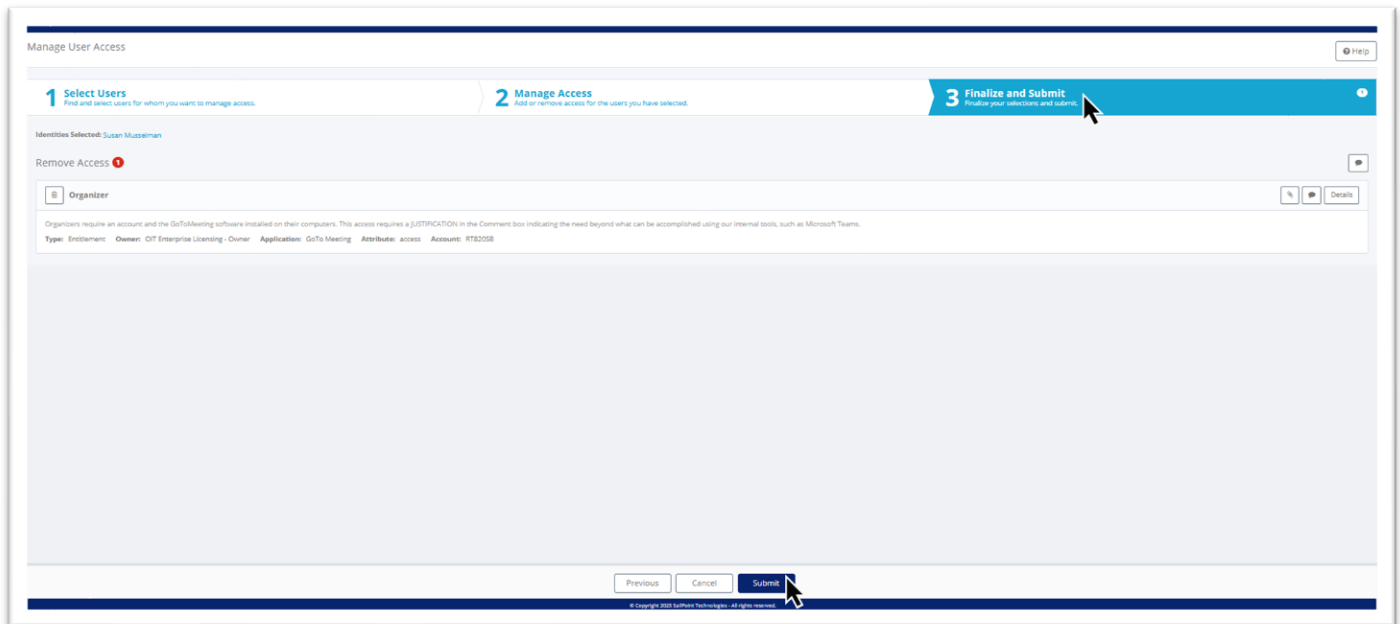
The user's access will be displayed on the screen.

The screenshot displays the 'Manage Access' section of the IIQ system. At the top, there are three steps: '1 Select Users', '2 Manage Access', and '3 Finalize and Submit'. Below these steps are buttons for 'Add Access' and 'Remove Access'. A search bar labeled 'Search Current Access' is present. The main area shows 'Identities Selected: Susan Mustaman' and 'Showing 1-12 of 33'. A grid of filter options is visible, including 'Filter Current Access', 'Status', 'Access Type', 'Role Source Application', 'Role Source Attribute', 'Role Source Value', 'Role Owner', 'Role Type', 'Role Classifications', 'Entitlement Application', 'Entitlement Attribute', 'Entitlement Owner', 'Entitlement Classifications', 'Entitlement District', 'Entitlement Functional Group', 'Entitlement Provisioning Team', and 'Entitlement WorkGroup Name'. The 'Entitlement Application' dropdown is open, showing 'I' and 'MAC - Materials Acceptance & Certification' with a mouse cursor pointing to the latter. 'Clear' and 'Apply' buttons are at the bottom left.

4. Select the Filters option and enter MAC in the Entitlement Application field. Then select the Apply option.



5. Select the currently assigned role you want removed. The x indicator will change to a red color.
6. Select all roles to be removed, then select the Next option.



7. IIQ will ask you to finalize and submit the request. Select the 3 Finalize and Submit option, then select the Submit option.

IIQ will send notifications to the appropriate DACs and/or system administrators.