Illinois Department
of Transportation

IDOT Safety Portal

Organization Vetter's Guide

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1 Vetting Overview

The IDOT Safety Portal is an outward facing secure website designed to help the IDOT Safety Partner Community find and leverage crash and safety information. Since the partner community is so broad and the crash information is of such high value, IDOT needs help from the partner community in making sure that everyone who needs access to this information gets access. Similarly, IDOT also needs help to make sure people who do not need access do not obtain access to the IDOT Safety Portal.

Since IDOT does not know everyone who might need access to the Safety Portal, the registration process was designed to be distributed among the partner organizations. For each organization, a person (or persons) will be designated as the vetter. The vetter will then be responsible for other members of their organization. Vetters can also remove access for members if needed, for example when a person leaves their organization.

Everyone who registers with the IDOT Safety Portal must accept the confidentiality statement as shown below:
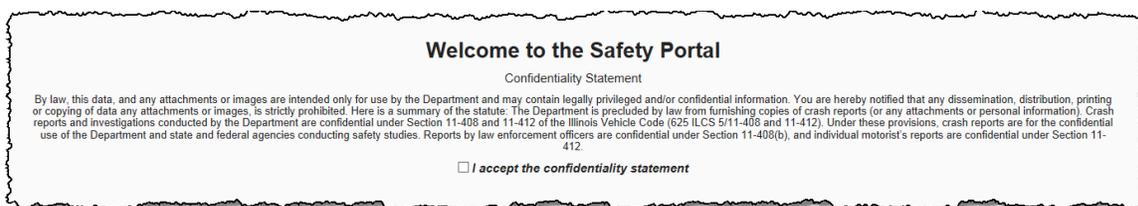
The vetter takes on the responsibility not only for themselves when they register, but also for extending the invitation to other members of their organization. If a person does not need access to the information in the Safety Portal, then they should not be invited and/or subsequently vetted.

This document takes the organization vetters through the easy steps they need to invite and subsequently vet other members of their organization in the IDOT Safety Portal.

2   Getting Setup as the Vetter

To get setup as the vetter for your organization, you will need to complete the IDOT TS 801 Safety Portal Registration form and email or fax it in. This will notify IDOT that you are the initial vetter for the agency. A copy of the TS 801 form is included at the end of this document.

Next you will need to register as a regular user with the IDOT Safety Portal. Please see the Getting Started Overview Guide. The vetter will typically be the first person in an organization to register with the Safety Portal. Once registered, IDOT will then set you up as the vetter and you will receive a special email notification that you have been set up as the vetter. An organization can have more than one vetter to cover for vacations or other times that the main person will be out of the office. However, in order to maintain system integrity, we recommend the number of vetters in an organization be kept to a minimum.

3 Extending the Invitation

Once vetted, the organization's vetter can send an email with the link to the IDOT Safety Portal

https://webapps.dot.illinois.gov/SafetyPortal

to other members of their organization who need access to the Safety Portal. The people who click on that link will then register for the Safety Portal as described in the Getting Started Overview Guide. Once the other members register, the following series of steps will occur.

3.1 Email Notice of an Access Request

The new people who register must identify the organization they are with. Since you are setup as the vetter for your organization, you will receive all emails from people who are requesting access as part of your organization.
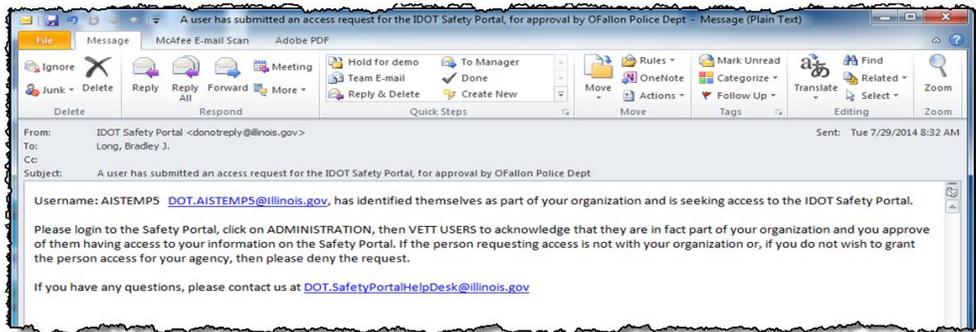

Once you receive an email request, complete the next step.

3.2 Log in to the IDOT Safety Portal

Log in to the Safety Portal. Since you have been granted vetting privileges, you should see the Administration option as a tile on the main page and in the side navigation bar.
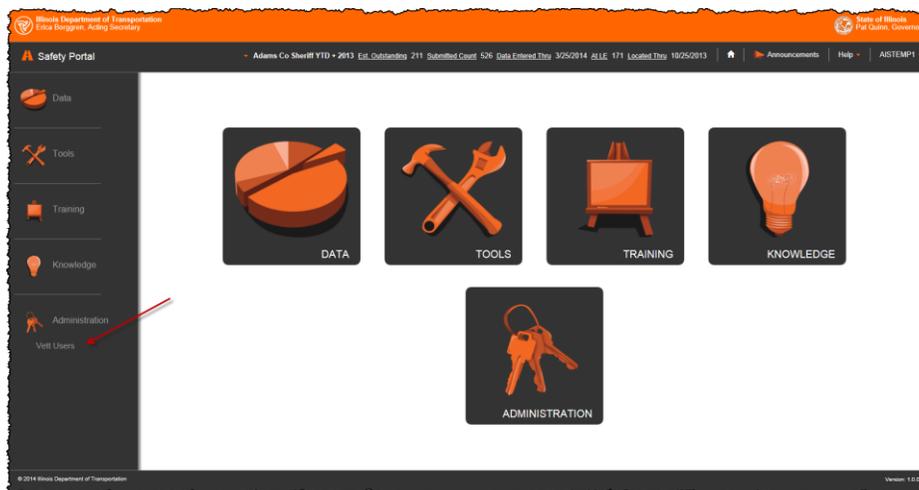
Click on the Vett Users option and you will see a list of all the users that have requested access through your organization
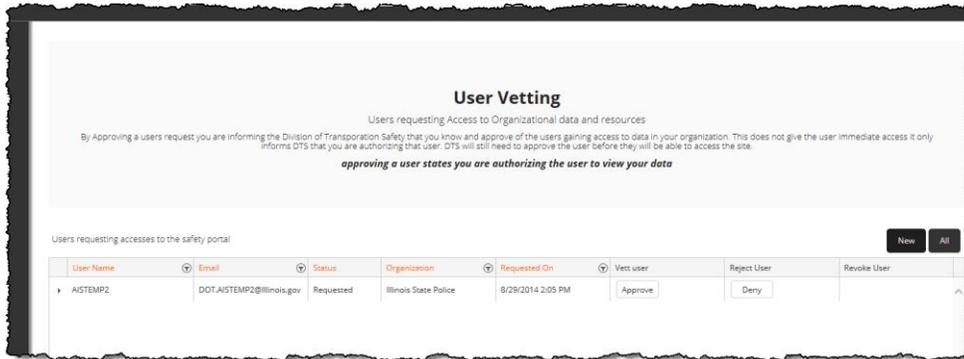

If you recognize them and they should have access, then click the APPROVE button. Once approved, their name will drop out of this list. They will also receive an email letting them know they have been vetted and that IDOT will soon review and approve them for access to the Safety Portal. You can click the ALL button to see every record if needed.

You can also click the DENY button if you do not recognize them or they should not have access to the Safety Portal.

3.3   Revoking Access

If a member of your organization leaves, you can easily come back into the IDOT Safety Portal and revoke their access. After logging in, click on the ADMINISTRATION – VETT USERS option and you will see the list of users requesting access. If you click on the ALL option, then you will see the list of people who have signed up for your organization. You can click the REVOKE button as needed.
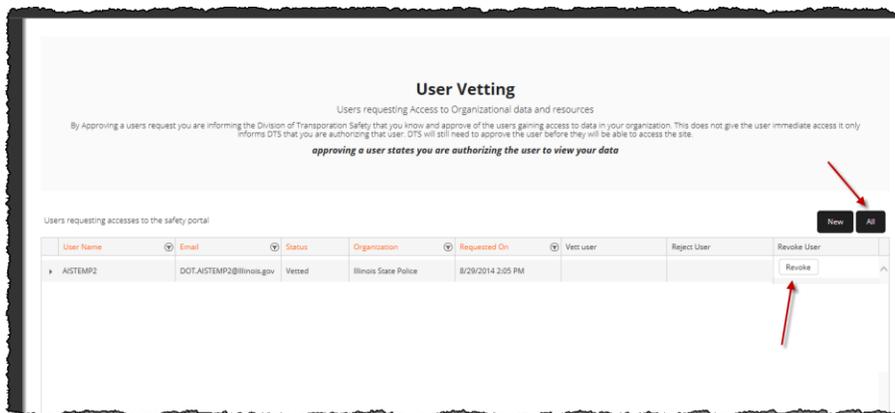
3.4   Vetting History

All the transactions for vetting & approval are saved and can be viewed by clicking the small arrow next to the person's name. It will expand and show all of the transactions and when they were performed and by whom.

Illinois Department of Transportation

Safety Portal Vetter Registration
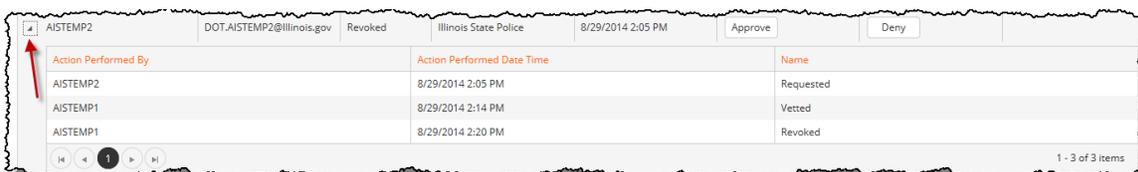
Each agency must register to access the Safety Portal. In order to register, designate the person(s) who will have authority to serve as end-user "Vetter", or approver. Each Vetter will have the responsibility to either approve or deny access to the Safety Portal for other end-users from their agency. Each agency must have at least one Vetter designated at all times. If at any time a Vetter for your department needs to be changed, please contact *DOT.SafetyPortalAdmin@illinois.gov*.

Please complete the contact information below and either email this form to *DOT.SafetyPortalAdmin@illinois.gov* or fax it to 217-782-5285, Attn: Safety Portal Administrator.

Agency Name

	VETTER CONTACT INFORMATION	
PRIMARY	Name	Phone Number ( ) -
	Title	Email Address
ADDITIONAL	Name	Phone Number ( ) -
	Title	Email Address
ADDITIONAL	Name	Phone Number ( ) -
	Title	Email Address
ADDITIONAL	Name	Phone Number ( ) -
	Title	Email Address

TS 801 (09/04/14)