Florida Commission for the

Transportation Disadvantaged

Data Collection System (DCS) User Access Procedures

GUIDE

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
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Document Revisions

Date	By	Comments
01/02/2025	Deborah Hall	Edited info about Microsoft user account requirements
09/10/2024	Deborah Hall	Added more info & images about account creation
06/07/2022	Deborah Hall	Corrected CTD-AOR email address
05/18/2022	Deborah Hall	Added new Microsoft account creation images
05/29/2020	Deborah Hall	Added basic account recertification process
03/04/2020	Deborah Hall	Modified acronyms, added access form & instructions
2/15/2019	ISF	Document modified for new Data Collection System
6/9/2017	Kim Hansen	Document approved for publication
6/1/2017	Kim Hansen	Initial document created

Overview

Effective June 30th, 2017, the Florida Commission for the Transportation Disadvantaged (CTD) requires all personnel who records and submits data in the Data Collection System (DCS) to have a **unique user identification and password** to access the technology resource. The DCS is the replacement system to what was called the AOR or Annual Operating Report.

This document describes the process for requesting access, terminating access, and how to manage your access. A copy of the DCS Access Request Form and instructions are provided at the end of this document.

DCS System

All organizations, Community Transportation Coordinators, Planning Agencies, and the Florida Commission for the Transportation Disadvantaged, are responsible for designating and appointing individual(s) within their workforce the assigned responsibility for recording and submitting data in the DCS System. The DCS requires two accounts be created for access to the system. The DCS administrator will create the DCS username account from the completed DCS Access Request Form; then the user will be contacted via email to create the logon account through Microsoft.

Requesting Access

A Manager, Coordinator or Delegate of the organization will prepare and submit a DCS Access Request form for each person tasked with DCS System responsibilities. All completed forms are to be converted to Adobe PDF format and submitted via email to *CTD DCS Administrator* (CTD-AOR@dot.state.fl.us) for processing.

New user requests shall be processed by CTD DCS Administrators and access granted within ten (10) business days of the date requested.

The DCS Access Request form can be found on the DCS Login page at https://ctddcs.fdot.gov/. The Access Request Form Instructions are also available at this link.

First Time Access

Access to the system requires a DCS username creation, and the creation of a Microsoft User Account which will be based on the users' current organization email address provided in the DCS Access Request form. Once the access has been granted, the CTD DCS Administrator will contact the new user to provide them with the approval and instructions to create the Microsoft Account and begin the login process. DCS usernames shall be completed and information forwarded to the user within three (3) business days.

Terminating Access

When an employee terminates his or her employment with the organization, or the contract with the Florida Commission for the Transportation Disadvantaged terminates, the organization shall ensure that a termination request is completed for the user. All user terminations are requested using the DCS Access Request Form and submitted via email to *CTD DCS Administrator (ctd-aor.efile@dot.state.fl.us)* for processing. Again, the DCS Access Request Form is available on the DCS home page at https://ctddcs.fdot.gov/.

Termination requests shall be processed by CTD DCS Administrators and access revoked within three (3) business days of the date requested or upon receipt of a verbal or written request from Commission project managers or office managers.

Access Controls

All authorized users of the DCS System are required to have a unique user identification and a complex password that identifies them. This section describes the username, password criteria, and password reset. Access to the DCS will require a Microsoft account which will be the users' organization email address.

Username

DCS usernames will be the users' organization email address provided in the DCS Access Request Form to create the Microsoft Account. *The email address will be used* ***exclusively*** *by that individual for accessing the DCS System*.

Password Criteria

All passwords must contain at least one character from at least three of the four following areas:

- Upper case characters (A-Z)
- Lower case characters (a-z)
- Numbers (0-9)
- One special character: ` ~ ! @ $ % ^ & * ( ) _ + - = { } \ : ; < > ? , . /

1. All passwords must contain a **minimum** of eight (8) characters up to a maximum of sixty-four (64) characters in length.

2. Passwords shall not be shared.

3. Passwords shall not be entered by any automatic means, such as with macros or remember password functions, or stored password.

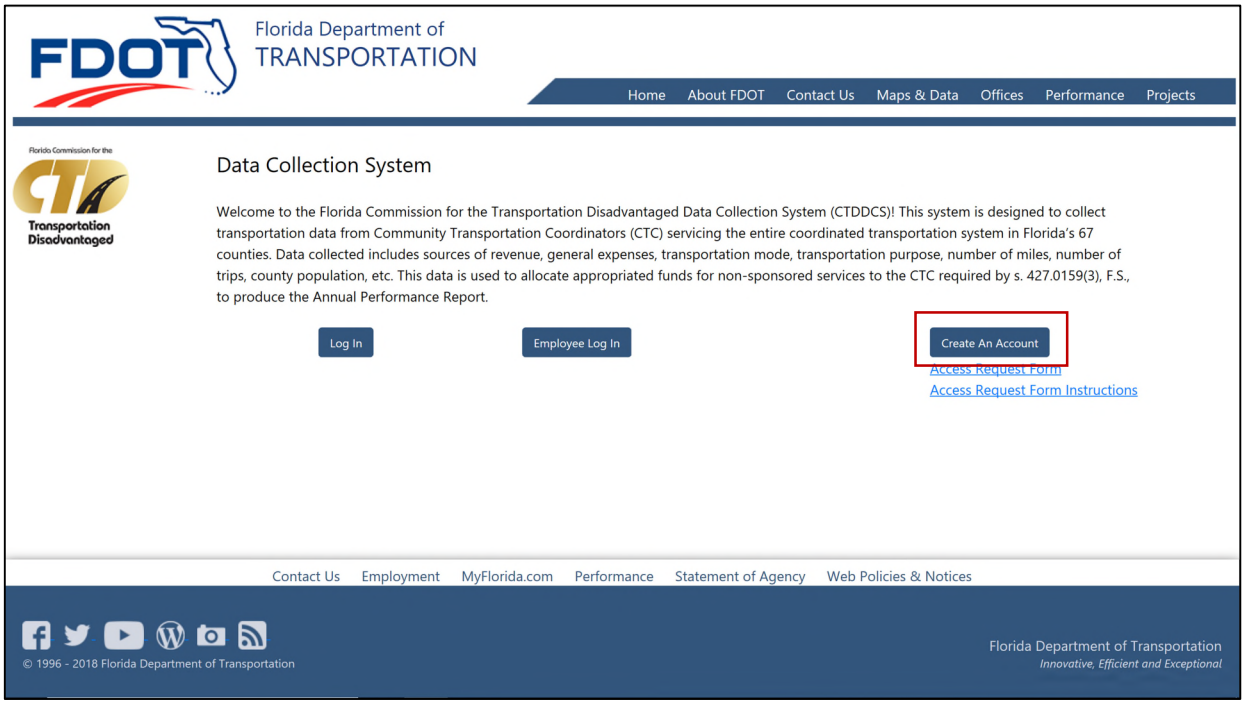
4. Passwords shall be protected against disclosure: memorized and not written down.

How to Manage Your Access

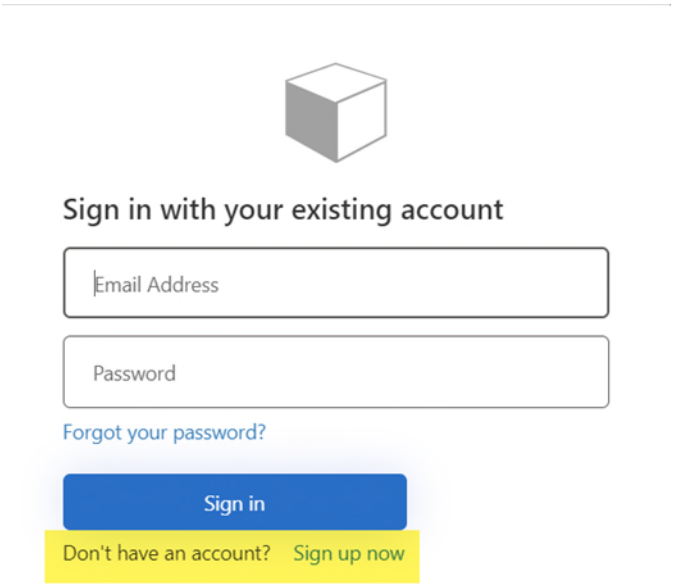
This section describes the process for accessing the DCS System, including several images.

Create Your Logon Account

Once you receive notification that your **DCS** username/account has been created; you will need to create a **Microsoft** account to login to the system. When you open the DCS application web page https://ctddcs.fdot.gov/, the following screen will display:

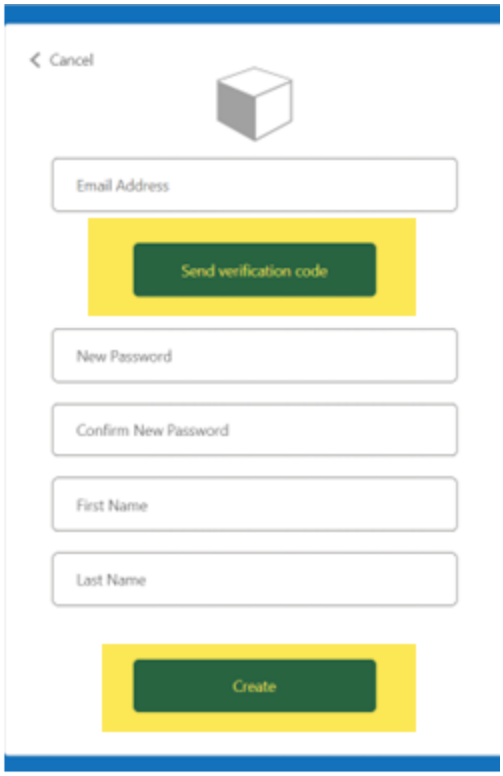


On this web page select the option to **Create An Account**, and you will be prompted with a Microsoft sign In screen:



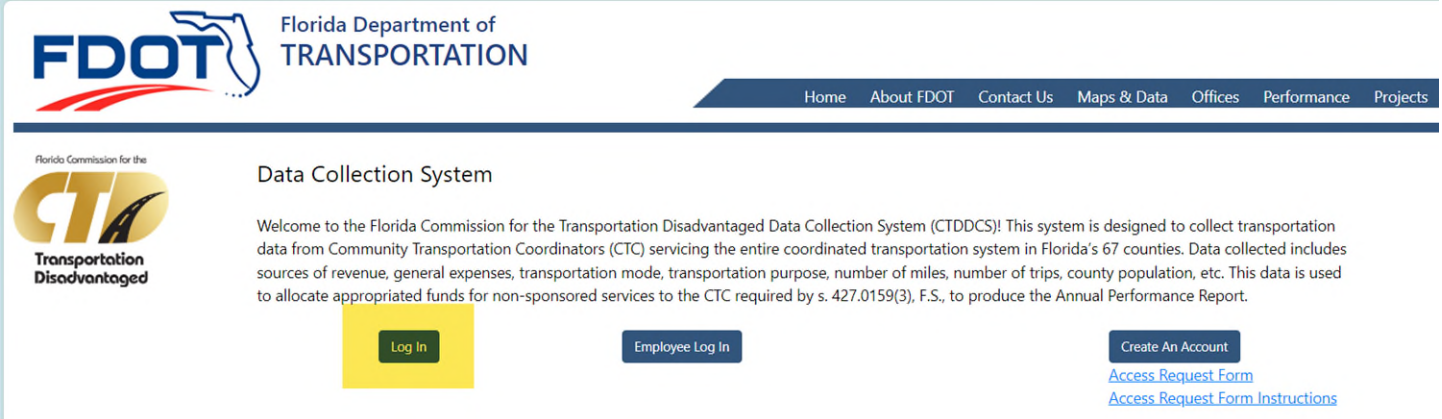
Since you are creating a new logon account for the DCS, you will need to click on the Sign up now link (see image to the left)shown after **Don't have an account?**

After clicking the **Sign Up Now** link, the following screen will display:



Enter your current business email address and select the **Send verification code** button. Once sent, the screen will display a field to enter the verification code. Keep your browser open to this screen. You will receive an email that contains a verification code. Enter the code from the email into the verification code field and select the Verify Code button. Note that the Create button will be disabled until this is complete. Enter the remaining fields for New Password and Confirm New Password, First Name and Last Name. Select the **Create** button.

You may now login at the DCS web page using the **Log In** button on the DCS login screen (image on following page).



If at any time you receive the message below, always ***Click "Not for this site"***. Never store or save passwords for any internet site.

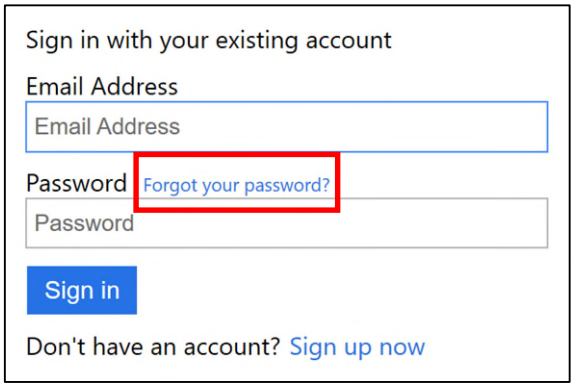
Changing Expired Password

When a password expires the system will present a new webpage prompting you to create and confirm a new password.

After clicking **Update Password**, you will be returned to the Login webpage to re-enter your User Name and New Password.

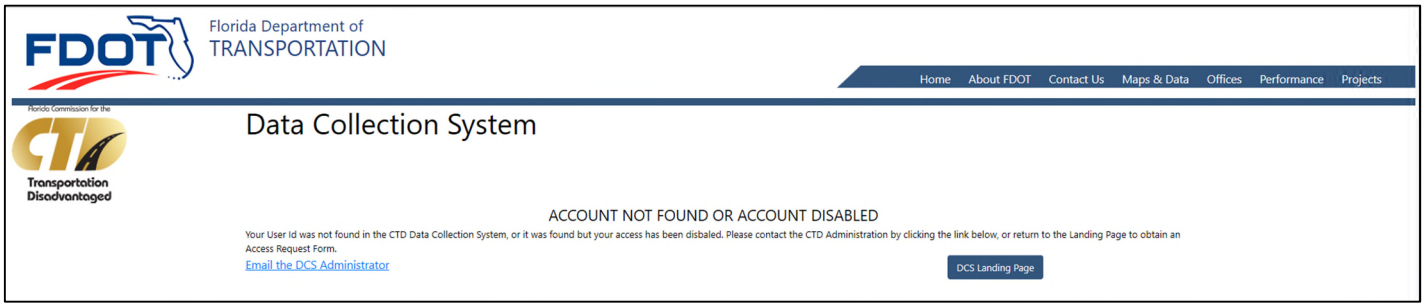
Forgot Your Password?

The DCS login screen contains a link titled, **Forgot your password?** next to the Password prompt. Click on this link to change your password. Then proceed to login to the DCS.



Disabled Access

When your access has been disabled the system will present a webpage similar to the below image indicating your access has been disabled. If you have any questions, please contact the *CTD DCS Administrator* (CTD.AOR@dot.state.fl.us).



User Account Access Review(Recertification)

Be aware that the DCS Administrator shall review and recertify the DCS username accounts annually, and before the new fiscal year beginning July 1st is activated in the DCS. The process consists of sending an email that includes current DCS username accounts to each corresponding county/organization managers, coordinators, or delegate. The user's supervisor or executive level manager is responsible for verifying that the account(s) are still active, or if they should be terminated. Upon review the manager/supervisor will prepare and submit a DCS Access Request form for any account to be terminated, or for adding new accounts. All other accounts will remain active in the DCS. All changes must be received by May 31st, before the beginning of the new fiscal year.

DCS Access Request Form (for information purposes)

Transportation Disadvantaged

DCS ACCESS REQUEST FORM

All completed applications must be emailed to CTD DCS Administrator

REQUEST TYPE

(•) New Access ( ) Terminate Access

DATE Requested

ACCESS REQUESTED

(•) Community Transportation Coordinator (CTC) ( ) County Planner ( ) CTD Area Manager (CTD Staff ONLY) ( ) CTD APR Manager (CTD Staff ONLY) ( ) CTD Administration (CTD Staff Only)

USER INFORMATION

FIRST Name	LAST Name
EMAIL Address	**PHONE**
SERVING County/Counties *List ALL Authorized Counties for this User*	

ORGANIZATION INFORMATION

MANAGER FIRST Name	LAST Name
EMAIL Address	**PHONE**
ORGANIZATION Name	**SERVING County/Counties** *List ALL Authorized Counties for this Organization*
ADDRESS	

CITY	STATE	ZIP

User's Acceptance of Conditions

I understand that every person is responsible for system security to the degree that his or her job requires the use of information and associated systems. All users are responsible for using information resources only for the purposes for which they are intended, to comply with all controls, established resource owners and custodians, and for protecting information against unauthorized disclosure. I also understand it is the user's responsibility to protect all of his or her passwords from being disclosed and to refuse to accept any other user's password.

User's Signature _____ Date _____

Manager's Signature _____ Date _____

OFFICIAL USE FOR FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

Applicant is hereby authorized for DCS System access and notified of their access as of:

Date: _____ ***Administrator:*** _____

NEW-DCS ACCESS REQUEST FORM-20190430khword.docm
Revised 2/08/2019

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Figure 1- DCS Access Request Form (1 of 2

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DCS Access Request Form Instructions

Data Collection System (DCS)
Access Request Form

Purpose	Effective June 30, 2017, the Florida Commission for the Transportation Disadvantaged (CTD) requires this form to be completed for the purpose of granting authorized user access to the Data Collection System (DCS).
Form Instructions	***Only one person per fillable form.*** ***Request Type*** select either New or Terminate access. ***Access Requested:*** • Community Transportation Coordinator (CTC) • County Planner • CTD Area Manager *[CTD staff only]* • CTD APR Manager *[CTD staff only]* • CTD Administrator *[CTD staff only]* All requests must be Completed and Submitted by: • Manager of the designated county Community Transportation Coordinator (CTC), or • Manager of the designated county Planning Agency, or • CTD Executives for CTD staff members. All requests must be Signed and Dated by: • User • Manager or CTD Executive All ***Completed Forms*** must be Scanned, Converted to a PDF, and SAVED AS file name indicating "*DCS Request*" followed by county name, specify either CTC, Planner or CTD staff and date submitted (using a 4-digit year, month and day), first initial and last name format, as illustrated in the example below: *DCS Request Leon County CTC 20190701 SSue* *DCS Request Leon County CTC 20190701 PCake*
Email Submit Completed PDF Forms	CTD DCS Administrator ***Subject Line*** format using the words "*DCS User Access Request*" followed by the county name and specify either CTC, Planner or CTD staff format, as illustrated in the example below: *DCS User Access Request – Leon County CTC* ***Message Body*** of the email indicate the names of the individuals for which you are requesting access to the DCS System, as illustrated in the example below: *Requesting DCS System access for Sally Sue and Patti Cake* ***Attach PDF*** document(s) containing the completed access request form.

NEW-DCS ACCESS REQUEST FORM-20190430khword.docm
Revised 2/08/2019

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Figure 2 - DCS User Access Request Form (2 of 2