

How to obtain access to SharePoint Sites

If you currently already have an **online ODOT account (MyODOT)** for a separate application, you can skip directly to **Step 8**.

ODOT employees: Skip directly to **Step 8**.

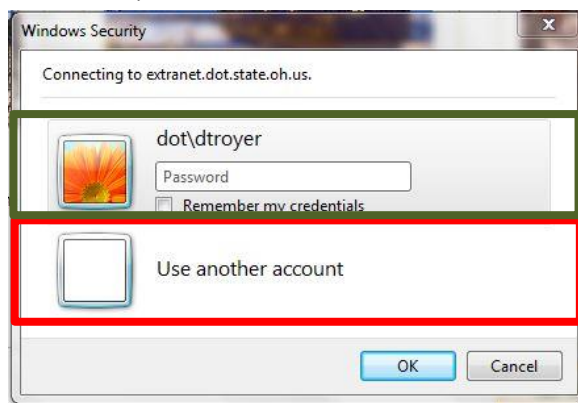
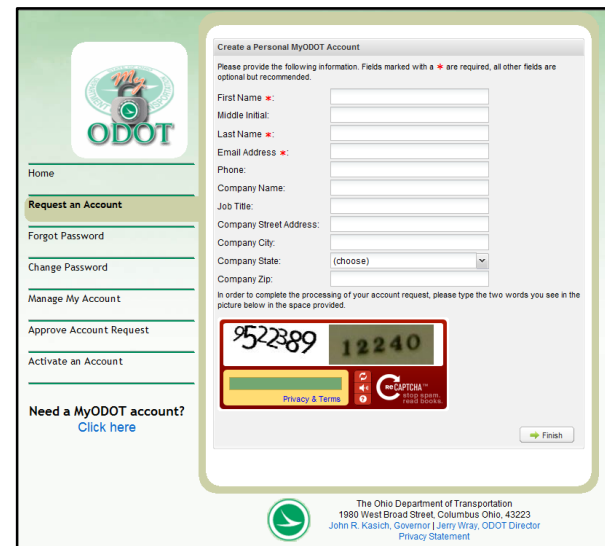
Non-ODOT employees: Follow these instructions to gain access to the SharePoint sites.

- 1) If you currently already have an **online ODOT account (MyODOT)** for a separate application, you can skip directly to **Step 6**.
Not sure if you have an account? Forget your username? [Click here](#) and select “Forgot Password” on the left menu to find out.
- 2) [Click here](#) to obtain a MyODOT Account.
- 3) Select “Request an Account” from the left menu
- 4) Then select “Click Here to request a **Personal** account” highlighted in blue.
- 5) Fill in the fields on the information field screen. **For our records, please fill Company Name and Work Phone in addition to the required fields.**
- 6) Type in the security code and select “Finish”.
- 7) **Once it is approved, you will receive an email. Follow the instructions on the email to activate your account using your username and temporary password.**
(You will be required to change your password in the “Activate Account” tab on the left.)
- 8) Request access to submit a design exception through the Project Manager
- 9) Once access is granted. click the link below to request access to the SharePoint website:

<https://extranet.dot.state.oh.us/divisions/Engineering/Roadway/DesignException/default.aspx>

DOT Employees, enter your password in the green area and proceed to denied access below.

All others, select “Use another account” and continue to next page.



In the username field, first enter "ODOTONLINE\" prior to your actual username. Then enter your username as provided. (i.e. **ODOTONLINE\dtroyer1**)



Enter your permanent password as set in Step 5.

Password Change: Existing Users

New users are required to change their password once they go to activate their account. Existing users have the ability change their password by selecting “Change Password”.

The screenshot shows the MyODOT account management interface. On the left is a navigation menu with options: Home, Request an Account, Forgot Password, **Change Password** (highlighted), Manage My Account, Approve Account Request, and Activate an Account. Below the menu is a link: "Need a MyODOT account? [Click here](#)". The main content area is titled "MyODOT Account - Change Password" and contains a form with the following fields: Username, Current Password, New Password, and Confirm Password. A "Submit" button is at the bottom right of the form. The page header includes the Ohio Department of Transportation logo and the slogan "MOVING OHIO INTO A PROSPEROUS NEW WORLD". The footer contains contact information: "The Ohio Department of Transportation, 1980 West Broad Street, Columbus Ohio, 43223, John R. Kasich, Governor | Jerry Wray, ODOT Director, [Privacy Statement](#)".

Forgot Password?

Existing users have the ability to have their password sent to their email address. Select the “Forgot Password” tab on the left and type in the required information.

The screenshot shows the MyODOT account management interface with the "Forgot Password" option selected in the navigation menu. The main content area is titled "MyODOT Account - Forgot Password" and contains a form with the following fields: Last Name and Email Address. A "Submit" button is at the bottom right of the form. The page header and footer are identical to the previous screenshot.