



INDOT Technical Application Pathway

ITAP v.3.0

Quick Start Guide

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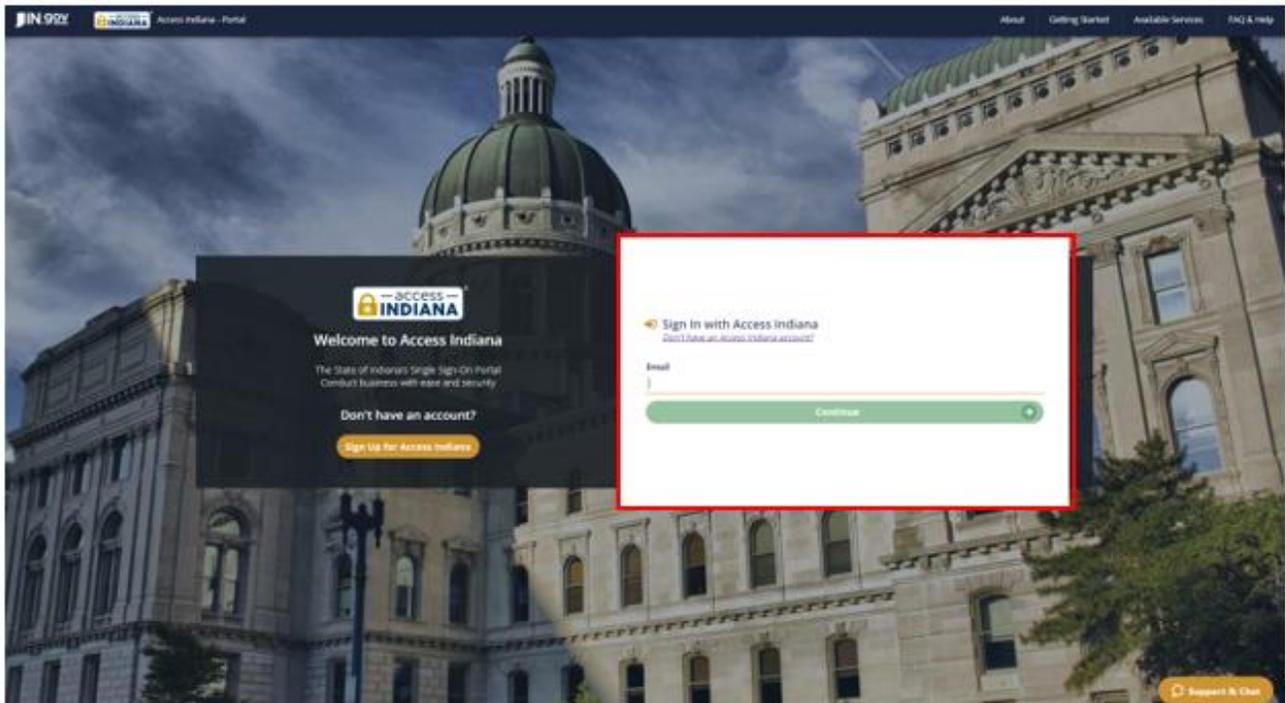
How to Create an Access Indiana Account *(For External Users)*

You may click [Getting Started](#) to be taken to the *Access Indiana Getting Started* instructions or you may click [Access Indiana](#) 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 itap.indot.in.gov, 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



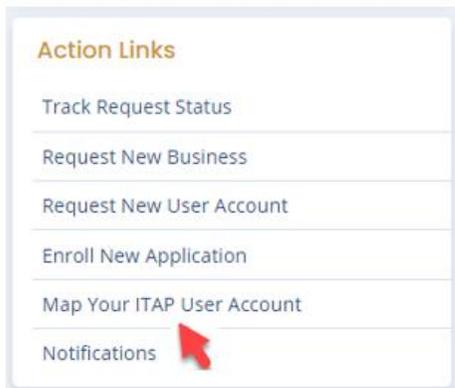
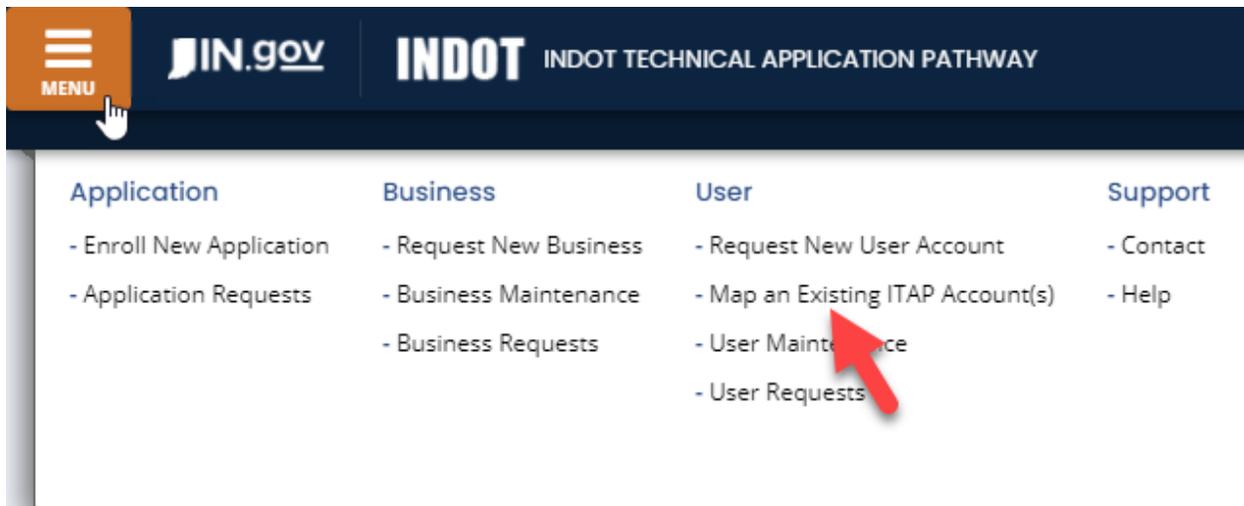
If you are an **internal user**, you will login to ITAP by navigating to itap.indot.in.gov or by clicking on the ITAP link inside the ERIN homepage. If you are on the VPN, you will be automatically logged into ITAP

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.

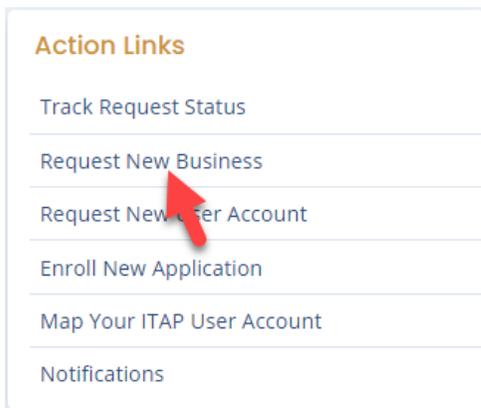
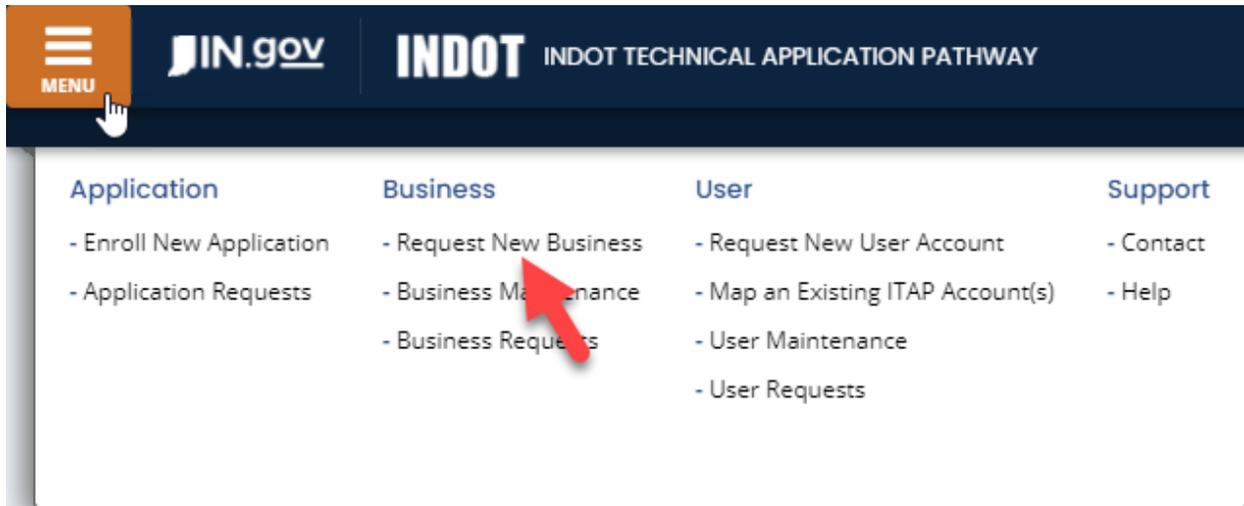
**If you pre-registered for ITAP (process available before ITAP v.3.0 went live), you should see the business you mapped when you pre-registered on the right-hand side of the screen as a My Businesses card; you will not see the Map An Existing ITAP Account functionality in the Action Links card, but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



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.

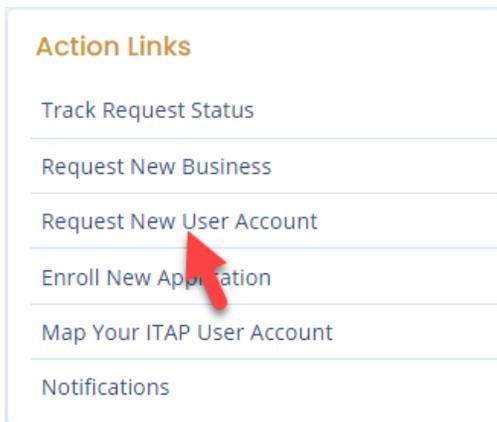
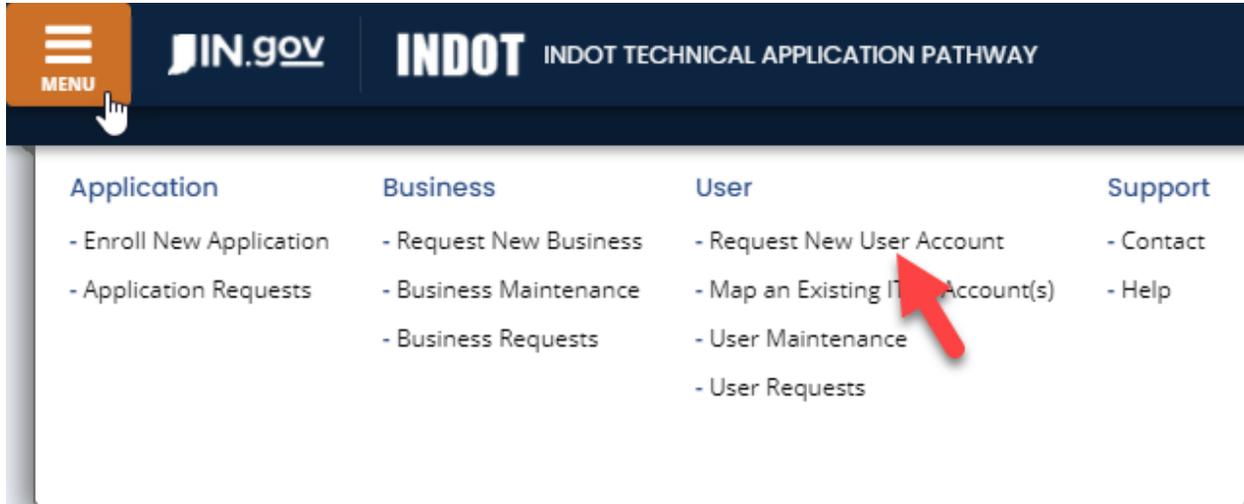


As part of the business registration process, a *Primary Contact* will be set up as well, each going through an approval and notification process. All parties will be kept aware of the status of these requests via email or in the *Notifications* area of ITAP.

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

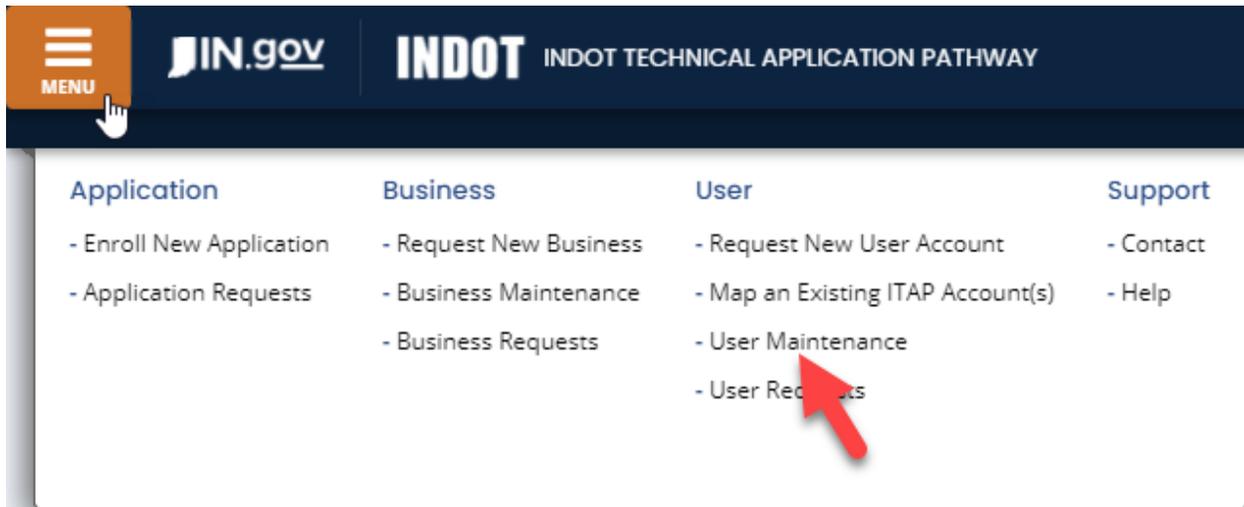
You may request a user account with a registered business by clicking on the orange *Menu* button at the top left side of your screen and clicking *Request New User Account* in the *User* menu or in the *Action Links* card in the middle of the right-hand side of your screen and clicking *Request a New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



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*.

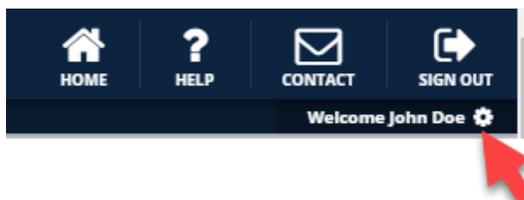


You would then locate your name, click the options icon, and select *Edit*.

Users List

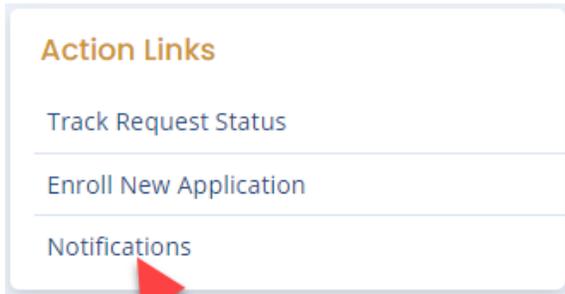


You may also click *Preferences* (gear icon) from any screen in ITAP at the top right-hand corner of the screen.

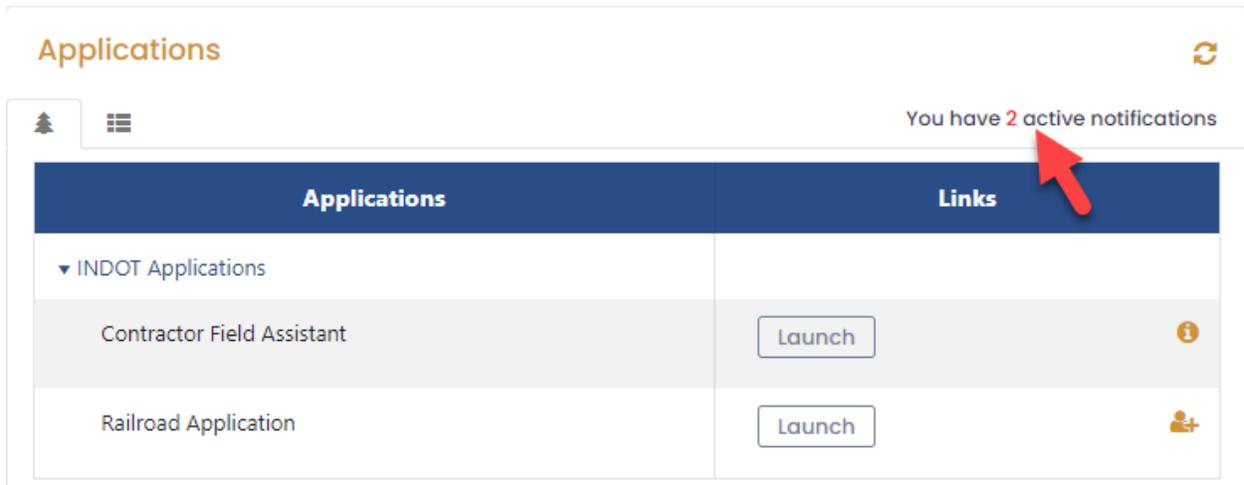


Notifications

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.

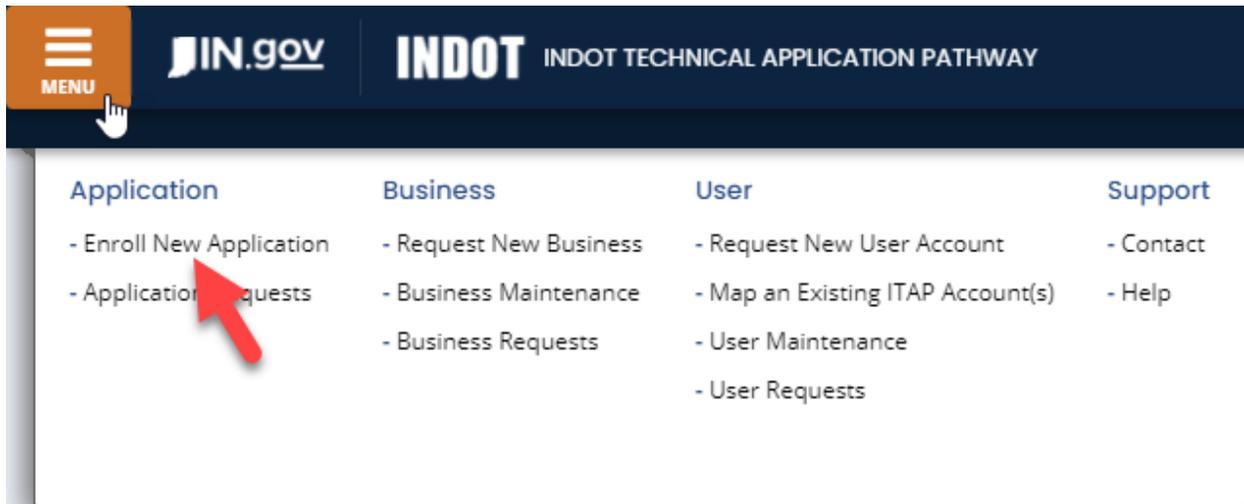


If you have unread notifications, you will also see an indicator for example “*You have 2 active notifications*” on the home screen at the top middle portion of your screen.



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.



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.

