

**KANSAS DEPARTMENT of TRANSPORTATION
AASHTOWare Project User Request Form**

NEW USER REQUEST (Form 0519 REQUIRED)

USER ROLE CHANGE

DEACTIVATE USER

COMPANY NAME:

FIRST NAME:

MIDDLE INITIAL (optional):

LAST NAME:

PHONE NUMBER:

EMAIL:

PAYROLL SOFTWARE:

ADD REMOVE Contractor ONLY Roles (Select ALL that apply)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | EXTERNALBIDDER (Bidder/Quoter Entry) (PRIME ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | EXTERNALPRIMEPAYROLL (Prime Contractor Payroll Entry) (PRIME ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | EXTERNALSUBPAYROLL (Subcontractor Payroll Entry) (SUBCONTRACTOR ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | EXTERNALSUBPAYMENT (Subcontractor Payment Entry) (Prime and/or Subcontractor) |
| <input type="checkbox"/> | <input type="checkbox"/> | CONTRACTOR_KS (Change Order/Payment Estimate Review and Approval) (PRIME ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | PRODUCER_RO (For Producers to view their information) |

ADD REMOVE Agency ONLY Roles (Select ALL that apply)

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CONSTRINSP_KS (ALL Construction Inspectors on Type "C" contracts) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJMAN_KS_AREA (Area Engineer Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJMAN_KS_DISTRICT (District Engineer Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJMAN_KS_CO (Change Order Section Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJMAN_KS_BUREAU (Bureau Chief Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | PROJMAN_KS_FHWA (FHWA Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | MATERIALUSER_KS (Material Tests Entry) (ALL Material Users) |
| <input type="checkbox"/> | <input type="checkbox"/> | MATERIALUSER_KS_SUPERVISOR (Material Test Approval) (DISTRICT, REGIONAL AND MRC LABS ONLY) |
| <input type="checkbox"/> | <input type="checkbox"/> | CONTRACTS_KS_NONC (Creation and process of payments on NON-C Type contracts) |
| <input type="checkbox"/> | <input type="checkbox"/> | ESTIMATION_KS (Estimation role) |

COMPANY OFFICER APPROVING EMPLOYEE REQUEST FOR USER ACCOUNT (Contractors ONLY):

I, _____, authorize the above user to legally and electronically sign and submit payrolls or subcontractor payments or bidder quoter data or change orders to KDOT. I, the under signed, verify and attest that I am a duly sworn officer fo the company listed above and that the individual listed above is an employee and/or legally affiliated staff designated to perform the AASHTOWare Projects Roles selected for the company.

SIGNATURE: _____ DATE: _____

POSITION/TITLE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

IF this is a NEW user request, please continue to the next page to sign the DOT Form 0519 for access to KDOT's Network.

Non-Employee Information Technology Usage Agreement with the Kansas Department of Transportation

Anyone that is not a Kansas Department of Transportation employee who will access Kansas Department of Transportation information technology are required to sign this document before accessing any Kansas Department of Transportation information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by Kansas Department of Transportation.

1. Non-employee individuals have no expectation of privacy in any electronic communications, use of Kansas Department of Transportation property, or Internet access. Kansas Department of Transportation reserves and has the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee individuals shall use only accounts and access authorized by the Kansas Department of Transportation Office of Information Technology Services (OITS).
3. Non-employee individuals may access only those resources for which they are specifically authorized.
4. Non-employee individuals are personally responsible for safeguarding their account and log-on information. Passwords and User-IDs provided to individuals are not to be shared with anyone, nor should User-IDs or passwords be written down and affixed to any visible location.
5. Non-employee individuals are not permitted to script (stored and automated/executed by another program) their user IDs and/or passwords for log-on access.
6. Non-employee individuals are not permitted to allow another person to log-on to any computer utilizing their, if provided, personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Authorized system or service accounts may be used by multiple authorized people.
7. Non-employee individuals may not leave their workstation logged onto the network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. Non-employee individuals shall report to the Office of Information Technology Services (OITS), of all software loaded onto any Kansas Department of Transportation computer. The software must have been approved in writing in advance by the BCS.
9. Non-employee individuals shall execute only applications that pertain to their specific contract work.
10. Non-employee individuals shall promptly report log-on problems or any other computer errors to the Helpdesk (785-296-0315).
11. Non-employee individuals shall promptly notify the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS) if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee individuals shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
13. Non-employee individuals shall not install or use any type of encryption device or software on any Kansas Department of Transportation hardware, which has not been approved in writing in advance by the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
14. Non-employee individuals shall not attach any device to the Kansas Department of Transportation network without prior written approval in advance from the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
15. Non-employee individuals may not remove any computer hardware, data or software from a Kansas Department of Transportation building for any reason, without prior written approval from the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
16. Non-employee individuals shall not delete, disable, or bypass any authorized encryption device, or anti-virus or other software program, installed on Kansas Department of Transportation hardware.
17. Non-employee individuals shall not attach any network or phone cables to any Kansas Department of Transportation device without written approval from the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
18. Non-employee individuals may not copy any data and/or software from any Kansas Department of Transportation resource for personal use.
19. Non-employee individuals may not utilize Kansas Department of Transportation computer systems or networks for any purpose not authorized by the Kansas Department of Transportation including but not limited to the following:
 - a. Standard Operating Manual (SOM) 1.15.2
 - b. Game playing;
 - c. Internet surfing not required for their work activity;
 - d. Non-related work activity; or
 - e. Any illegal activity.
 - f. Downloading of files from non-KDOT resources. If files are needed for your work, contact Kansas Department of Transportation OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS) personnel.
20. Non-employee individuals are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
21. Non-employee individuals may not give out any Kansas Department of Transportation computer information to anyone. Exception: other non-employee personnel needing the information to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media shall be erased or destroyed prior to disposal.
23. Non-employee individuals may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the OFFICE OF INFORMATION TECHNOLOGY SERVICES (OITS).
24. Non-employee individuals shall not attempt to obtain or distribute Kansas Department of Transportation system or user passwords.
25. Non-employee individuals shall not attempt to obtain or distribute door pass codes/passkeys to secured rooms at any Kansas Department of Transportation facility for which they are not authorized.
26. All equipment issued to Non-employee individuals will be returned in good condition to Kansas Department of Transportation upon termination of the Kansas Department of Transportation/non-employee Personnel relationship.
27. Non-employee individuals may not use Kansas Department of Transportation information technology to send or receive threatening, obscene, abusive, sexually explicit language or pictures.
28. Non-employee individuals are prohibited from causing Kansas Department of Transportation to break copyright laws.
29. Use by Non-employee individuals of any Kansas Department of Transportation information technology will acknowledge acceptance of the above-referenced policies and this agreement.

Non-employee personnel's signature

Date

Company's/Agency's name, printed

Non-employee personnel's name, printed

Return signed form to Kansas Department of Transportation, Office of Information Technology Services, Security Management Section,
700 SW Harrison, Topeka, KS 66603