# **CONSULTANT ACCESS DIRECTIONS:**

# Fill out demographic information and project number

## PROFILE INFORMATION:

- 1. New vs previous user: Have you had CDOT network access before?
- 2. Reporting email address: who is filling in this form?
- 3. User email address: Active email address for the consultant user
- 4. Consultant Company name: What company does the consultant work for (ie Rocksol, Yeh, etc...)

### **ACCESS INFORMATION:**

1. Choose the correct region and CDOT signing authority (person). If they are not listed, click the hyperlink 'here' to submit a mojo help desk ticket and enter their (signing authority) name and email address

#### **APPLICATIONS:**

- 1. Select every application you will need by clicking on the listed application
- 2. Enter systems, roles, project numbers, training date and any other applicable information requested

#### **AGREEMENTS:**

- 1. Read agreements associated with requested access
- 2. Click the **Submit** button at the bottom of the form to agree, electronically sign and send access request to the CDOT Signing Authority.