



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

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Users who don't need access to any other FDOT applications and who don't currently have an FDOT user id account and network password can apply for 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. If you do, and the Office of Information Technology (OIT) disables your ISA, your access to MAC will be disrupted.**

***To create an ISA (step 1):***

1. Go to the MAC production environment - <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. You **must** select the link to finish ISA authentication
  - b. When you click on the link, you will be taken to the ISA application
    - i. Enter the password you created that is associated with the email address that received the confirmation email
    - ii. Review the account information to ensure it is correct and complete
    - iii. Select the Logout option to leave the ISA application

***To request roles in MAC (step 2):***

Now you must be established in MAC with a user role.

1. Return to the login screen <https://mac.fdot.gov/> and select the Internet Subscriber option
2. Enter the email and password you used to create your ISA
3. Select the Login option
4. The first time you log into MAC, you will be prompted to create a MAC Access request to establish your user role(s)
  - a. See the MAC Role Definitions document for assistance with the roles
5. Select the Create Access Request option
6. Select the appropriate option for company assignment
  - a. If you are a user for just one 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
    - v. 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
  - b. 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 in MAC as well as your user role(s)
    - ii. Select the role or roles you are requesting for that company
    - 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
  - c. If you are requesting the role of Mix Design Submitter (the only system role an ISA account holder can have), select User with a System Role(s)
    - i. Select Mix Design Submitter
    - ii. Select the Submit option
7. If you need access for more than one company, create an access request for each company
8. The request(s) will be sent to a District Application Coordinator or the MAC System Administrator who will review the request
  - 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 for mix design submitter.

Log back into MAC and you will see your name and your company name at the top right-hand corner of the screen. If you are logged into MAC under a system role, you will not see a company name next to your name. You will be able to view and perform functions in MAC according to the role(s) you have been granted. If you are granted access under more than one company, you will see an option to change company roles. This allows you to change from one company to another without logging out of MAC and logging back in.

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

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