

TIM Instructor – FHWA Reporting Guide

TIM Instructors -- Completed courses must be reported on the FHWA website. This guide describes the steps to take by each TIM instructor, to get set up with access to the reporting site. If you have questions, please contact tim@azdot.gov.

In summary, the following steps comprise the process.

1. Set up your TIM Instructor account on FHWA
 - A. Request an account on the FHWA Portal
 - B. Receive a USERNAME and PASSWORD
 - C. Log in and Request access to the TIM Project area
2. Report TIM Training numbers to FHWA after each TIM Responder Course.

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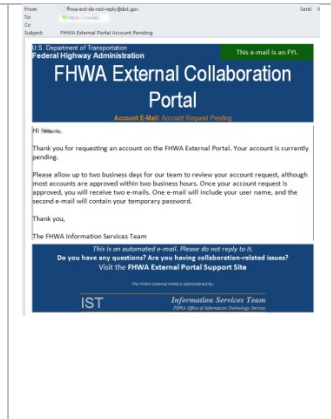
Email #1 – Account Pending

You will receive an email that they are reviewing the request.

REPLY EMAIL#1: (received same day as request)
Account E-Mail: Account Request Pending
Hi Your-First-Name
Thank you for requesting an account on the FHWA External Portal. Your account is currently pending.

Please allow up to two business days for our team to review your account request, although most accounts are approved within two business hours. Once your account request is approved, you will receive two e-mails. One e-mail will include your user name, and the second e-mail will contain your temporary password.

Thank you,
The FHWA Information Services Team



Email #2 – Receive your USERNAME by email

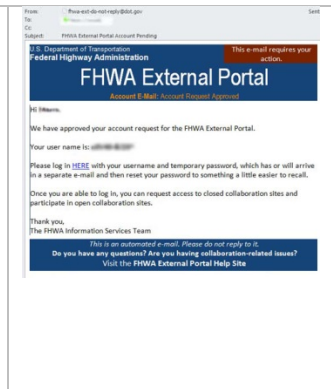
You will receive an email: Request Approved / Your username is...

Account E-Mail: Account Request Approved (received same day as request)
Hi [Your-First-Name]
We have approved your account request for the FHWA External Portal.

Your user name is: [your-username]

[Please log in HERE](#) with your username and temporary password, which has or will arrive in a separate e-mail and then reset your password to something a little easier to recall.

Once you are able to log in, you can request access to closed collaboration sites and participate in open collaboration sites.
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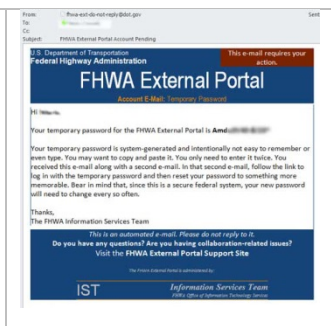


Email #3 – Receive your TEMPORARY PASSWORD by email

You will receive and email: Your temporary password is...

Account E-Mail: Temporary Password (received same day as request)
Hi [Your-First-Name]
Your temporary password for the FHWA External Portal is [your password].

Your temporary password is system-generated and intentionally not easy to remember or even type. You may want to copy and paste it. You only need to enter it twice. You received this e-mail along with a second e-mail. In that second e-mail, follow the link to log in with the temporary password and then reset your password to something more memorable. Bear in mind that, since this is a secure federal system, your new password will need to change every so often.
...



Next, log in and request access to the TIM Program area

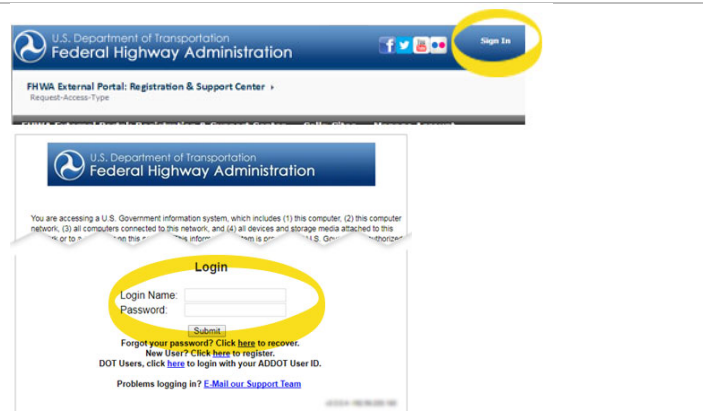
Logging your Course Roster on the FHWA TIM Project portal

Sign in with your Username and Password

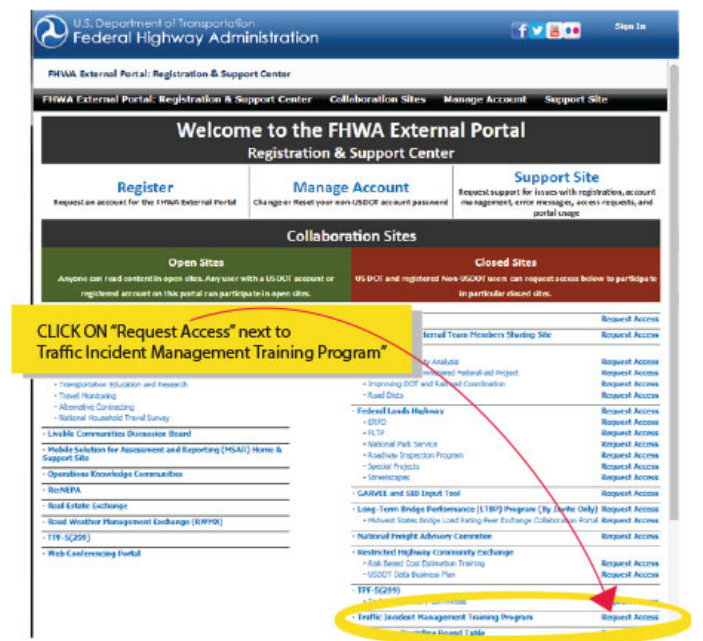
Once you have credentials, you begin by signing in. Use the link in the header.

1. Click the Sign In button on the header.

2. Enter your credentials



3. Scroll down and click **Traffic Incident Management Training Program**



4. Submit your training records

The screenshot shows the FHWA reporting website interface. A yellow box highlights the link "Submit your Training Records" in the navigation menu. Another yellow box highlights the "Submit Your Training Records" link in the main content area. A red arrow points from the yellow box in the main content area to the yellow box in the navigation menu.

(cont'd)
Submit your training

NOTE: You will not be entering the class roster itself – all you need to do is **enter how many people in each discipline** you have taught.

The screenshot shows the "Training Attendance Form" with various input fields for training details. The "Submit" button is circled in red. A yellow box highlights the "Submit Your Training Records" link in the navigation menu. A red arrow points from the yellow box in the main content area to the yellow box in the navigation menu.

NOTE: You will not be entering the class roster itself – all you need to do is enter **how many people in each discipline** you have taught.

Finally Click Submit and your information will be placed into the FHWA system and credited to Arizona.

Once you have logged trainings as an instructor, you will be able to review them on "My Dashboard" and the "Training Attendance Summary Report" – we encourage you to browse this site, and get to know your options.

If you have questions, please contact us at: tim@azdot.gov