Data Collection System (DCS) User Access Procedures

GUIDE

Document Revisions

Date	By	Comments
03/09/2020	Deborah Hall	Added account review process, roles, AD groups
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.

Table of Contents

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, how to manage your access, the DCS Access Request Form and instructions.

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.

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.efile@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 DCS access approval and the creation of a Microsoft User Account. Once the access has been granted, the CTD DCS Administrator will contact the new user to provide them with the approval to create the Microsoft Account and begin login process.

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. The DCS Access Request Form is available on the DCS Login 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 request or upon receipt of the request.

User Access Recertification

The DCS Administrator shall review and recertify the DCS user accounts annually, and before the new fiscal year (July 1) is activated in the DCS. The review consists of sending a current listing of all current DCS users in an email to each CTC/Planner county organization for verification of their users. A manager, coordinator or delegate of each county organization is responsible for verifying users who currently have access to the DCS. Upon review they will prepare and submit a DCS Access Request form to terminate user access to the DCS System. Once the DCS Administrator receives a termination request, the user account will be deleted in the DCS.

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.

User Name

User Names will be the organization email address used to set up the Microsoft Account. *User Names are 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: ` ~ ! @ $ % ^ & * ( ) _ + - = { } \ : ; < > ? , . /

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

Passwords shall not be shared.

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

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

How to Manage Your Access

This section describes various new and/or changed webpages that relate to accessing the DCS System.

Login

The first time you access the DCS System, you will need to create a Microsoft Account. When you navigate to the application web page, the following screen will display:
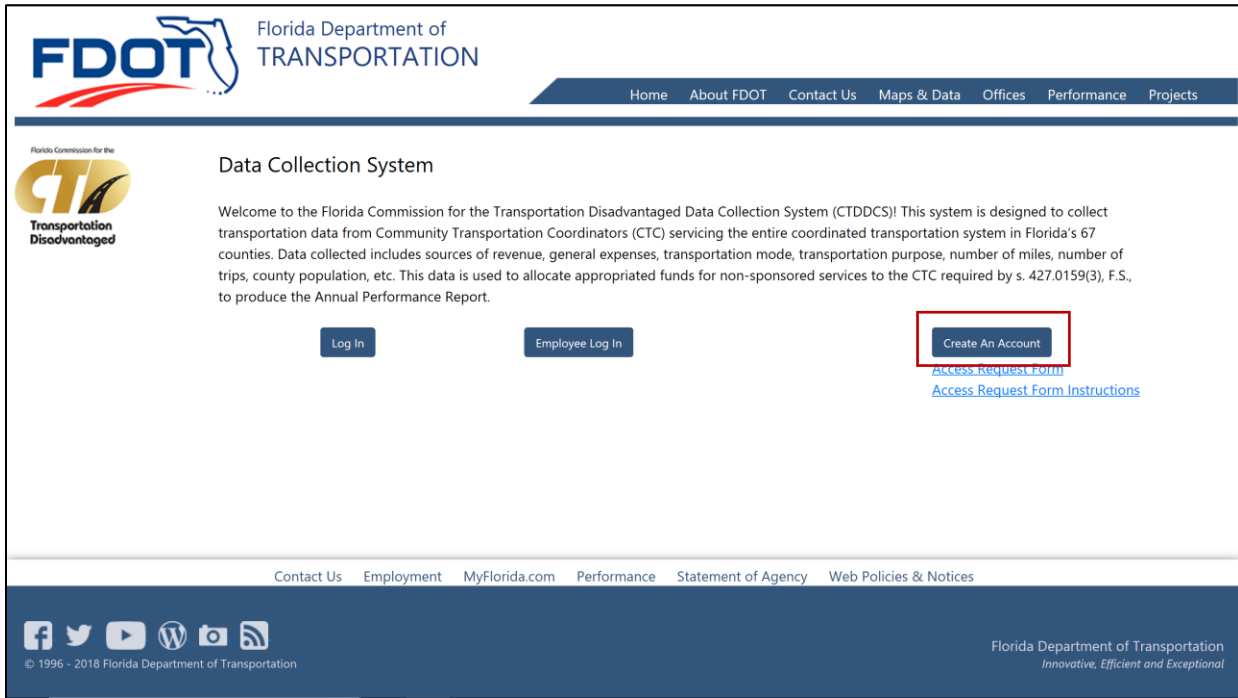
Select the option to **Create An Account**, and you will be prompted with a Microsoft Sign In screen:

Select the option to **Sign Up Now**, and the following screen will display:

Email Address

Email Address

Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

First Name

First Name

Last Name

Last Name

Create   Cancel

Enter your 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 password, first name and last name. Select the Create button.

You may now login at the DCS web page using the **Log In** button.

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

Would you like to store your password for flctd.com?   More info   Yes   Not for this site
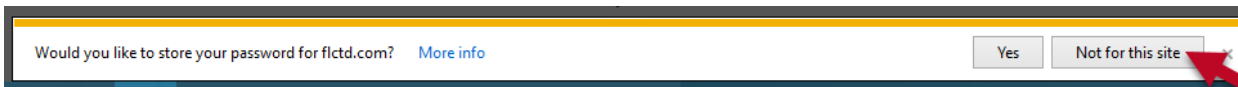
Changing Expired Password

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.

Disabled Access

When your access has been disabled the system will present a webpage indicating your access has been disabled.

User Account Access Review

The DCS Administrator shall review and recertify the DCS user accounts annually, and before the new fiscal year beginning July 1st is activated in the DCS. The process consists of importing a list from the DCS of all current DCS user accounts. The list of accounts is then emailed to corresponding county/organization managers, coordinators or delegates of each county/organization. The user's supervisor or executive level manager is responsible for verifying if the accounts 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. All other accounts will remain active in the DCS. Once the DCS Administrator receives a termination request, the user account will be deleted in the DCS. The completed form will then be filed in the binder for that fiscal year.
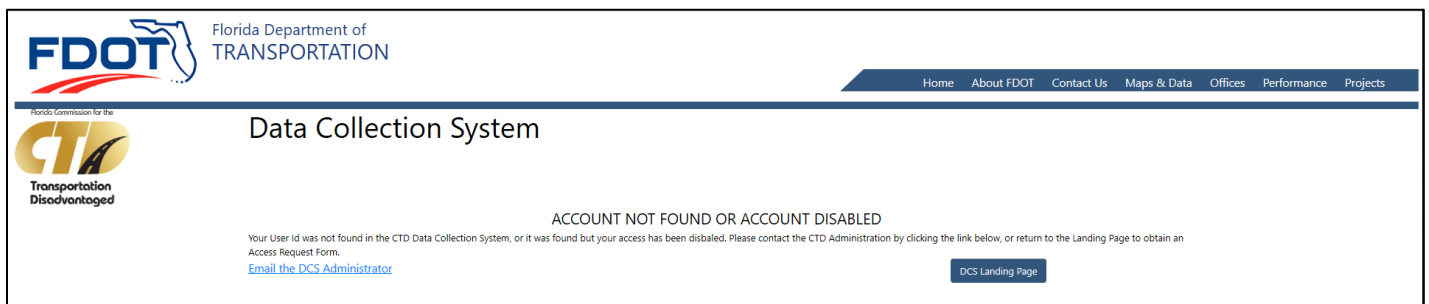
Access Roles and Permissions

Roles	Description	Access	Page Access
CTDADMIN	CTD Administrator	Full access to All counties	Home, CTC Data & Status and all sub-pages, Reports, Ad Hoc Reports, Dashboard, APR and all sub-pages, Admin and all sub-pages, Help, Contact
CTDSTAFF	CTD Staff	Full access to All counties	Home, Ad Hoc Reports, Dashboard, Help, Contact
CTDMGR	CTD Area Manager	Full access to All counties	Home, CTC Data & Status and all sub-pages, Reports, Ad Hoc Reports, Dashboard, Help, Contact
APRMGR	APR Manager	Full access to All counties	Home, Reports, Ad Hoc Reports, Dashboard, APR and all sub-pages, Help, Contact
CTCUSER	CTC User	Full access to their county/ counties	Home, CTC Data & Status and all sub-pages, Reports, Help, Contact
PLANNER	Planner	Full access to their county/ counties	Home, Reports, Help, Contact

Active Directory CTD Security Groups for AOR/DCS

The Commission for the Transportation Disadvantaged Employees must be a member of one of the appropriate groups shown below. An AARF must be prepared and processed for each employee to be added to the appropriate group for access to the DCS.

- CO_APP_CTDDCS_APR_Manager – DCS APR Manager access
- CO_APP_CTDDCS_CTD_Administrator – DCS Admin access
- CO_APP_CTDDCS_CTD_Area_Manager – DCS Area Manager access
- CO_APP_CTDDCS_CTD_Staff – DCS CTD Staff access – read and reporting

-

DCS Access Request Form

Figure 1- DCS Access Request Form

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

2

Figure 2 - DCS User Access Request Instructions