

Florida Commission for the



Data Collection System (DCS) User Access Procedures

GUIDE

FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED
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Document Revisions

Date	By	Comments
06/07/2022	Deborah Hall	Corrected CTD-AOR email address
05/18/2022	Deborah Hall	Added new Microsoft account creation images
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Table of Contents

Table of Contents	
Overview	3
DCS System	3
Requesting Access.....	3
First Time Access	3
Terminating Access.....	4
Access Controls.....	4
User Name.....	4
Password Criteria	4
How to Manage Your Access.....	5
Login.....	5
Changing Expired Password	7
Forgot Your Password?	7
Disabled Access	8
User Account Access Review(Recertification).....	8
DCS Access Request Form.....	9
DCS Access Request Form Instructions.....	10



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](mailto:CTD-DCS-Administrator@dot.state.fl.us) (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 DCS access approval and the creation of a Microsoft User Account which will be based on the email address 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 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 \(ctd-aor.efile@dot.state.fl.us\)](mailto: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.

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 user account organization email address.

User Name

User Names will be the organization email address provided in the DCS Access 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: ` ~ ! @ \$ % ^ & * () _ + - = { } \ ; < > ? , . /

All passwords must contain a minimum of eight (8) characters up to 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.

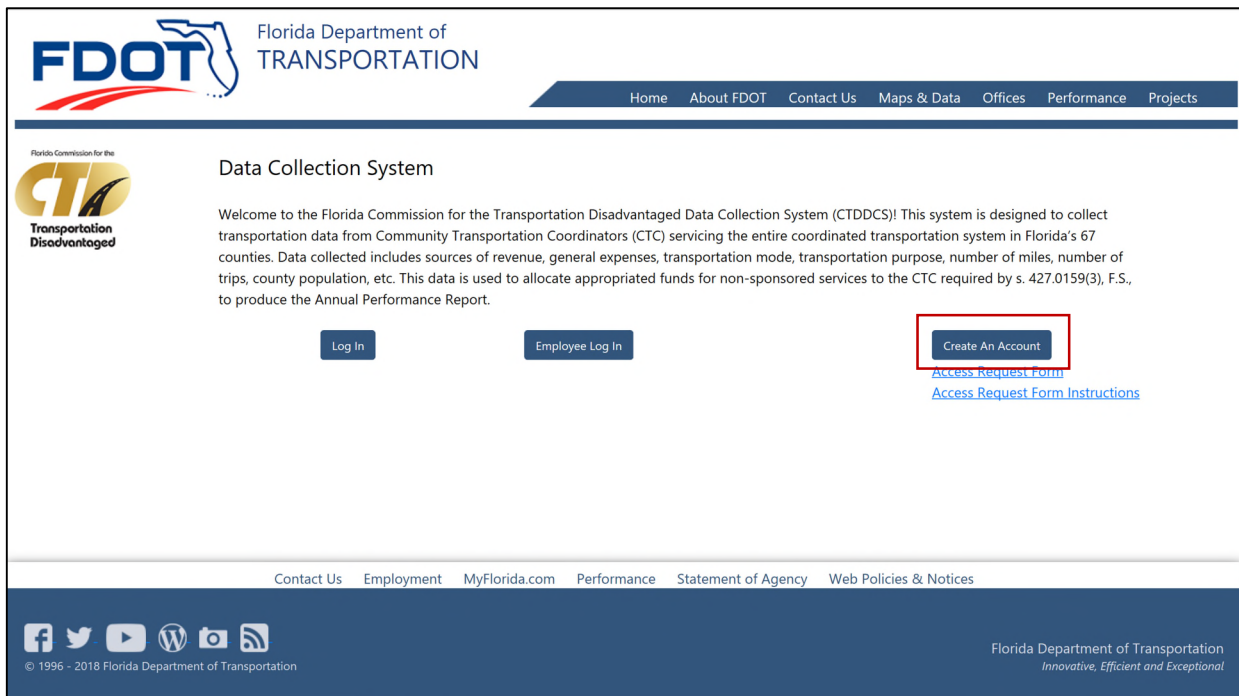
Passwords shall be protected against disclosure: memorized and not written down.

How to Manage Your Access

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

Login

Once you receive notification that your DCS 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:



Select the option to **Create An Account**, and you will be prompted with a Microsoft sign In screen:



Since you are creating a new account for the DCS, you will need to click on Don't have an account? Select the **Sign up now** as shown in the image below.

Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? Sign up now

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

< Cancel

Email Address

Send verification code

New Password

Confirm New Password

First Name

Last Name

Create



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 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.

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.

Sign in with your existing account

Email Address

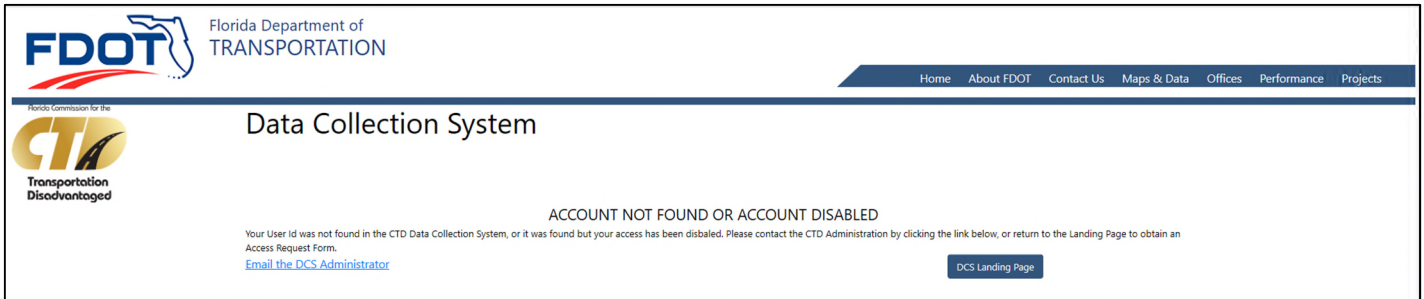
Password [Forgot your password?](#)

Don't have an account? [Sign up now](#)



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 \(CTD.AOR@dot.state.fl.us\)](mailto:CTD.AOR@dot.state.fl.us).



User Account Access Review(Recertification)

Be aware that 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 sending an email that includes current DCS user 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.

DCS Access Request Form

(for information purposes)



DCS ACCESS REQUEST FORM

All completed applications must be emailed to [CTD DCS Administrator](#)

REQUEST TYPE		
<input checked="" type="radio"/> New Access <input type="radio"/> Terminate Access		DATE Requested <input type="text"/>
ACCESS REQUESTED		
<input checked="" type="radio"/> Community Transportation Coordinator (CTC)	<input type="radio"/> County Planner	<input type="radio"/> CTD Area Manager (CTD Staff ONLY)
		<input type="radio"/> CTD APR Manager (CTD Staff ONLY)
<input type="radio"/> CTD Administration (CTD Staff Only)		
USER INFORMATION		
FIRST Name		LAST Name
<input type="text"/>		<input type="text"/>
EMAIL Address		PHONE
<input type="text"/>		<input type="text"/>
SERVING County/Countries		
<i>List ALL Authorized Counties for this User</i>		
<input type="text"/>		
ORGANIZATION INFORMATION		
MANAGER FIRST Name		LAST Name
<input type="text"/>		<input type="text"/>
EMAIL Address		PHONE
<input type="text"/>		<input type="text"/>
ORGANIZATION Name		SERVING County/Countries
<input type="text"/>		<i>List ALL Authorized Counties for this Organization</i>
<input type="text"/>		<input type="text"/>
ADDRESS		
<input type="text"/>		
CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
User's Acceptance of Conditions		
<p><i>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.</i></p>		
User's Signature _____		Date _____
Manager's Signature _____		Date _____
OFFICIAL USE FOR FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED		
<i>Applicant is hereby authorized for DCS System access and notified of their access as of:</i>		
Date: _____		Administrator: _____

Figure 1- DCS Access Request Form (1 of 2)



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	<p>Only one person per fillable form.</p> <p>Request Type select either New or Terminate access.</p> <p>Access Requested:</p> <ul style="list-style-type: none"> • Community Transportation Coordinator (CTC) • County Planner • CTD Area Manager [CTD staff only] • CTD APR Manager [CTD staff only] • CTD Administrator [CTD staff only] <p>All requests must be Completed and Submitted by:</p> <ul style="list-style-type: none"> • Manager of the designated county Community Transportation Coordinator (CTC), or • Manager of the designated county Planning Agency, or • CTD Executives for CTD staff members. <p>All requests must be Signed and Dated by:</p> <ul style="list-style-type: none"> • User • Manager or CTD Executive <p>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</p>
Email Submit Completed PDF Forms	<p>CTD DCS Administrator</p> <p>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</p> <p>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</p> <p>Attach PDF document(s) containing the completed access request form.</p>

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