

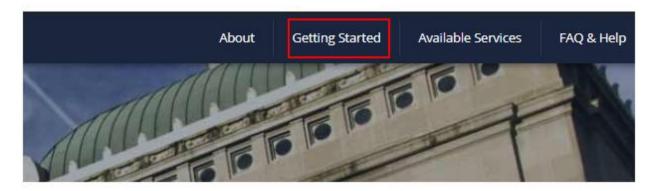
# INDOT Technical Application Pathway ITAP v.3.0

# Quick Start Guide

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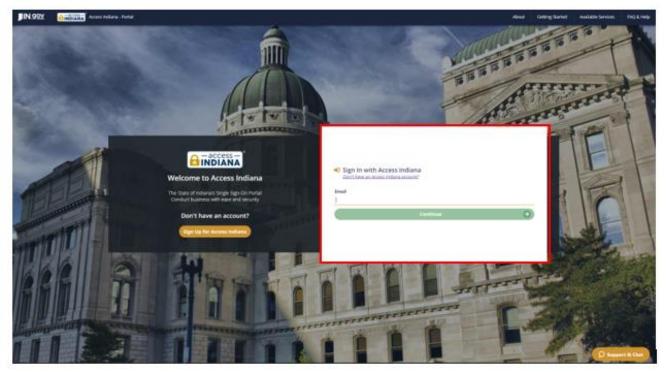
#### How to Create an Access Indiana Account (For External Users)

You may click <u>Getting Started</u> to be taken to the *Access Indiana Getting Started* instructions or you may click <u>Access Indiana</u> to be navigated to *Access Indiana*, click *Getting Started* in the upper right hand side of the screen.



#### How to Login to ITAP

If you are an **external user**, once you have an *Access Indiana* account, when you navigate to <u>itap.indot.in.gov</u>, you will be taken to the *Access Indiana* login screen (below) where you will be asked to enter your email address. Once you have successfully done so, you will then be navigated to the new



If you are an **internal user**, you will login to ITAP by navigating to <u>itap.indot.in.gov</u> or by clicking on the ITAP link inside the ERIN homepage. If you are on the VPN, you will be automatically logged into ITAP

using your network credentials. If you are not on the VPN, you will be navigated to the *Access Indiana* homepage, shown below, where you will be asked for your email address. Once you have successfully done so, you will then be navigated to the new ITAP home page.

# How to Map an Existing ITAP Account(s) (For External Users)

If you have multiple ITAP accounts, you may link those accounts by utilizing the *Map an Existing ITAP Account(s)* functionality either from the orange *Menu* button at the top left side of your screen (*it will then appear under the User category*) or the *Action Links* card in the middle of the right-hand side of your screen. You will need that accounts username and password for entering into the *Map An Existing ITAP Account(s)* dialog box once it appears. Do this for every account you want to map to your *Access Indiana* account.

\*If you pre-registered for ITAP (process available before ITAP v.3.0 went live), you should see the business you mapped when you pre-registered on the right-hand side of the screen as a My Businesses card; you will not see the Map An Existing ITAP Account functionality in the Action Links card, but can still access that feature to map additional accounts by navigating to the Menu (upper left hand side of screen) as stated above.

		CHNICAL APPLICATION PATHWAY	
<b>.</b>			
Application	Business	User	Support
- Enroll New Application	n - Request New Business	- Request New User Account	- Contact
- Application Requests	- Business Maintenance	- Map an Existing ITAP Account(s)	- Help
	- Business Requests	- User Mainte	
		- User Requests	
Action Links			
Track Request Status			
Request New Business			
Request New User Accour	it		
Enroll New Application			
Map Your ITAP User Accou	Int		

# How to Request a New Business & Register a Primary Contact

(For External Users)

If you have no businesses registered or have an additional business or businesses to register, click on the orange *Menu* button at the top left side of your screen, under *Business*, select *Request New Business* or the *Action Links* card in the middle of the right-hand side of your screen to access the *Request a New Business* functionality.

		CHNICAL APPLICATION PATHWAY	
Application - Enroll New Application - Application Requests		<b>User</b> - Request New User Account - Map an Existing ITAP Account(s) - User Maintenance - User Requests	Support - Contact - Help
Action Links			
Track Request Status			
Request New Business Request New 4 Ter Acc			
Enroll New Application			
Map Your ITAP User Ac	count		

As part of the business registration process, a *Primary Contact* will be set up as well, each going through an approval and notification process. All parties will be kept aware of the status of these requests via email or in the *Notifications* area of ITAP.

#### How to Create a User Account (For External Users)

You may request a user account with a registered business by clicking on the orange *Menu* button at the top left side of your screen and clicking *Request New User Account* in the *User* menu or in the *Action Links* card in the middle of the right-hand side of your screen and clicking *Request a New User Account*. '

As part of this process, the *Primary Contact* of the business will be notified as to the request to approve, deny, etc. All parties will be kept aware of the status of the request via email or in the *Notifications* area of ITAP.

MENU	JIN.go⊻		ECHNICAL APPLICATION PATHWAY	
Ap - Er	plication nroll New Application oplication Requests	Business - Request New Busines - Business Maintenance - Business Requests		Support - Contact - Help
	<b>ction Links</b> ack Request Status			
Re	equest New Business equest New User Account nroll New Apprivation	t		

Map Your ITAP User Account

Notifications

#### How to Update Your Address and Phone Number (For External Users)

Once you have an approved user account, you may edit your address, email and or phone number. To do this, you would simply click on the orange *Menu* button at the top left side of your screen and then under *User*, select *User Maintenance*.

	<b>JIN</b> .gov		HNICAL APPLICATION PATHWAY	
Applic	ation	Business	User	Support
- Enroll	New Application	- Request New Business	- Request New User Account	- Contact
- Applic	ation Requests	- Business Maintenance	- Map an Existing ITAP Account(s)	- Help
		- Business Requests	- User Maintenance	
			- User Recents	

You would then locate your name, click the options icon, and select Edit.

Users Lis	st							
Filter(s)		hn, Business Nam	e: Public Consulting, Active I	Jsers				
	Na	ame 1	, Business Name	· · ·	Primary Contact ▼	Business Email	Ŧ	Status
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Doe, John		Public Consulting			jdoe@gmail.com		
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You may also click *Preferences* (gear icon) from any screen in ITAP at the top right-hand corner of the screen.



Status... 🔻

### Notifications

When a request is made in ITAP for a new business, user account, access to an application, etc. the user requesting as well as an approver (if applicable) will be notified via email. In addition, the users will be able to track said requests in *Notifications* in the *Action Links* card, which is located on the right-hand side of the screen.

Action Links	
Track Request Status	
Enroll New Application	
Notifications	

If you have unread notifications, you will also see an indicator for example *"You have 2 active notifications"* on the home screen at the top middle portion of your screen.

Applications	c
* =	You have 2 active notifications
Applications	Links
▼ INDOT Applications	
Contractor Field Assistant	Launch
Railroad Application	Launch

# How to Enroll in an Application

You may request access to an application by clicking on the orange *Menu* button at the top left side of your screen, then under *Application*, select *Enroll New Application* where you will choose the application and in some case the roles associated to that application.

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- Application quests	- Business Maintenance	- Map an Existing ITAP Account(s)	- Help
	- Business Requests	- User Maintenance	
		- User Requests	

You may also select *Enroll New Application* from the *Action Links* card on the right-hand side of the screen. As part of this process, the Application Administrator for the application will be notified as to the request to approve, deny, etc. All parties will be kept aware of the status of the request via email or in the *Notifications* area of ITAP.

