



**Illinois Department
of Transportation**

IDOT Safety Portal

Getting Started & Overview Guide

Document Last Saved:

8/25/2014

Version: 0.9

1 Overview

The IDOT Safety Portal is a new secure website where IDOT can share current and past crash reports as well as crash data with the community of safety partners. The IDOT Safety Portal is also designed to be easily expanded and enhanced in the future. The Safety Portal is grouped into four areas: Data, Tools, Training, and Knowledge.



At the present time, the Safety Portal offers valuable functionality including the ability to:

- search and retrieve individual crash reports as soon as IDOT scans/imports them
- view the location of a crash on a map and click a link to view the crash report image
- access the full 10-year crash report retention period for historical and trend analysis purposes
- generate standardized summary reports of crash data based on input parameters
- allow MCR agencies to retrieve their past MCR reports so they can shut down their MCR implementation
- collaborate with other similar safety partner organizations to improve roadway safety
- receive announcements from IDOT targeted to the safety partner community
- do much more – not only now, but also in the future

Since the IDOT Safety Portal is a secure site, it requires that all the users be registered and also vetted (sponsored) by a safety partner organization. With this initial release, the Safety Portal is being opened up to the following organization types:

- Law Enforcement (LE) Agencies – key partners who keep the roads safe and generate the crash reports
- County Engineers (CE) – key partners on the local road system
- State agencies – IDOT districts, SOS, DNR
- Federal agencies

The registration contains the following basic steps:

- 1) Obtain a State of Illinois Public Account login from the State of Illinois Central Management Services department. This login can be used for other state systems now and in the future. Most State users will be able to use their state network logins.
- 2) Request access to the IDOT Safety Portal. At this point you will identify/request your access based on your organization.
- 3) Your access request will be routed to a designated vetter for your organization. That vetter will login to the Safety Portal and vet (sponsor) you as being a valid member of that organization and thereby grant you access to all the items that organization has access to.

4) IDOT administrators will then approve and grant you final access to the Safety Portal.

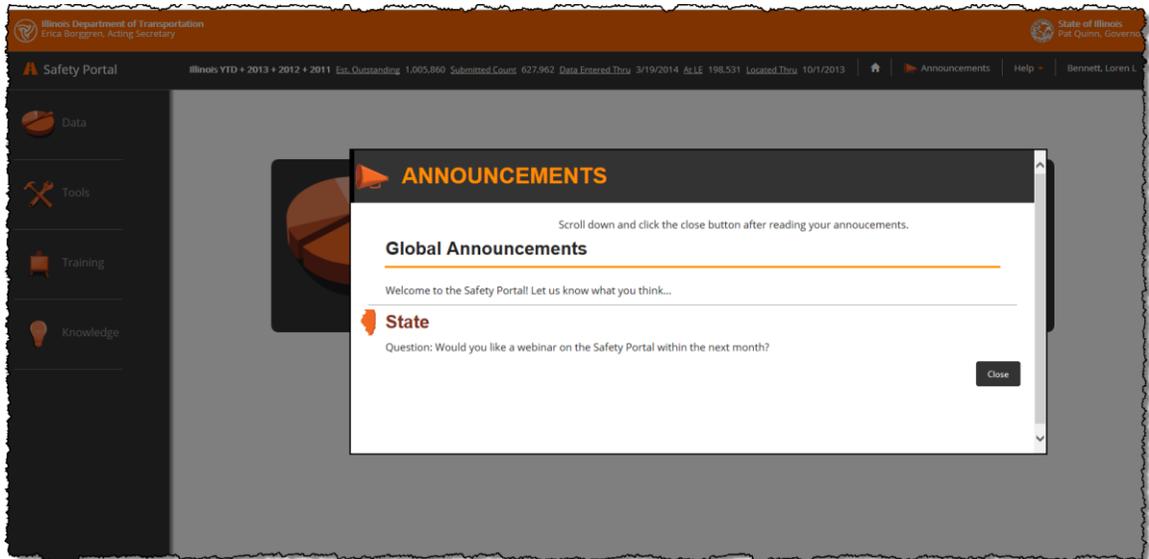
These steps are necessary to make sure the crash data is and remains secure. Since these steps involve several different people, the registration process is not immediate and can take several days to complete. But once the registration process is complete, you can quickly, easily and securely access the data in the Safety Portal. More information, including URLs and step by step instructions, are included in the registration section of this document.

The goal of the IDOT Safety Portal is to empower the community of safety partners with actionable information not only now, but also in the future. If you have any questions or problems, feel free to contact us at DOT.SafetyPortalHelpDesk@illinois.gov or through the Safety Portal itself.

2 Safety Portal Location

The IDOT Safety Portal is located at <https://webapps.dot.illinois.gov/SafetyPortal/>

When you connect to this site the first time, you will be redirected to log in. If you don't have a State of Illinois Public Account login, you can easily create one (described below in Section 3). Once you have logged in, you will be redirected back to the IDOT Safety Portal and should see the home page with announcements displayed as shown below.



If you bookmark this page, you can quickly get back to the Safety Portal.

3 Registering for the IDOT Safety Portal

There are several steps to register for the IDOT Safety Portal. Once completed, you can quickly access the Safety Portal thereafter. Briefly these steps include:

- 1) Obtain/Confirm/Use an Illinois.gov Public Account
- 2) Request Access to the Safety Portal as a member of a partner organization
- 3) Vetting of your access request
- 4) IDOT approval of your access request

Each of these will be discussed below.

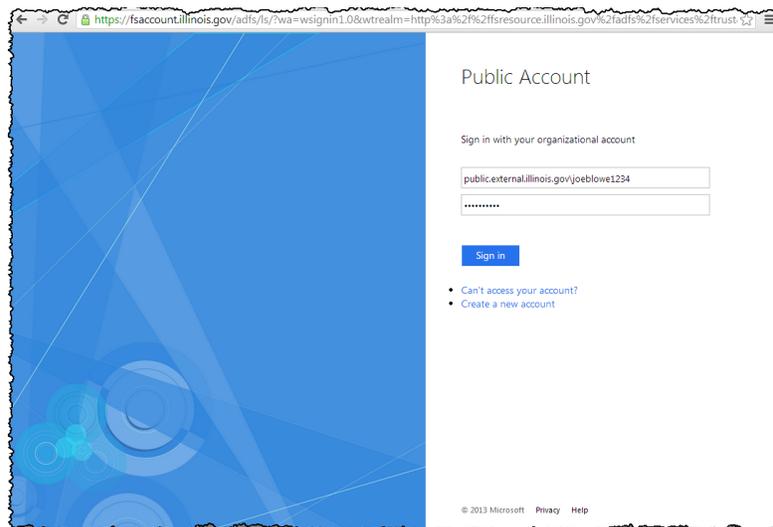
3.1 Illinois.gov Login Page

The every time you try to log onto the Safety Portal at <https://webapps.dot.illinois.gov/SafetyPortal/>, you will be redirected to an Illinois.gov login page.



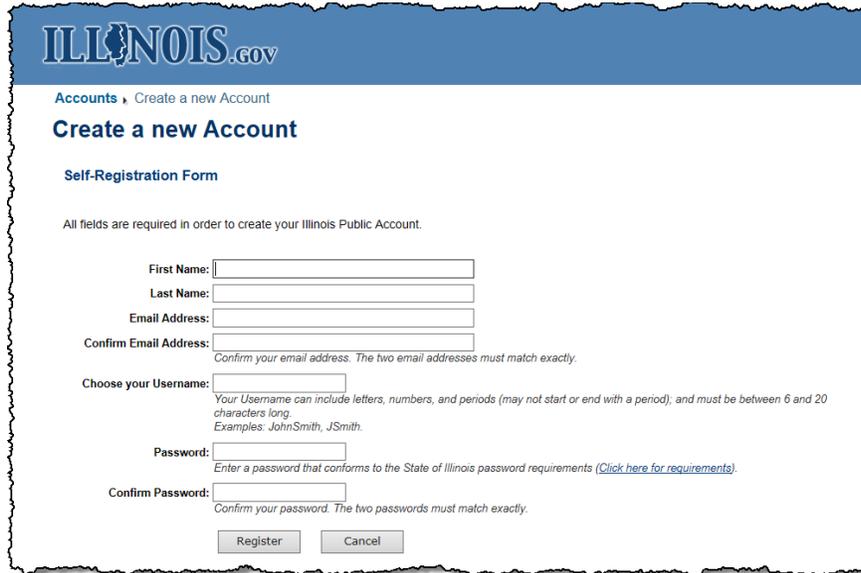
NOTE: State employees can log in with their network login, their <domain>\<username> and their password. Some state employees outside of the CMS network may not be able to log in and will have to create an Illinois Public Account.

If you have an Illinois Public Account, your username has the following domain: PUBLIC.EXTERNAL.ILLINOIS.GOV<username> to be entered as shown below:



3.1.1 Creating an Illinois Public Account ID

If you need to create an Illinois Public Account, click on the SIGN UP button and the following screen will be displayed. All fields are required. For the email address, please use your work/company email address to help us identify which organization you are with. You get to create your username which must be unique within Illinois.gov. If a username you create is not unique, you will be prompted to create a different username. Enter a username that you will easily remember.

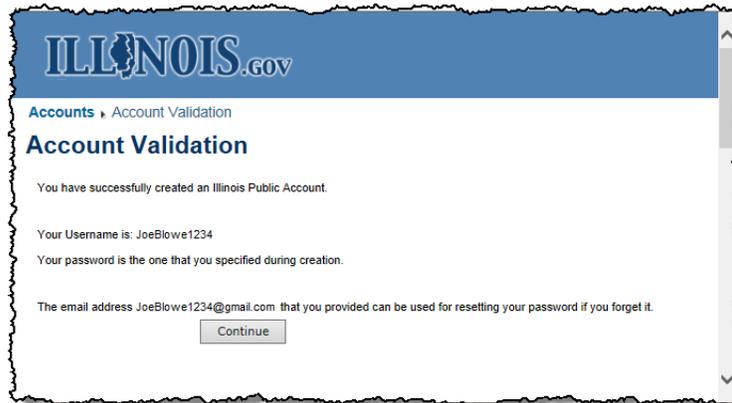


The screenshot shows the 'Create a new Account' page on Illinois.gov. The page has a blue header with the Illinois.gov logo. Below the header, there is a breadcrumb trail: 'Accounts > Create a new Account'. The main heading is 'Create a new Account' in bold blue text, followed by 'Self-Registration Form'. A note states: 'All fields are required in order to create your Illinois Public Account.' The form contains the following fields and instructions:

- First Name:** [Text input field]
- Last Name:** [Text input field]
- Email Address:** [Text input field]
- Confirm Email Address:** [Text input field] with the instruction: 'Confirm your email address. The two email addresses must match exactly.'
- Choose your Username:** [Text input field] with the instruction: 'Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long. Examples: JohnSmith, JSmith.'
- Password:** [Text input field] with the instruction: 'Enter a password that conforms to the State of Illinois password requirements (Click here for requirements).'
- Confirm Password:** [Text input field] with the instruction: 'Confirm your password. The two passwords must match exactly.'

At the bottom of the form are two buttons: 'Register' and 'Cancel'.

After clicking the Register button, you will receive an email confirmation with your Illinois.gov public ID. You must validate the email address by clicking the link that is sent to you. After clicking the link, you will see a web page similar to this:



The screenshot shows the 'Account Validation' page on Illinois.gov. The page has a blue header with the Illinois.gov logo. Below the header, there is a breadcrumb trail: 'Accounts > Account Validation'. The main heading is 'Account Validation' in bold blue text. The page contains the following text:

- 'You have successfully created an Illinois Public Account.'
- 'Your Username is: JoeBlowe1234'
- 'Your password is the one that you specified during creation.'
- 'The email address JoeBlowe1234@gmail.com that you provided can be used for resetting your password if you forget it.'

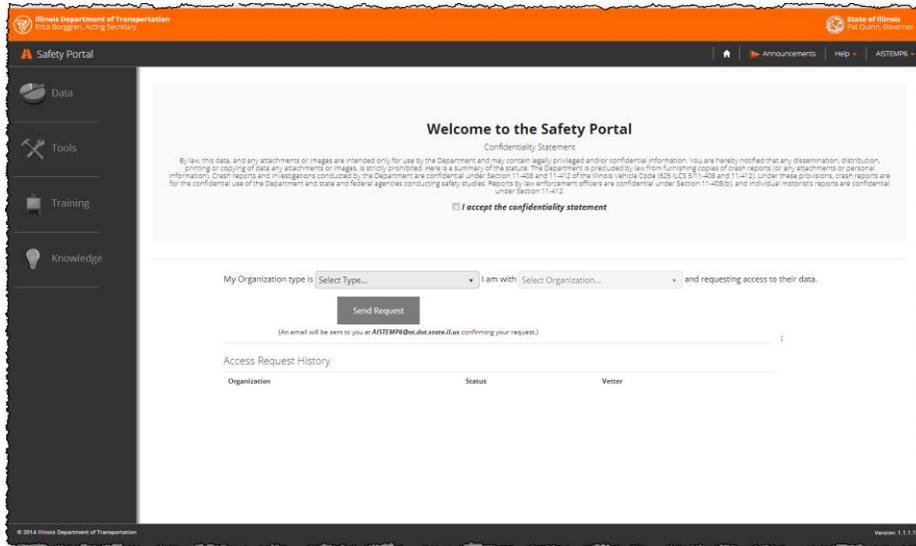
At the bottom of the page is a 'Continue' button.

If you have any issues with your Illinois.gov public ID, please contact the CMS help desk.

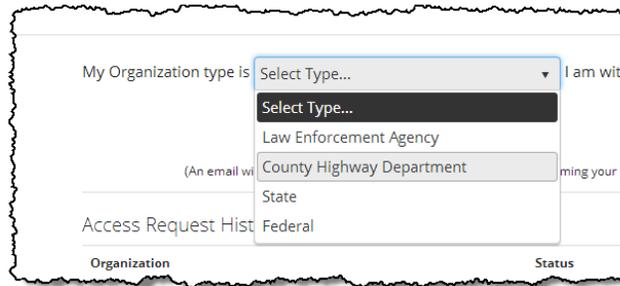
NOTE: At this point, you will not be redirected back to the IDOT Safety Portal automatically. See section 3.1 to resume logging in with your new Illinois.gov public ID.

3.2 Initial sign on to IDOT Safety Portal

Once you have logged in with your Illinois.gov Public ID, you will be redirected back to the following page for your initial login to the IDOT Safety Portal.



1) Select an organization type from the combo box based on the following table:



| Select ... | If you ... |
|---------------------------|--|
| Law Enforcement Agency | belong to a law enforcement agency (excluding Illinois State Police Headquarters) |
| County Highway Department | are an engineer with one of the 102 Illinois counties |
| State | work for any State of Illinois office including Illinois State Police Headquarters |
| Federal | Work for any Federal office |

- 2) With your organization type selected, you will be provided with a listing of appropriate organization names. Please select the correct organization
- 3) Lastly, please review and accept the confidentiality agreement

Click the SEND REQUEST button. This will trigger emails to be sent to the designated vetter for that organization. You will also receive a confirmation email.

3.3 Vetting User Access Requests

Once your IDOT Safety Portal access request has been submitted, it is routed to the designated vetter(s) for your organization. That person will log into the Safety Portal and vet your access request. The steps to vet users for the organization are listed in the IDOT Safety Portal Organization Vettors Guide. Once you have been vetted, you will receive an email. If you have not been vetted in a few days, please contact your organization's vetter.

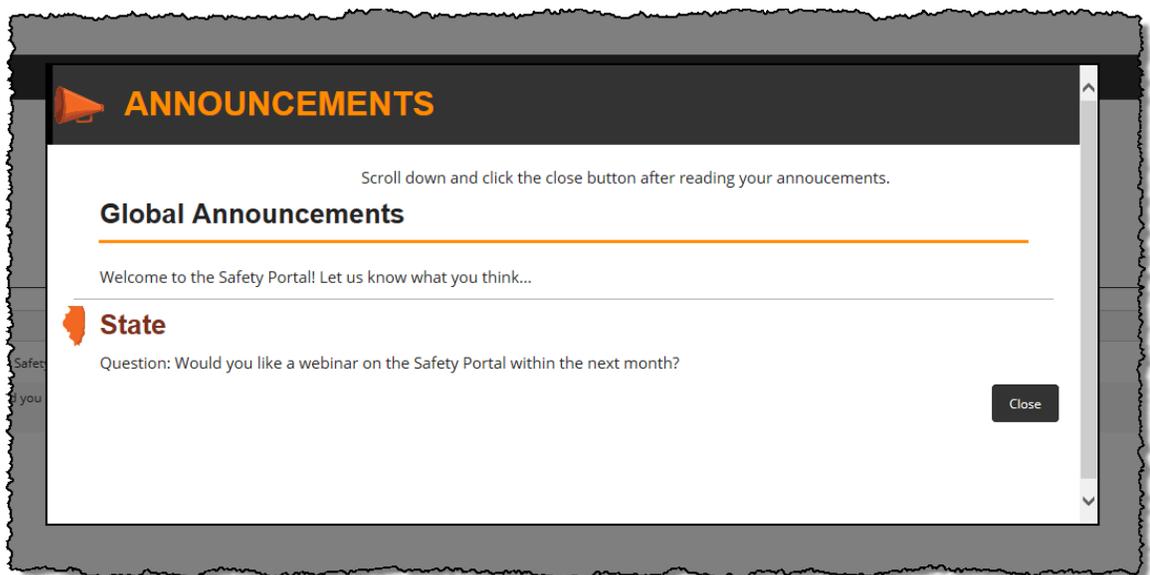
In the initial case where you are the vetter and the first person to sign up for your organization, IDOT will approve your access request and set you up as the vetter. If you have any questions or problems, contact DOT.SafetyPortalHelpDesk@illinois.gov.

3.4 Final IDOT Approval

Once you have been vetted, IDOT will quickly review your access request and approve it. You will receive an email notice and can then log into the IDOT Safety Portal. If you have any questions or problems, contact DOT.SafetyPortalHelpDesk@illinois.gov.

4 Navigating the IDOT Safety Portal

Once you log into the Safety Portal, you will see the announcements. These announcements are targeted to the organizations to which you belong. Please review these announcements, scrolling down if necessary until you see the CLOSE button.



These announcements will pop up every time you log into the Safety Portal with any new announcements at the top of the list.

The IDOT Safety Portal is divided into several sections described below:

4.1 Top Banner

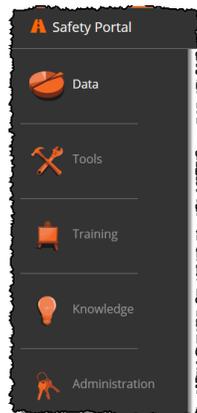
The top banner will remain visible as you use the Safety Portal and contains the following information:



- Key Processing statistics and dates related to your jurisdictions/organizations. These statistics and dates provide helpful information about IDOT's progress in processing the crash reports it receives. These stats are discussed in more depth in the Crash Manager Guide.
- Announcements – you can display the announcements at any time by clicking the Announcements link in the Top Banner.
- Help – you can quickly access the documentation or email the Safety Portal Help Desk
- <Your Name> - You can return to the registration page to see the status of any access requests you have submitted. You can also request access to additional organizations if you work for multiple organizations.

4.2 Side Navigation Bar

The side navigation bar (shown below) will also remain visible as you use the Safety Portal. The image and text below show and describe all possible sections in the navigation bar. What you will see will depend on the type of organization you are registered with and if you are designated as a vetter. Clicking the icons expands and collapses the various sections

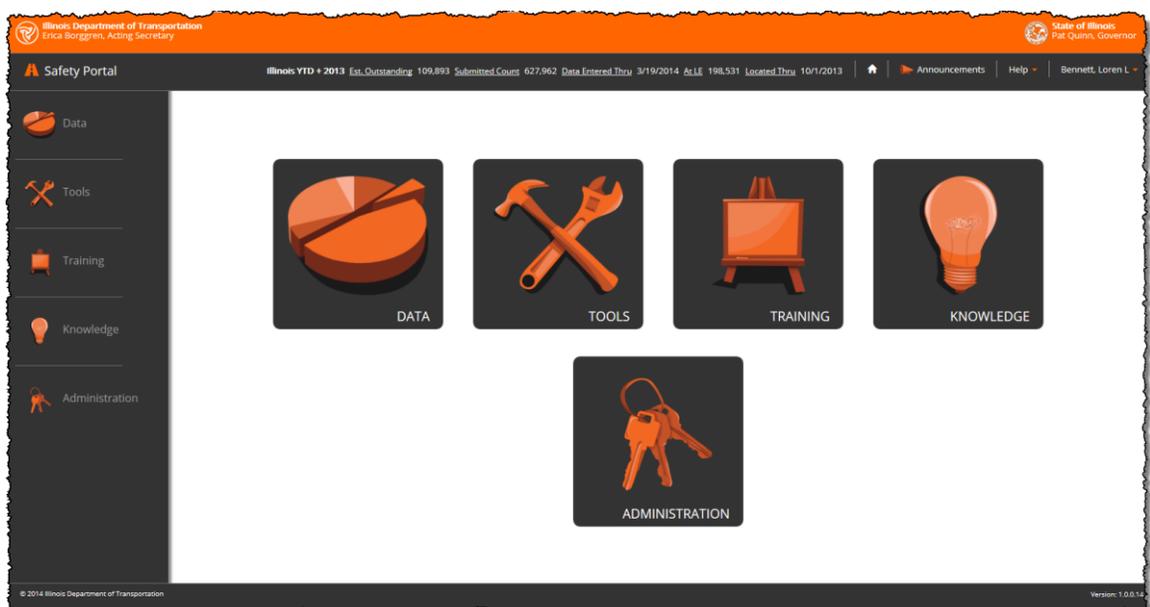


The following provides a brief description of the functions available within each section.

- **DATA** – access to raw data about individual crashes
 - Crash Manager – a robust search screen to search for individual crashes. See the Crash Manager Guide for more information
 - Dashboard – a graphical view of the Law Enforcement Agency’s reporting levels (Law Enforcement Only)
- **TOOLS** – access to additional utilities
 - Crash Forms Request – (Law Enforcement Only) request additional paper crash forms
 - Preferred Truck Routes – For county engineers to maintain their preferred truck routes – requires a separate login
 - Heat Maps & 5% Reports – additional analysis on crash data
- **TRAINING**
 - SR 1050 Instructions – instructions on how to complete a paper SR1050
 - Common Errors – mistakes that are consistently seen on crash reports
- **KNOWLEDGE**
 - Collaboration – a monitored discussion area for law enforcement and a separate area for county engineers to collaborate on safety issues
 - Reports – access pre-defined summary reports based on input parameters you specify
- **ADMINISTRATION (Vettors only)**
 - Vett Users – the administration screen where users are vetted. More information available in the Organization Vettors Guide.

4.3 Main Window

By default, the main window (shown below) shows tiles for all the items to which you have access. For example not all people will have or need access to the administration modules. You can also click on these tiles or on the side navigation bar to get around the IDOT Safety Portal. The main window will display additional details based on whatever module you are viewing.



5 Additional Documentation

More information on the IDOT Safety Portal can be found in the following guides:

- IDOT Safety Portal Organization Veters Guide – the steps required to vet a user’s access request for your organization (veters only)
- IDOT Safety Portal Data – Crash Manager Guide – details on how to use and leverage the Crash Manager module which includes retrieving an individual crash report as well as mapping resulting crashes
- IDOT Safety Portal Tools & Training Guide – additional details on those sections of the Safety Portal
- IDOT Safety Portal Knowledge Guide – additional details on those sections of the Safety Portal
- IDOT Safety Portal Administrators Guide – (IDOT Admins Only) – behind the scenes details on administering the Safety Portal
- IDOT Safety Portal MCR Agency Transition Guide – detailed steps on how to leverage the Safety Portal to retrieve your agency’s historical crash reports so that you can safely and confidently sunset your MCR implementation