UAO Representative Setup

UAO Representative are users in the PSEE Utility Module who log in with an ISA account. These users will be given assignments as well as the access to historical utility information. Access to PSEE Utility Module by external users is a multi-step process.

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Creating an ISA User Account

The PSEE Utility Module is the first module to allow for access by ISA users. UAO representative will need to create an ISA account and verify the account using an existing and valid email address.

FDOT maintains an ISA new user setup function to allow new users to create an account. The ISA site is maintained outside of PSEE as several additional enterprise level applications support the use of ISA users. Users of FDOT applications such as ERC (Electronic Review Comments), OSP (One-Stop Permitting), or FTA (File Transfer) already have an ISA account that can be used to access PSEE.

If you already have an account but have not used it in the past 3 months, you will be prompted to update your password.

1. An external user is to create an account via the ISA portal. External users will access the ISA page here: https://isa.fdot.gov/

   Again if you already have an account for ERC, OSP or FTA – you already have an ISA account. If unsure, complete the information again. The ISA system will give you a message if your email is already associated to an ISA account.

2. Once all fields are completed and the Terms of Use have been read, click the checkbox for confirmation and to have the account created.
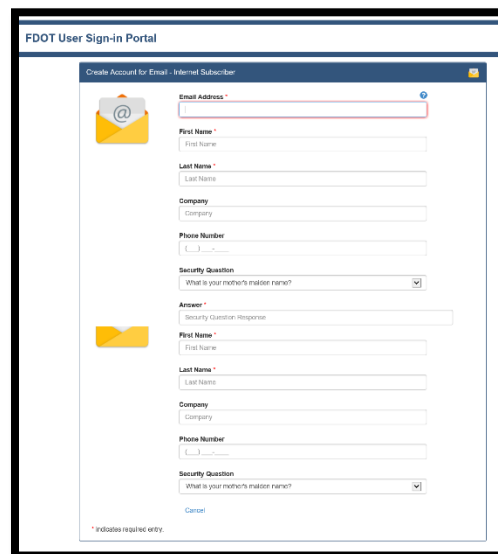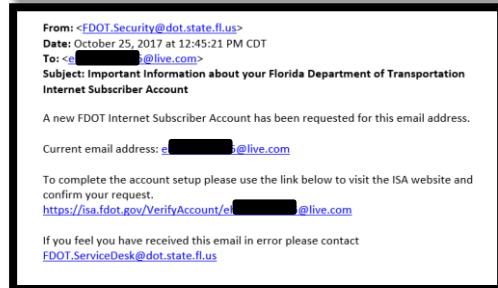

NOTE: Your password must be exactly 8 characters. You will need 1 Uppercase, 1 Lowercase and 1 special character.
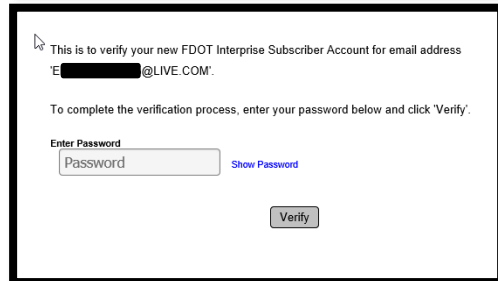
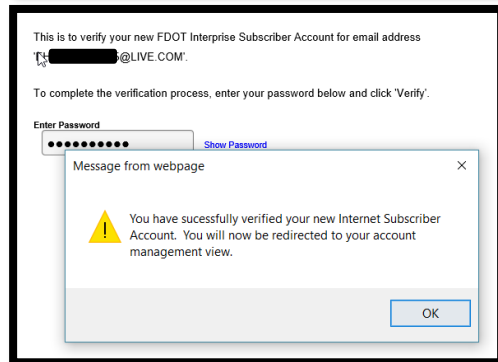3. When the account is created, the external user will received an alert message and a verification email.
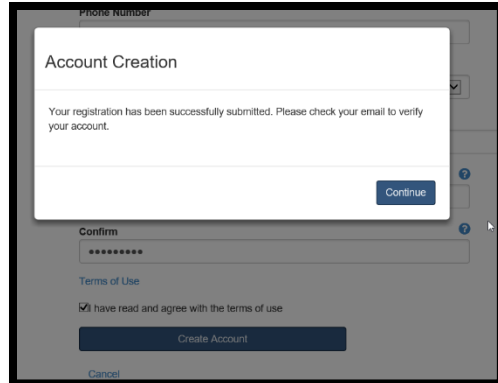
4. The email will be sent to the email address entered. Click the link for the external user to verify they are requesting an account.
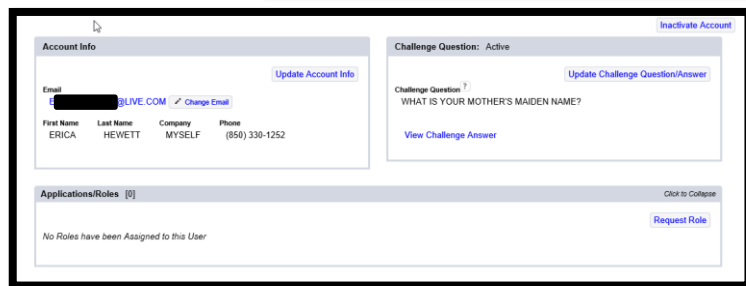
5. Reenter the password to complete the account setup.

6. A message box will appear to inform "You have successfully verified…"

7. Then you are logged into your ISA Account. This is NOT ProjectSuite.

Updating/Resetting ISA password

The ISA site is maintained outside of PSEE as several additional enterprise level applications support the use of ISA users. Users of FDOT applications such as ERC (Electronic Review Comments), OSP (One-Stop Permitting), or FTA (File Transfer) already have an ISA account that can be used to access PSEE.

Those who already have an account but have not used it in the past 3 months will be prompted to update your password. If you don't receive the prompt and need to change your password follow these steps.

1. Click the following link directly to the ISA portal: https://isa.fdot.gov/
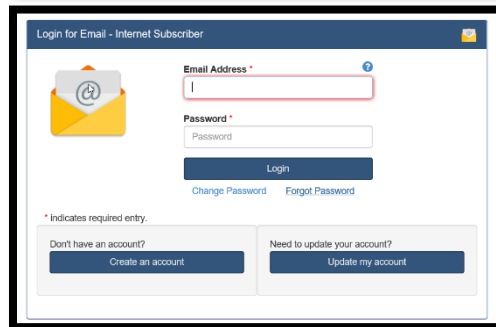
2. Click "Log In"
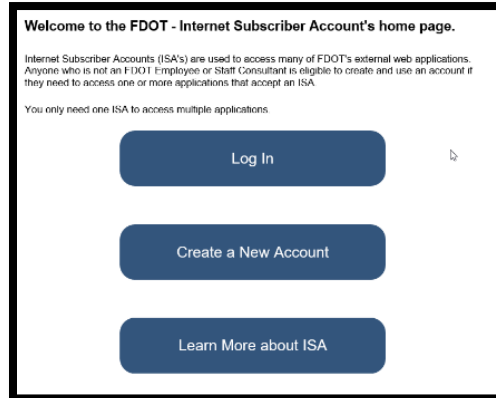
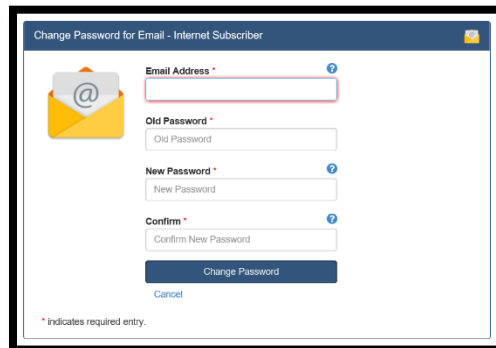3. Click "Email – Internet Subscriber."

4. "Change Password".

   NOTE: Your password must be exactly 8 characters. You will need 1 Uppercase, 1 Lowercase and 1 special character.
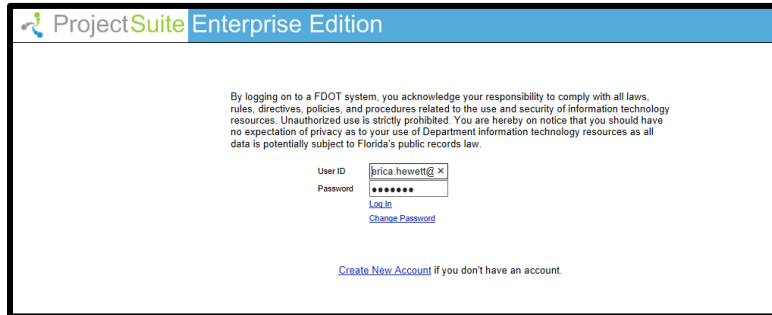

5. Complete the four entry boxes and click submit.

Requesting Permission to ProjectSuite (PSEE)

1. When the ISA Account is activated, the user will need access PSEE using the following link:
   http://fdotxwp02.dot.state.fl.us/ProjectSuite/Pages/Login/LogIn.aspx

2. Now the ISA user needs identify the district(s) where work is performed. Click in the checkbox for the district(s). Type the Utility Company's name in the textbox. An automated notification email will be sent to the Utility Contact for the District(s) selected.
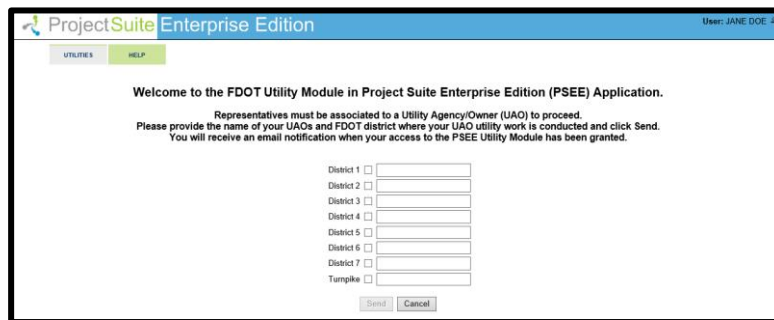
NOTE: This page will be displayed each time the ISA user logs in UNTIL the ISA use is associated to at least one Utility Company in at least one District.
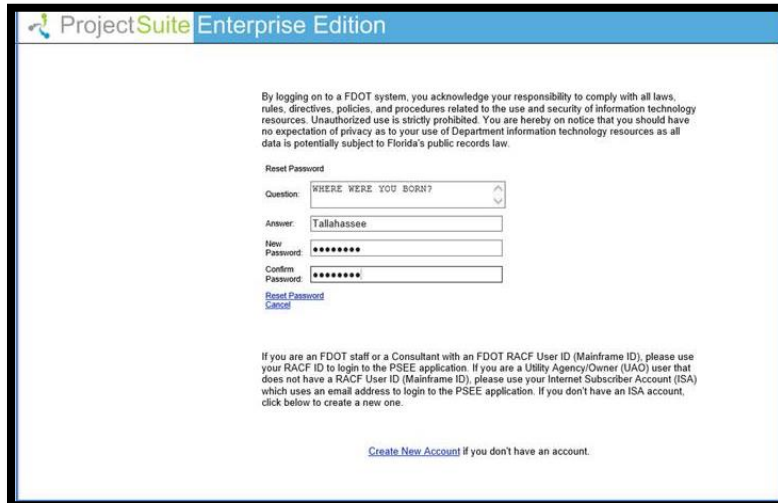
This email will contain the ISA user's first and last name, the company they should be associated to, ISA user's email and contact phone number.
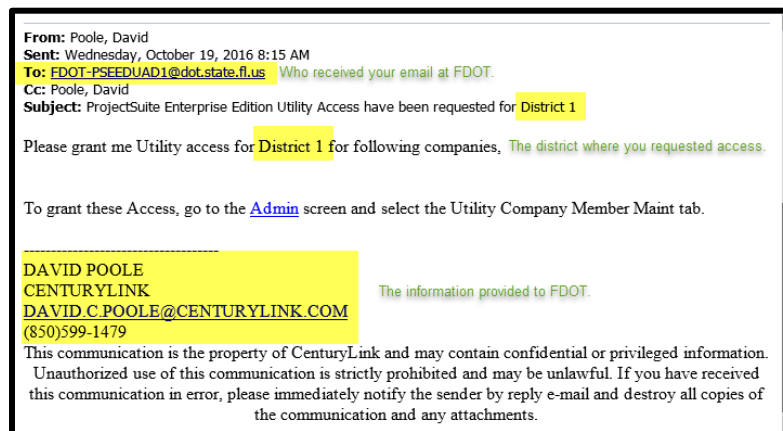
3. FDOT Utility Administrator will complete the association between the ISA user and the Utility Company they represent. *From this point, the ISA user will be referred to as a UAO Representative.*

Forgotten Passwords for ProjectSuite (PSEE)

1. When the ISA Account user has forgotten their password OR attempted to login unsuccessfully three times, the PSEE application will automatically go to a Reset Password screen with the challenge question that allows a password reset.

2. Once reset, the ISA Account user will be logged into PSEE.

3. If challenge question is answered incorrectly or answer is forgotten, then the external user (UAO) must contact the Service Desk using the phone number or link in the footer requesting that their password be reset. The Service Desk will send an email to the CO-PSEE-UPC_ADMIN email group with the request to reset the password for the external user.