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1 About This Document

This document describes how to use the My ODOT application. The objectives of the My ODOT system, technical requirements, and conventions of this document are available here. Required fields are indicated in the system by asterisks.

1.1 Document Changes

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>7/24/12</td>
<td>Laura Vilensky</td>
<td>Original draft</td>
</tr>
<tr>
<td>1.5</td>
<td>7/27/12</td>
<td>Laura</td>
<td>Changes after meeting with Service Desk Manager</td>
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1.2 Document Overview

The primary objectives of the My ODOT application are to:

1. Provide an account for external users for ODOT applications
2. Provide self-service for users in relation to ODOT passwords

1.3 Technical Requirements

The My ODOT system is an Extranet application that uses Internet Explorer 8.0 (or newer) or Firefox 11 on Windows 7.

1.4 Audience

The individuals who need access to ODOT's internal network applications.

1.5 Document Conventions

There are certain conventions used in this document to display different types of information clearly. You can view the explanations of the main conventions utilized here:

1.5.1 Keyboard Keys

When you must type a key on your keyboard, these instructions indicate a keystroke using boldface type. For example, press the Tab key to move to the next field.

1.5.2 Bold

Screen references to things such as buttons or screen names are identified by boldface font. For example, press the Print button. The Windows Print screen opens.

1.5.3 Links

There are links to other sections within this document, indicated in blue and underlined. You can click the link to jump to that section of this document. For example, refer to My ODOT Overview for basic information on using My ODOT.

1.5.4 Notes and Tips

In order to draw your attention to certain pieces of information, this information is indicated as a Note or Important.

**Note:** Notes contain helpful suggestions, references, or useful ancillary information.
2 My ODOT Overview

My ODOT is the new website available to users external to ODOT who need login access to specific ODOT applications, such as the Online CE and the Scope and Fee systems. You can request two account types and perform some self-service functions from the My ODOT website.

2.1 My ODOT Functionality

To access My ODOT, you navigate to the My ODOT website using MS Internet Explorer: https://myodot.dot.state.oh.us/. If you already have an ODOT account for access to ODOT applications, such as SiteManager, you cannot use My ODOT to request an additional account. You must request that the ODOT business owner update account access to include My ODOT before you can manage your account through My ODOT.

Note: If you already have an account, you will not be allowed to create a duplicate account. If you don’t remember your password for your account, you can get a temporary password in the Forgot Password section.
From here you can:
   1. Request an account
   2. Get your password sent to you (Forgot Password)
   3. Change your password
   4. Manage your account information
   5. Activate your new account

2.2 Account Types

There are three account types available: Primary, Secondary, and Basic. But you can only request two account types: Primary and Basic. The differences are explained here:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>ODOT Approval?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Create this account on behalf of an organization or business in order to create other accounts for users in the organization or business.</td>
<td>Required</td>
</tr>
<tr>
<td>Secondary</td>
<td>Created by a Primary account user, this account type is allowed access to the application assigned by the Primary. Behaves like a Basic account after creation.</td>
<td>NA</td>
</tr>
<tr>
<td>Basic</td>
<td>Create this account as a single user who needs access for a business or organization.</td>
<td>Required</td>
</tr>
</tbody>
</table>
3 Request An Account

If you need login access to an ODOT application, you can use My ODOT to request an account. Refer to section 2.2 – Account Types for a description of the account types available. If you already have an account, you should submit the ODOT access request form to request access to an additional application. To request an account, follow these steps:

1. Open https://myodot.dot.state.oh.us/.
2. Determine which type of account you need to request.
3. Click the correct Click here link in the bottom center of the screen.

Note: If you click the Request an Account in the left frame, you can select the correct request link from the Select your MyODOT Account Type screen.

3.1 Primary Account Request

4. Select click here from the line: “I need to request a Primary account.” Click here. The Request a Basic MyODOT Account – Select Application screen opens.
5. Select the ODOT application from the drop-down list.
7. Enter your first name, last name, and email address in the required fields. All other fields are optional unless required by the application you need access to. If other fields are required, you will be notified by the ODOT personnel who approve your request.

8. Enter the security words in the security box.

9. Click **Finish** to submit your account request. Click **Previous** to return to the application selection screen and make another selection. You will receive a verification message if your request processed.

### 3.2 Create a Secondary Account

**Note:** You can only create a Secondary account if you have a Primary account.

4. Select click here from the line: “I need to create a Secondary account.” **Click here.**

5. The **MyODOT – Login** screen opens.

6. Enter your Primary Account username and password.
7. Click **Submit**. The **Create a Secondary My ODOT Account – Select Application** screen opens.

8. Choose an application from the menu drop-down list.

9. Click **Next**. The **Account Information** screen opens.

10. Enter the first name, last name, and email address of the person you are giving access to. These are the required fields but other fields may be required, based on the application requirements.

11. Enter the security words in the security box.

12. Click **Finish** to submit your account request. Click **Previous** to return to the application selection screen and make another selection. You will receive a verification message if your request processed.

The user should receive an email with details on how to activate the account.

---

### 3.3 Basic Account Request

4. Select click here from the line: “I need to request a Basic.” **Click here**. The **Request a Basic MyODOT Account – Select Application** screen opens.

5. Select the ODOT application from the drop-down list.

6. Click **Next**. The **Account Information** screen opens.

7. Enter your first name, last name, and email address in the required fields. All other fields are optional unless required by the application you need access to. If other fields are required, you will be notified by the ODOT personnel who approve your request.
8. Enter the security words in the security box.
9. Click **Finish** to submit your account request. Click **Previous** to return to the application selection screen and make another selection. You will receive a verification message if your request processed.
4 Activate an Account

After you request an account, the account must approved then activated. After an account is approved, the requestor receives an email indicating whether the account request is approved or denied.

**Approved Email Example**

Hello Grover Cleveland,

Congratulations! Your request for a MyODOT account has been approved.

Before you can start using your account, you need to activate your account within the next 3 days.
As part of activating your account, you will need to choose a new password.

To activate your new account:
- Go to [https://myodot.dot.state.oh.us](https://myodot.dot.state.oh.us)
- Click on "Activate Account" to start the process of activating your account.

Your Account Information:
- User ID: gclevola
- Temporary Password: Hq6%0=Z5

Please save this message for future reference.

If you haven’t requested an account or have any questions or need assistance, please contact us.
Email: helpdesk@dot.state.oh.us
Phone: 614-995-DOIT (614-995-3648)

PLEASE DO NOT REPLY TO THIS MESSAGE.
This is a system-generated email. Replies will not be read or forwarded for handling.

We hope that you enjoy using our service.

The Ohio Department of Transportation
1980 West Broad Street
Columbus, OH - 43223

**Denied Email Example**

Hello Mike Cleveland,

Unfortunately your request for a MyODOT account has been denied.

If you have any questions or need assistance, please contact us.
Email: helpdesk@dot.state.oh.us
Phone: 614-995-DOIT (614-995-3648)

PLEASE DO NOT REPLY TO THIS MESSAGE.
This is a system-generated email. Replies will not be read or forwarded for handling.

Thanks

The Ohio Department of Transportation
1980 West Broad Street
Columbus, OH - 43223

To activate an account, follow these steps:

1. Open the My ODOT site: [https://myodot.dot.state.oh.us/](https://myodot.dot.state.oh.us/). The **My ODOT Account – Activate Account** screen opens.
2. Enter the username and temporary password that are included in the email.
3. Enter your new password in the New Password and Confirm Password fields.
4. Click **Submit**. A **Success** screen opens to verify that your account is activated:

![Success Screen](image)

Your MyODOT Account has been activated and updated with the new password.

5. Click any of the options in the left frame to move away from the My ODOT Account – Activate Account screen.
5 Self-Service

After you have an account, you can manage the following information about your account: change password, manage address and other information, and have your password reset. You can find the instructions for performing each of these functions here.

5.1 Change Password

If you want to change your account password, follow these steps:


2. Enter your username, current password, then your new password in the New Password and Confirm Password fields.

3. Click Submit. The success message displays: “Your MyODOT Account password has been updated.”
   a. If you enter your current password incorrectly, you receive the error “The current password does not match the existing password for user.” Click OK and try again.
   b. If you enter the new password incorrectly in one of the fields, you receive the error “New password does not match the confirmed password.” Click OK and try again.

4. Click OK. The Change Password screen remains open so click on a link in the left frame to access other functionality.

5.2 Forgot Password?

If you have forgotten your password to your account, follow these steps:

1. On the My ODOT site, select Forgot Password in the left frame. The Forgot Password screen opens.
2. Enter your username, first name, last name, and email address on the screen. 
   **Note:** If you have forgotten what information you entered for any of this, contact the business owner of the application.

3. Click **Submit**. The success message displays: “Your MyODOT password has been reset. Your new login information will be emailed to you.”

4. Click **OK**. The **Forgot Password** screen remains open so click on a link in the left frame to access other functionality.

### 5.3 Manage My Account

If you need to add or change any information related to your account, follow these steps:

1. On the My ODOT site, select Manage My Account in the left frame. The **Login** screen opens.

   ![Login Screen]

2. Enter your username and password for your account.

3. Click **Submit**. The **Manage My Account** screen opens.

4. Enter any information about yourself or your company. This is where you can enter additional information required by the application you have access to.

5. Click **Submit**. The success message displays: “Account information successfully updated.”

6. Click **OK**. The **Manage My Account** screen remains open so click on a link in the left frame to access other functionality.
6 FAQs

This section includes tips and information about how to best utilize My ODOT.

6.1 Which account type should I request?
Do you need a single account for your business or organization? Basic Account
Do you need to create multiple accounts for your business or organization? Primary Account

6.2 How do I request a Secondary Account?
Only a person with a Primary account can create Secondary accounts. You must request a Secondary account through the person who has Primary Account access at your business or organization, NOT through the My ODOT site.

6.3 How do users with existing accounts get approved by a Primary?
They don't. Primary account owners can only authorize the creation of new accounts. If the person has an existing account in Active Directory the business users can use the ASM tool to give the person with the existing account access to the application.

6.4 How do I approve an account request?
This functionality is only for ODOT internal users to approve Primary and Basic account requests.