

External User Account Setup

To gain access to the ERBRP quarterly reporting system, a user account will be required. New users can complete this process by submitting a request at: <https://extacctmgmt.mdot.state.ms.us/?p=createaccount>.

➤ The link above will take you to the following form:

Login

- Create an Account
- Reset Password
- MDOT Applications
 - Request Access

Create an MDOT Account

First Name * Initial

Last Name *

Choose your username *

Email Address *

Confirm Email Address *

Create a password *

Confirm your password *

Company Name

Job Title

Address

Address

City

State

Zipcode

Phone Number

Mobile Number

Receive email correspondence from MDOT

Create Account

Account Requirements

Username

- May contain only alpha characters, no numbers
- Must be at least 3 characters long
- Can be up to 20 characters long

Password

- Must be at least 12 characters long
- Can be no longer than 20 characters
- Must contain an uppercase and lowercase character

Business Systems Requirements




If you are creating an account to access MDOT business related systems you are required to input your company information:

- Company Name
- Job Title
- Address
- City
- State
- Zipcode
- Phone Number

➤ Complete all required fields and select “Create Account”.

- You will receive a confirmation email based on the information you provided. Follow the link in the email to verify your account:

MDOT Account Verification  Inbox x  

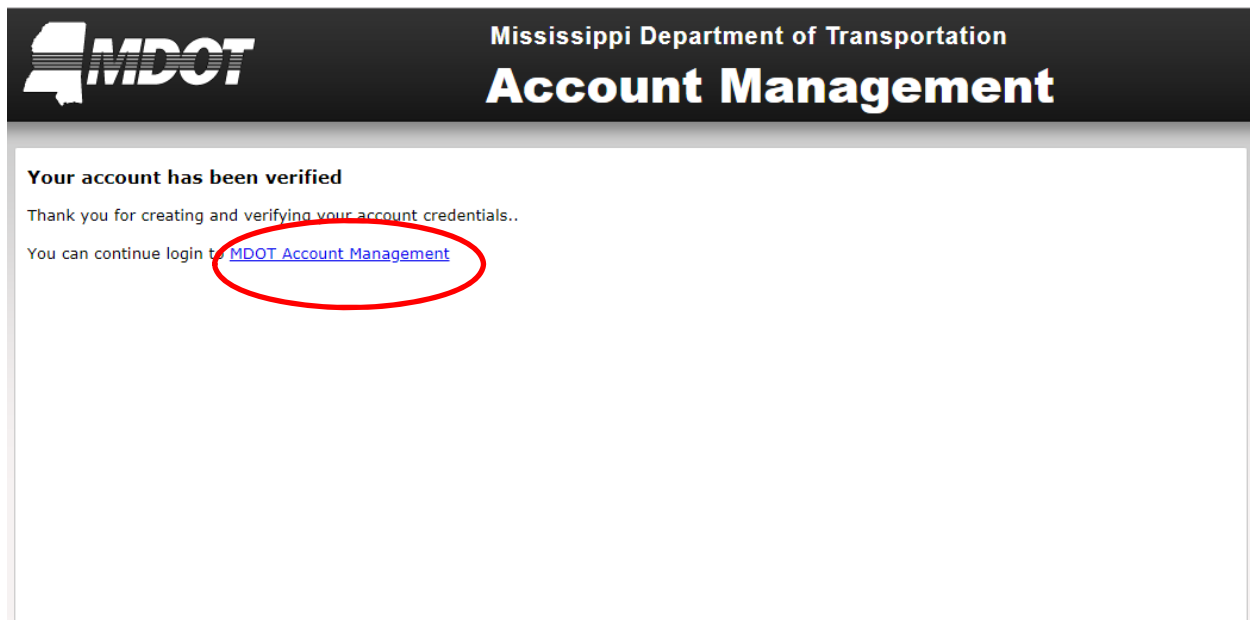
MDOT Account Management <acctmg... 10:17 AM (0 minutes ago)   
to me ▾

You have successfully created a new account used to access multiple systems at the Mississippi Department of Transportation. To complete your account activation please follow the link below using a web browser.

Username: Username

Verification: <https://extacctmgmt.mdot.state.ms.us/verification/?verify=126c2a3f7e8ede61286116cbca63c2787e25fe5d>

- Once your account has been verified, click “MDOT Account Management”:



The screenshot shows the MDOT Account Management interface. At the top, there is a dark header with the MDOT logo on the left and the text "Mississippi Department of Transportation" and "Account Management" on the right. Below the header, the main content area has a white background. It starts with the heading "Your account has been verified" in bold. Underneath, there is a message: "Thank you for creating and verifying your account credentials..". The next line says "You can continue login to" followed by a blue hyperlink "MDOT Account Management" which is circled in red.

- Enter the username and password you created when setting up your account. Include MDOTEXT\ in front of your username as instructed on the Account Management website (example: MDOTEXT\Username):

The screenshot shows the MDOT Account Management login interface. At the top, the MDOT logo is on the left, and the text 'Mississippi Department of Transportation Account Management' is centered. On the left side, there is a navigation menu with options: 'Login', 'Create an Account', 'Reset Password', 'MDOT Applications', and 'Request Access'. The main content area is titled 'MDOT Account Login' and includes a note: 'You may enter your account as MDOTEXT\username but it is not required in this interface.' Below this, there are two input fields: 'Enter your username' and 'Enter your Password', both with asterisks indicating required fields. A 'Login' button is positioned to the right of these fields.

- Once you've logged in, select Request Access in the left panel:

The screenshot shows the MDOT Account Management account update interface. At the top, the MDOT logo is on the left, and the text 'Mississippi Department of Transportation Account Management' is centered. In the top right corner, the user's name 'Jeff Ely' and a '[Logout]' link are displayed. On the left side, there is a navigation menu with options: 'Edit Account', 'Reset Password', 'MDOT Applications', and 'Request Access'. The 'Request Access' option is circled in red. The main content area is titled 'Update your MDOT Account Information' and contains several input fields: 'First Name' (with an 'Initial' field), 'Last Name', 'Company Name', 'Job Title', 'Address' (two lines), 'City', 'State' (a dropdown menu set to 'Mississippi'), 'Zipcode', 'Phone Number', and 'Mobile Number'. An 'Update Account' button is located at the bottom right of the form.

- Check ONLY “ERBRP – Emergency Road and Bridge Repair Program” and enter the agency you represent and the project numbers for which you will be providing quarterly reports:

MDOT Mississippi Department of Transportation
Account Management

Jeff Ely [Logout]

Edit Account
Reset Password
MDOT Applications
Request Access

Request Access to MDOT Applications
Please select the applications you are requesting access to.

- AASHTOWare Project Bidder/Quoter - Allows contractors (bidders) to add and sign information about quoters on a contract
- Citrix NetScaler Gateway Access - Users are allowed access to Citrix farm of applications via Citrix NetScaler gateway
- ERBRP - Emergency Road and Bridge Repair Program
Please provide information about your application
- Erosion Control - Erosion and Sediment Control Field Inspection Report (105.05.2)
- Form ENV-160 - Environmental Class of Action Determination
- Pathweb - Condition survey of state maintained roads
- PDPM - Project Development and Project Management System
- Project Consultant Status Entry - Allows consultants to enter their monthly contract status for each project on which they are working
- ProjectWise - Engineering System
- Research Project Inventory - Inventory and documentation of research projects
- Site Manager - Access to the Site Manager client via Citrix
- SQS Generator - Summary of Quantities Worksheet used by Roadway Design, Bridge and LPA Divisions in the design phase of preconstruction
- State Aid Projects - Allows State Aid to view project information
- Test Application - Test Description
- VPN Access - Network Access

Request Access

- Once you’ve entered the requested information, click Request Access. Your request will be approved and you will be able to access your project’s portal at https://forms.mdot.state.ms.us/PLD/erbrfp_rpt/#home.