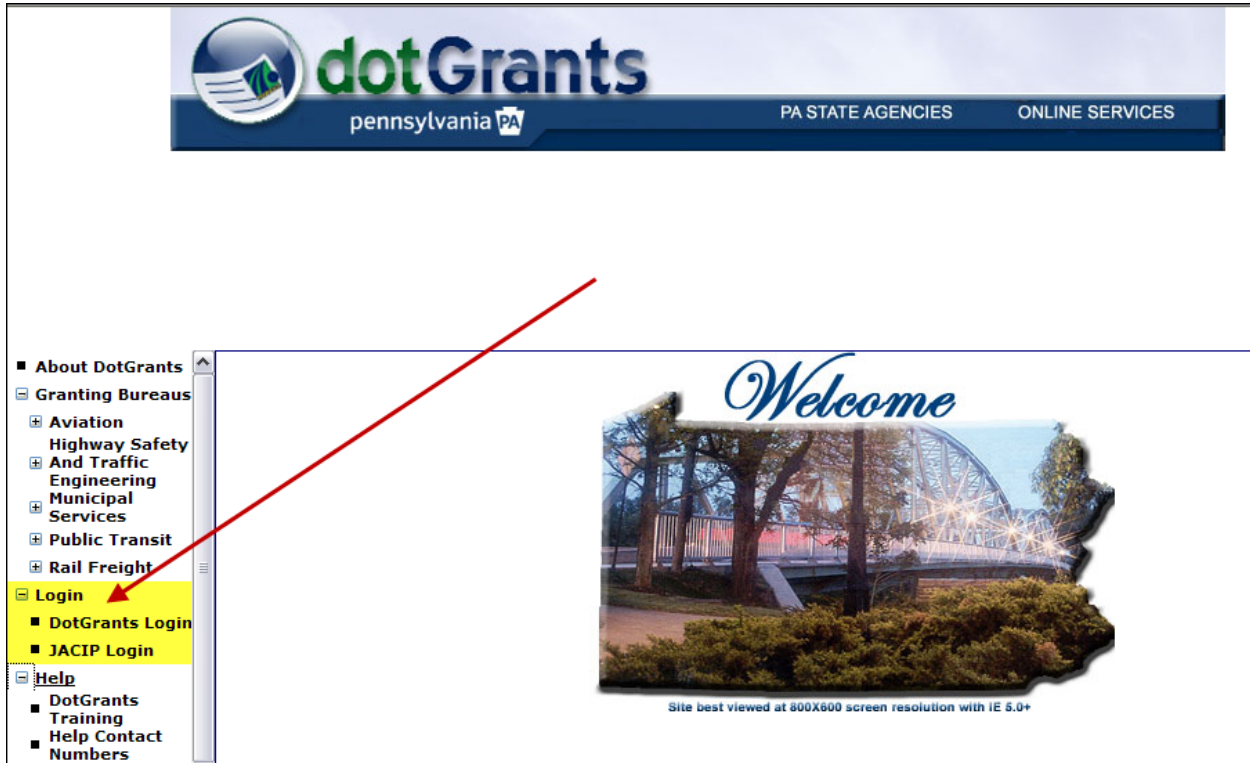


**Pennsylvania Department of Transportation  
Grant Management System  
dotGrants**

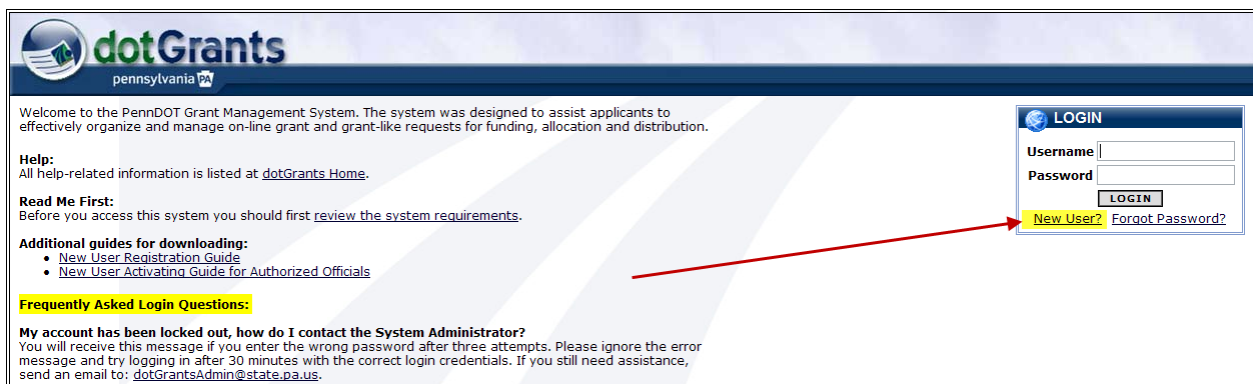
**New User Registration Guide**

## New User

1. Open web browser and enter website URL: <http://www.dot34.state.pa.us>
2. Click on the + sign next to "Login" on the left hand side of the page
3. Click on the DotGrants Login link.



4. Then click on the "New User?" Registration link underneath the Username, Password fields on the top right side of the page.



## Contact Information Page

1. Fill out all required fields, Organization and Title. All required fields are marked by red asterisks.
2. Create your own username and password. Your password must be a minimum of 8 characters, a mix of upper and lower case letters, and at least one number or special character. You want to make sure you create a strong password that only you will remember.
3. Select a Challenge Question and specify an answer that you will remember.

### CONTACT INFORMATION

<b>Name</b>	Prefix <input type="text" value=""/>	First <input type="text" value=""/>	Middle <input type="text" value=""/>	Last <input type="text" value=""/>	Suffix <input type="text" value=""/>
<b>Organization</b>	<input type="text" value=""/>				
<b>Title</b>	<input type="text" value=""/>				
<b>Address</b>	<input type="text" value=""/>				
<b>City</b>	<input type="text" value=""/>	<b>State</b>	<input type="text" value="Pennsylvania"/>	<b>Zipcode</b>	<input type="text" value=""/>
<b>County</b>	<input type="text" value=""/>				
<b>Phone #1</b>	<input type="text" value=""/>	<b>Phone #2</b>	<input type="text" value=""/>		
<b>Fax</b>	<input type="text" value=""/>	<b>Cell Phone</b>	<input type="text" value=""/>		
<b>Email</b>	<input type="text" value=""/>				
<b>Website</b>	<input type="text" value=""/>				
<b>Username</b>	<input type="text" value=""/>				
<b>Password</b>	<input type="text" value=""/>	<b>Confirm Password</b>	<input type="text" value=""/>		
<b>Challenge Question</b>	<input type="text" value=""/>				
<b>Answer</b>	<input type="text" value=""/>				

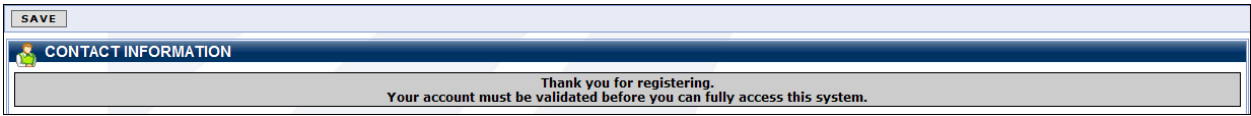
4. Select the appropriate bureau(s) you want to apply to.
5. Click the "SAVE" button located in the top left corner or bottom left corner of the page.

**Please select the appropriate Bureau(s).**

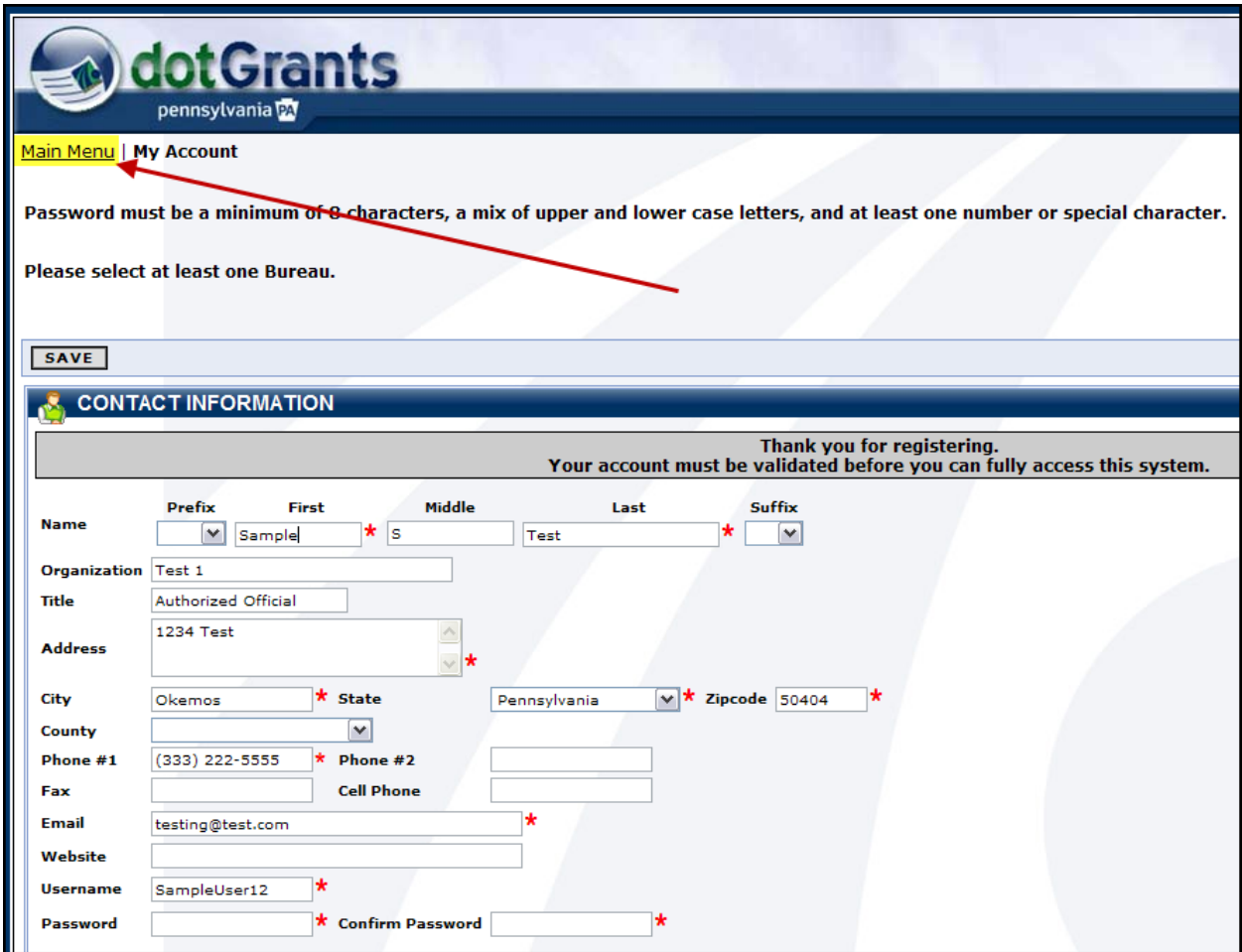
<input type="checkbox"/> Bureau	Description
<input type="checkbox"/> Administrative Access	Administrative Access
<input type="checkbox"/> Bureau of Highway Safety & Traffic Administration	<b>Programs:</b> <ul style="list-style-type: none"> <li>● Community Traffic Safety Projects (CTSP)</li> <li>● Highway Safety Grant Proposal (HSGP)</li> <li>● Impaired Driving Program (IDP)</li> </ul>
<input type="checkbox"/> Bureau of Aviation	<b>Programs:</b> <ul style="list-style-type: none"> <li>● Aviation Block Grant</li> <li>● Aviation Capital Budget</li> <li>● Aviation Development Program</li> </ul>
<input type="checkbox"/> Bureau of Municipal Services	<b>Programs:</b> <ul style="list-style-type: none"> <li>● MS-965</li> <li>● MS-991</li> <li>● MS-329</li> <li>● MS-999</li> <li>● MS-339</li> <li>● MS-340</li> </ul>
<input type="checkbox"/> Bureau of Rail Freight	<b>Programs:</b> <ul style="list-style-type: none"> <li>● Rail Freight Assistance Program (RFAP)</li> <li>● Rail Freight Capital Budget (TAP) Application</li> </ul>
<input type="checkbox"/> Bureau of Public Transportation	<b>Programs:</b> <ul style="list-style-type: none"> <li>● Community Public Transportation Application</li> <li>● Commuter Rail Application</li> <li>● Consolidated Capital Application</li> <li>● Consolidated Operating Application</li> <li>● Intercity Bus Application</li> <li>● Technical Assistance Application</li> </ul>

**SAVE**

6. All information has been saved and you should see the grey confirmation text at the top of the page.

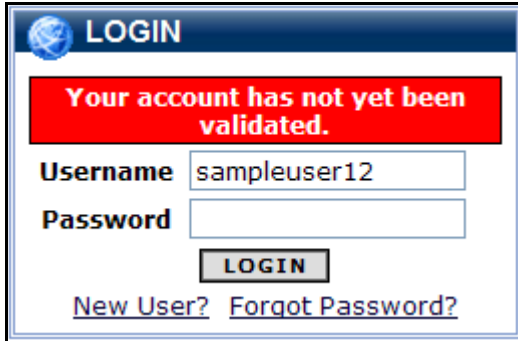


7. Now, go to the login page by clicking on the Main Menu link in the very top left corner of the screen.



## Login Page

1. If you log in with your new username and password, you will receive the following Message. Even though you have registered, your account still has to be validated.



The screenshot shows a web browser window titled "LOGIN". At the top left is a globe icon. A prominent red banner with white text reads "Your account has not yet been validated." Below this, there are two input fields: "Username" with the text "sampleuser12" and "Password" which is empty. A "LOGIN" button is positioned below the password field. At the bottom, there are two blue underlined links: "New User?" and "Forgot Password?".

2. If you are registering as an Authorized Official (AO), PennDOT has to activate the account after validating your registration.
3. If you are registering as a non-AO user, your local AO or Application Administrator will activate your account.
4. You will be notified via email when your account has been activated.

## Changing Password/Question & Answer

1. Log into your account.
2. Click the "View/Edit My Information" link located on the right side of your home page.

MY INFORMATION	
<b>Name</b>	Sample User
<b>Title</b>	
<b>Address</b>	1234 Anywhere Street Somewhere, Pennsylvania 12345
<b>Phone Number</b>	(555) 123-4567
<b>Email Address</b>	sampleuser@agatesoftware.com
<b>Username</b>	sampleuser12
<a href="#">View/Edit My Information</a> <a href="#">View/Edit My Dashboard</a>	

3. Update your password, select a new question, and specify the answer. If you haven't set a challenge question and answer and you try to update your profile, those fields are required and the system will prompt you to enter the data.

Password	<input type="password" value="....."/>	*	Confirm Password	<input type="password" value="....."/>	*	
Question	<input type="text" value="What is your first pet's name?"/>	▼	*	Answer	<input type="text" value="Pet"/>	*

### Errors:

- The 'Question' field is a required field.
- The 'Answer' field is a required field.

4. Click the "Save" button.

5. All information has been saved.

# Updated Security

1. If you try logging in with an incorrect password more than three times, you will receive the following error message (you will have to wait 15 minutes before you can try again).

**LOGIN**

**Your account has been locked out due to exceeding the number of invalid login attempts. Please contact the system administrator for help.**

**Username**

**Password**

**LOGIN**

[New User?](#) [Forgot Password?](#)

2. Every 60 days you will be forced to change your password. Your password must be a minimum of 8 characters, a mix of upper and lower case letters, and at least one number or special character. Also, you will not be allowed to repeat passwords for 12 months.

**CONTACT INFORMATION**

**Your password has expired, please enter a new password.**

**Name** Prefix  \* Middle  Last  \* Suffix

**Organization**

**Title**

**Address**  \*

**City**  \* **State**  \* **Zipcode**  \*

**County**

**Phone #1**  \* **Phone #2**

**Fax**  **Cell Phone**

**Email**  \*

**Website**

**Username**  \*

**Password**  \* **Confirm Password**  \*

**Question**  \* **Answer**  \*

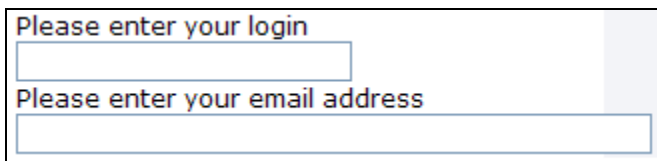


# Forgot Password

1. Forgot password page is accessed from the 'Forgot Password' link on the login page.

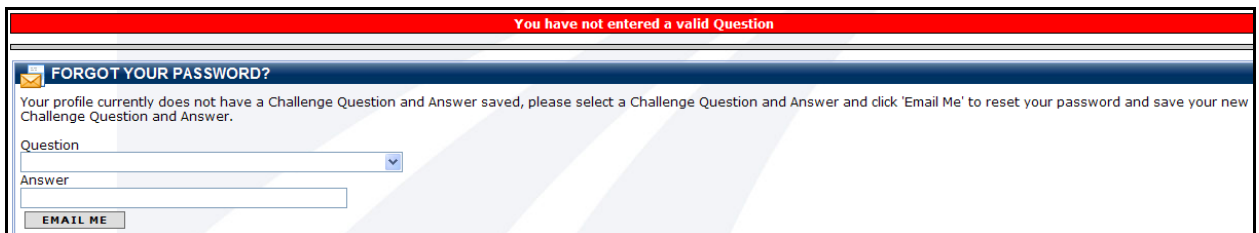


2. Enter your username and email address.



3. If the information entered is correct a second page will display your hint question; the answer to the question is not case sensitive.

**Note:** The Forgot Password page will only prompt you for your hint question if you have a hint question setup in the system. If you don't have a hint question setup in the system, the system will force you to enter a hint question and answer at that time.



4. You will have 3 attempts to answer the question if you have one setup. After 3 attempts, your account will be locked for 15 minutes before you can try again.

