



*Getting MAC Access for non-FDOT users who don't need access to any other FDOT Applications
February 14, 2022*

Users who don't need access to any other FDOT applications that require an FDOT user id and who don't currently have an FDOT user id account with a network password can create an Internet Subscriber Account (ISA).

Users cannot have an FDOT user ID account and an ISA. MAC Application Coordinators and FDOT Computer Security Office will monitor for users with both account types and may disable the ISA. If you have a valid FDOT user id account, do not create an ISA.

Users cannot have more than one ISA. If you need to change your email address, company name or both, you do not need to create a new ISA. You can update your current ISA in the ISA application at <https://isa.fdot.gov/>. ISAs must be assigned to one person. The ISA can use a generic email such as LAB2@email.com; however, it must be assigned to a single user by first and last name. It is against FDOT Security policy to share accounts and/or passwords.

To create an ISA (step 1):

1. Go to the MAC application – <https://mac.fdot.gov/>
2. On the MAC login screen, select the Email – Internet Subscriber option
3. Select the Create a New Subscriber Account option
4. Complete the User Information
5. **Since you will be associated to a company in MAC, you should use your company email address if you have one**
6. Finish the rest of the form
7. Select Create Account
8. You will receive a confirmation email with a link to authenticate your ISA
 - a. If you do not see the email in your in box within 5 minutes, check your junk folder.
 - b. If you typed your email address incorrectly, you will not receive the confirmation email.
 - i. Contact your local District Application Coordinator (DAC) for assistance
 - c. You **must** select the link to finish ISA authentication
 - d. When you click on the link, you will be taken to the **ISA application (not MAC)**
 - i. Enter the password you used when you created the ISA
 - ii. Review the account information to ensure it is correct and complete
 - iii. Review the user terms and conditions. This is the only time you will see the complete information
 - iv. Select the Logout option to leave the **ISA application**

There is an option to request MAC roles in ISA, but you must request specific roles within MAC. Do NOT use the ISA Assign Role option. It doesn't do anything. Go to [page two for instructions on finishing the process in MAC.](#)

To request roles in MAC (step 2):

1. Return to the MAC application <https://mac.fdot.gov/>
2. Select the Login option to get back to the login screen
3. Select the Internet Subscriber option
4. Enter the email and password you used to create your ISA
5. Select the Login option
6. The first time you log into MAC, you will be prompted to create a MAC Access
7. Select the Create Access Request hotlink on the page
8. Select the appropriate option for company assignment
 - a. If you are a user for a company that is already in MAC, select User for a Company that currently exists in MAC option
 - i. Enter the MAC Company Name in the Existing Company field
 - ii. Select the role or roles you are requesting for that company
 - iii. If additional information is needed to assist in the role assignment, include it in the comments field
 - iv. Select the Submit option
 - b. If you are a user assigned to more than one company profile and do not have access to all your companies, repeat these steps for each company
 - c. If you are a user for a new company that is not yet in MAC, select the User for a Company that does not yet exist in MAC option
 - i. Provide the company information so the company can be established
 - ii. Select the role or roles you are requesting for that company
 1. If you are the company's first user, select Company Profile Manager
 2. If another user will be assigned as the Company Profile Manager, this can be updated when that user's access request is approved
 - iii. If additional information is needed to assist in the company profile creation or role assignment, include it in the comments field
 - iv. Select the Submit option
 - d. If you are requesting the role of Mix Design Submitter, select User with a System Role(s)
 - i. Select Mix Design Submitter
 - ii. Select the Submit option
7. The request(s) will be sent to a system administrator who will review the request and forward it to the appropriate DAC
 - a. The DAC may contact the company for verification purposes
 - b. If the request is valid, the DAC will grant the access and MAC will assign you with your roles to the appropriate company profile(s) or as a system user

If you need to create an access request after the first time you log into MAC:

1. Select the My Access menu option
2. Select the Create Access Request page level action
3. Follow the instructions above

If you have questions or need assistance, contact the System Administrator your local DAC. A list of the MAC contacts can be found here [MAC Contact List](#).