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# 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 <u>tim@azdot.gov</u>.

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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# **TIM Instructors: Set up your TIM Instructor Account on FHWA**

#### First Time Users - Create an account on the FHWA Portal

First time users must request an account setup, prior to everything. logging in to report on your classes.





FHWA External Collaboration

Portal

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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...



### 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



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## First Time (cont'd) – Next - Once you have an account, request access to the Traffic Incident Management Training Program as a non-USDOT User

First time users must request an account setup, then be request access to the TIM Project area.

1. Go to the <u>FHWA External Portal</u> website and choose <b>Request Access</b> next to the Traffic Incident Management Program.	U.S. Department of Increportation Federal Highway Administration Step 30 FIVUA External Partal: Registration & Support Center FIVUA External Partal: Registration & Support Center Collaboration Sites Manage Account Support Site Walcourse to the ELHWA External Partal
On subsequent visits you will can click on the	Registration & Support Center
Sign In link in the header, then proceed to	Register Manage Account Register Charge a Reset your and USCP as word spaced and the state of the second parameter Charge at Reset your and USCP as word parameter Charge at Reset your and USCP as word parameter portain uses
the Traffic Incident Management Program	Collaboration Sites
area.	Open Sites Closed Sites  Anyonic can read-contention applie alles. Anyonic can read-contention applie alles. Anyonic can read-content on the participation is participation in partitipation in participation in participation in participation in p
	Report Access     Report Access       1     Report Access     Report Access       2     Report Access

2. On the next screen, choose:	
I am a non-USDOT user and I want to access the Traffic	U.S. Department of Transportation Federal Highway Administration
Incident Management Training Program site	FHWA External Portal: Registration & Support Center » Request-AccessType
	FHWA External Portal: Registration & Support Center Collaboration Sites Manage Account Support Site
	Request Access
	I am a USDOT User registered with a dot gov e-mail address and i want to access the Traffic incident Management Training Program its



# 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.	U.S. Department of transportation Federal Highway Administration
2. Enter your credentials	HWA External Portal: Registration & Support Center + Request-Access-Type Control Contr
	Vou are accessing a U.S. Government information system; subth includes (1) this connector (2) this connector (3) this conn
	Login Name: Password: Solor: New Usin?*Click here to recover. New Usin?*Click here to regione: DOT Users, click here to login with your ADDOT User ID. Problems logging in ? <u>E Mail our Support Team</u>
3. Scroll down and click Traffic Incident	U.S. Department of Transportation Step 1
Management Training Program	Federal Highway Administration
	FHUM External Portal: Registration & Support Center
	Welcome to the FHWA External Portal Registration & Support Center
	Register         Manage Account         Support Site           Republican account for the IMAR before in Profile         Clangeer Rest your nin USDCE account passand         Resurct Support for the rest of the rest of the second passand
	Collaboration Sites
	Aspent can read controlling one sites. Any sites with a US-DCI access to read and registrated New 3000-was an request scess below to participa to registered accessitor and has participated in supervision. In participate disease does not request scess below to participate in in participate disease di
	CLICK ON "Request Access" next to Browel Access Terral Team Members Starting Site Boyard Access
	Traffic Incident Management Training Program" Addise Report Access
	Transportion Notation and Research     Transport Access     Transport Access     Transport Access     Transport Access     Transport Access     Transport Access
	- Statistic Instatistics Trans Survey     - EDIO     Respect Access     - Active     - Acti
	- Noole Souton for Assessment and Reporting (POAU) Nome &      - Noole Souton for Assessment and Reports Access     - Operations Reports Access     - Operations Reports Access     - Operations Reports Access
	RenKEPA     CARVEE and SED Explorition     Request Access     Construction     Construction     Construction     Construction
	- Road Weather Planagement Exchange (RW190)     - Road Weather Planagement Exchange (RW190)     - Road Weather State and Exchange We Exchange Collections for the Respect Access     - TTF-S(280)     - National Presigit Advisory Committee     Respect Access
	Reb Cardrenning Puntal     Repart Access
	Indite Landest Kanagement Training Program     Report Access



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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