



Illinois Department of Transportation



ITEP

Illinois Transportation Enhancement Program

ITEP Application Account Setup Instructions

ITEP Application Account Instructions

**Prepared and Published by
Illinois Department of Transportation**

**Office of Planning and Programming
Bureau of Programming**

**Springfield, Illinois
June 11, 2024**

Table of Contents

A. Getting Started with the Application	4
A.1. User Accounts	4
A.2. Creating a New Account	4
A.3. Recovering an Existing Account	5
A.3.1. Forgotten Username	5
A.3.2. Lost Passwords and Security Answers	6
A.3.3. Locked Accounts	6
A.4. Logging In	7
A.5. Account Management	7
A.5.1. Changing Your E-mail	8
A.5.2. Changing Your Password	8
A.5.3. Changing Your Security Question and Answer	9
A.5.4. Contact the Administrator	9
B. ITEP Application Submittal Instructions	10
B.1. Information & Instructions	10
C. IDOT Transportation Enhancement Program Contacts	11

Table of Figures

Figure 1: Create Account link, located beneath the login form.....	4
Figure 2: New account sign-up form.....	4
Figure 3: New account successfully created	5
Figure 4: Identified errors must be corrected before the account can be created	5
Figure 5: Forgot password button.....	6
Figure 6: Password reset form will require the answer to your security question	6
Figure 7: Login form on ITEP Application Homepage.....	7
Figure 8: My Account screen options	7
Figure 9: Change e-mail form.....	8
Figure 10: Update password form	8
Figure 11: Update security question form.....	9
Figure 12: Contact the administrator form	9

A. Getting Started with the Application

A.1. User Accounts

To submit a project application, the applicant/sponsor will need to create a user account on the Illinois Transportation Enhancement Program (ITEP) online application portal.

If you applied during previous cycle, you are encouraged to use your existing account. All applicants/sponsors will be able to copy portions of an application submitted during the previous cycle to save time. If you do not have an existing account, you will need to create one.

A.2. Creating a New Account

To create a new login, utilize the “New User? Create an Account” link, located under the login form on the ITEP application homepage, Figure 1.

When choosing login credentials, username and password, consider generic, not person specific, such that other team members of the application process can easily remember them.

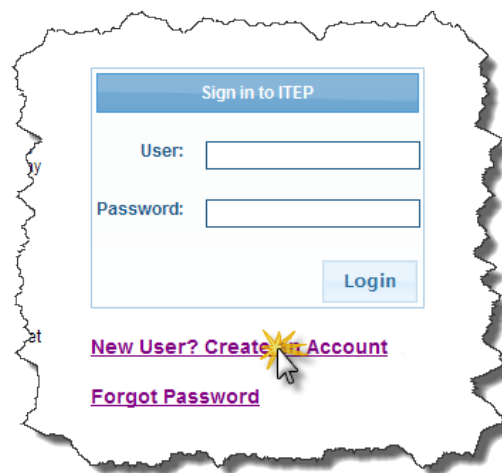


Figure 1: Create Account link, located beneath the login form

This will bring you to the new account sign up page, Figure 2.

Your new account will require a unique username, password, valid e-mail address, security question and answer. Keep this information for your records.

Your password will need to meet the following criteria:

- be at least 7 characters long
- contain at least 1 number
- contain at least 1 upper case letter
- contain at least 1 lower case letter
- contain at least 1 special character such as: ! @ # \$ % ^ (or)

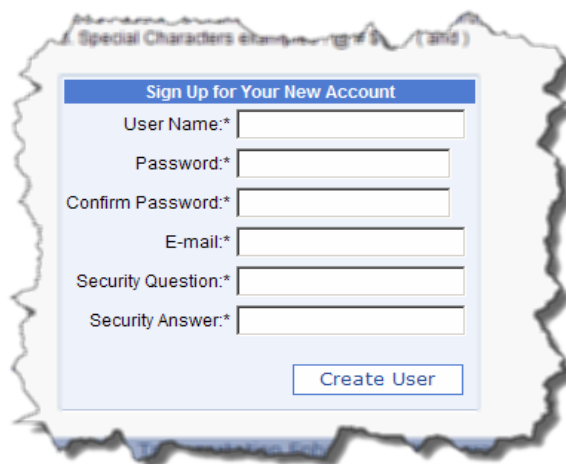


Figure 2: New account sign-up form

When you have completed all fields with the required information, click the “Create User” button located at the bottom of the form. If all fields have been correctly filled, you will receive a confirmation notice, Figure 3. Otherwise, you will receive an error message indicating the corrections that need to be made, Figure 4.

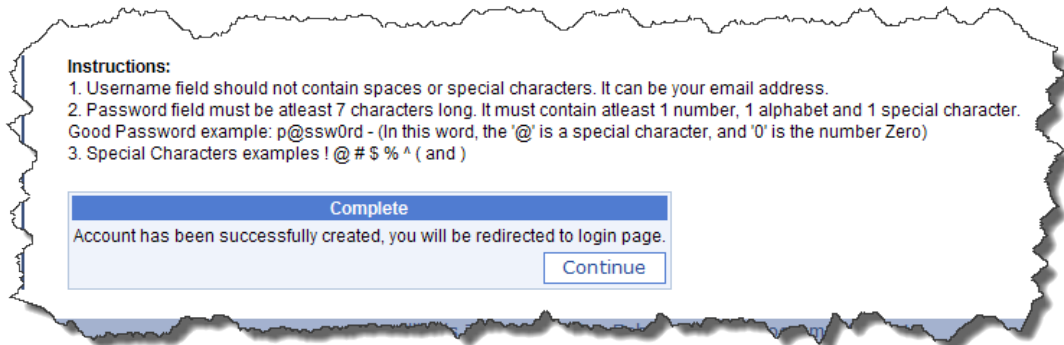


Figure 3: New account successfully created

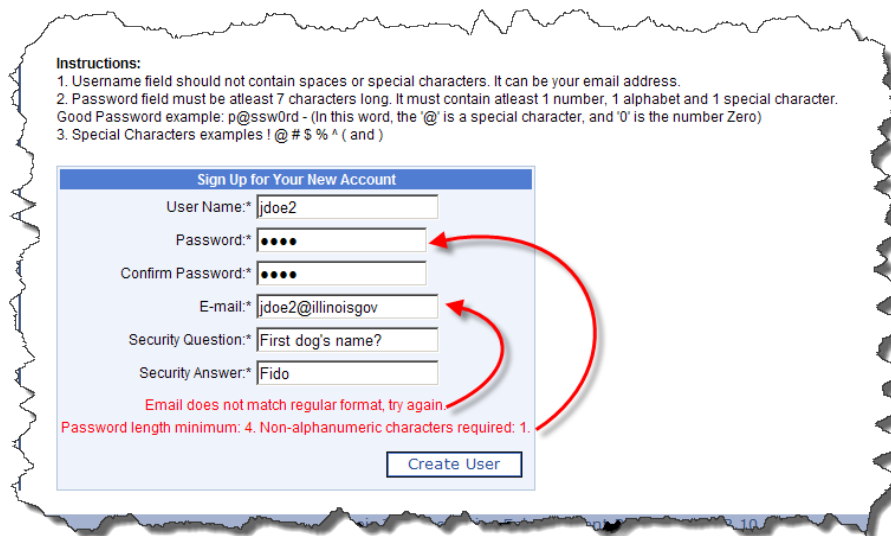


Figure 4: Identified errors must be corrected before the account can be created

A.3. Recovering an Existing Account

A.3.1. Forgotten Username

If you have a user account but cannot access it, email the name of the application that was submitted under that username to DOT.ITEP@illinois.gov.

You will still need either the password or the answer to the security question to login to the account, see “Lost Passwords and Security Answers” for more information.

A.3.2. Lost Passwords and Security Answers

If you lost your password, use the “lost password” function to reset your password. To utilize this function, you will need to answer your security question.

To reset your password, click the “Forgot Password?” link located under the login form on the ITEP application homepage, Figure 5.



Figure 5: Forgot password button

You will be prompted for the username of the account for which you are trying to reset the password. Enter it in the field and click the “Next” button.

The reset password form will prompt you for the answer to your security question and a new password. Fill in the fields to reset your password Figure 6.

When successfully reset, you will be directed back to the ITEP application homepage.



Figure 6: Password reset form will require the answer to your security question

We cannot reset the password for you, nor can we reset the answer to your security question. Therefore, it is important that to keep a record of your password and the answer to your security question.

A.3.3. Locked Accounts

Repeated failed login attempts will lock your account for security purposes. Contact DOT.ITEP@illinois.gov with your username to request to have your account unlocked.

A.4. Logging In

Once you have created a user account, you can login on the ITEP application submittal homepage, Figure. 7.



Figure 7: Login form on ITEP Application Homepage

A.5. Account Management

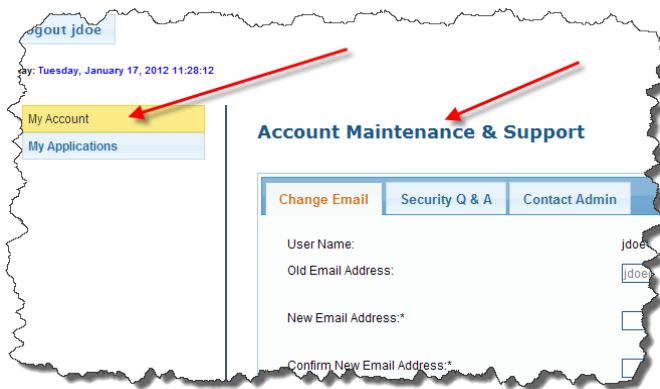
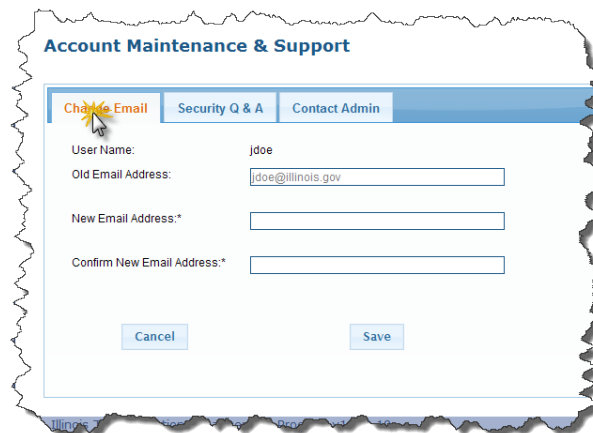


Figure 8: My Account screen options

Once you have logged in, access the “Account Maintenance and Support” page by clicking the “My Account” menu item on the left-hand side of the screen. From this screen, Figure 8, you will be able to manage your e-mail, password, security question and answer, and contact the administrator.

A.5.1. Changing Your E-mail

To change your e-mail, choose the “Change E-mail” tab on the “Account Maintenance and Support” page. In the form, Figure 9, enter your new e-mail address, confirm your new e-mail address, and choose “Save” to update your e-mail.



The screenshot shows a web interface titled "Account Maintenance & Support". It has three tabs: "Change Email" (selected), "Security Q & A", and "Contact Admin". The "Change Email" form contains the following fields and buttons:

- User Name: jdoe
- Old Email Address: jdoe@illinois.gov
- New Email Address*: [input field]
- Confirm New Email Address*: [input field]
- Buttons: Cancel, Save

Figure 9: Change e-mail form

A.5.2. Changing Your Password

To change your password, choose the “Security Q&A” tab on the “Account Maintenance and Support” page. In the form, Figure 10, enter your current password in the “Old Password” field. Enter your new password in both the “Enter New Password” and “Confirm Password” fields. Click “Change Password” to update your password.



The screenshot shows a web interface titled "Account Maintenance & Support". It has three tabs: "Change Email", "Security Q & A" (selected), and "Contact Admin". The "Security Q & A" form contains the following fields and buttons:

- User Name: testtim
- Security Question: What state is this?
- Text: Here you may change your password or security question.
- Old Password: [input field]
- Enter New Password: [input field]
- Confirm Password: [input field]
- Current Password: [input field]
- New Security Question: [input field]
- New Security Answer: [input field]
- Buttons: Change Password, Change Question, Cancel

Figure 10: Update password form

A.5.3. Changing Your Security Question and Answer

To change your security question, choose the “Security Q&A” tab on the “Account Maintenance and Support” page. In the form, Figure 11 enter your current password in the “Current Password” field. Enter your new security question and new security answer in the “New Security Question” and “New Security Answer” fields. Click “Change Question” to update your security question settings.

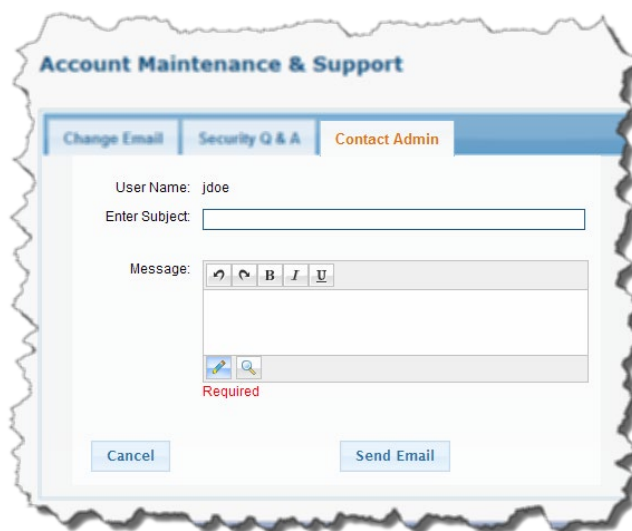


The screenshot shows a web form titled "Security Q & A" within a "Change Email | Security Q & A | Contact Admin" navigation bar. The form displays the user's name as "testim" and their current security question as "What state is this?". Below this, a message states: "Here you may change your password or security question." The form is divided into two columns. The left column contains fields for "Old Password", "Enter New Password:", and "Confirm Password:", with a "Change Password" button below them. The right column contains fields for "Current Password", "New Security Question:", and "New Security Answer:", with a "Change Question" button below them. A "Cancel" button is located at the bottom left of the form.

Figure 11: Update security question form

A.5.4. Contact the Administrator

You can contact the system administrator via the “Contact Admin” form, Figure 12, located on the “Account Maintenance and Support” page if at any time you experience a problem with the system or need assistance.



The screenshot shows a web form titled "Contact Admin" within an "Account Maintenance & Support" section. The navigation bar includes "Change Email | Security Q & A | Contact Admin". The form shows the user's name as "jdoe" and a field for "Enter Subject:". Below this is a "Message:" field with a rich text editor toolbar containing icons for undo, redo, bold, italic, and underline. A "Required" label is positioned below the message field. At the bottom of the form are "Cancel" and "Send Email" buttons.


Figure 12: Contact the administrator form

B. ITEP Application Submittal Instructions

B.1. Information & Instructions

All applications must be submitted through the ITEP application portal.

Complete instructions are available at the bottom of Information and Instructions page. Page-by-page information entry instructions are in the box on each application page accessible by clicking a

question mark icon  .

To proceed with your application submittal, start with the Community Score for your project. Select “My Community Score” tab on the left-hand menu. Review instructions or click question mark icon for detailed instructions with the section.

Once you created your Community Score, select “My Applications” tab on the left-hand menu. Select “Create New Application.”

If applicant experiences technical difficulties with the online application, e-mail DOT.ITEP@illinois.gov with an explanation of the problem. Be as descriptive as possible how the problem occurred and what if any error messages are being displayed. Include a phone number so we can call you if necessary.

C. IDOT Transportation Enhancement Program Contacts

Julita Kuzminaite
ITEP Manager
Illinois Department of Transportation
2300 South Dirksen Parkway, Room 308
Springfield, IL 62764
217-782-5482

DOT.ITEP@illinois.gov

John Paris
Special Programs Unit Chief
Illinois Department of Transportation
2300 South Dirksen Parkway, Room 308
Springfield, IL 62764
217-524-6756

John.Paris@illinois.gov
DOT.ITEP@illinois.gov