

ADOT HPT Portal Access Process (Revised August 2024)

Using an assigned ADOT email address and going through Okta

1. The consultant needs to obtain 4 forms:
 - a. ADOT Computer Access Request Form (CARF);
 - b. Portal Access Request Form
 - c. Acceptable Use Agreement (AUA)
 - d. Information Access and Non-disclosure Agreement (NDA);
2. Email or call Daniel Rucker, (480) 486-0049. We no longer use the soft token smart phone apps (Mobile Pass) or the hard token Key Fobs (which replaced CryptoCards).
3. Fill out the forms and email back to HPT (Daniel Rucker, drucker@azdot.gov), along with a recent copy of your resume/CV.
4. [AT ADOT] HPT contacts the ADOT Service Desk, and gets an SDP Ticket #, with which HPT will turn in a CARF (Computer Access Request Form). Within a few days, there should be a response sent to HPT and new user with new ADOT email address and RACF number.
5. New user will be assigned an ADOT email address and notified via email. With ADOT email address and RACF ID number in hand, new user will **call the ADOT Service Desk at 602-712-7249** to get a password. Make a note of your RACF number and password: you will need them!

Note: The ADOT Citrix Cloud portal login page at <https://id.azdot.gov> is different from previous remote working links. User will be required to use their Okta credentials (ADOT email and password) and Okta Verify to log in, instead of the hard or soft tokens. This replaces the old entry link, <https://remote.azdot.gov> , which has been decommissioned.

6. New users will be provided information on how they need to set up both their cell phones (Okta Verify) and their computers (Citrix) so that they can log into the Citrix Cloud portal (see “Citrix Login Instructions” pages), including this link to a youtube video for new users about Okta setup and verify: <https://www.youtube.com/watch?v=codycUlwg3M&authuser=0>.

Note: Okta profile may take up to four hours to become available after receiving this notification.

7. If new user does not already have the new Citrix Workspace app on their computers, it will have to be downloaded. Follow steps on the “Citrix Login Instructions” pages.

Note: You will need to have admin privileges to add a new program to your computer. If you are using a company computer, talk to your IT department about this.

8. You will have to complete two trainings now required by law for all with any access to ADOT files:

1. Computer Security Awareness Training

2. Title VI Nondiscrimination Training

There's a due date based on issue date of the account so get this taken care of soon. If you have a new account, you may have to give the system time to reset with your RACF number, so it may take a couple of tries to get in. Follow the instructions on your notification to access the training. Each course should take around 30 minutes. Once you've completed them, you're good for a year.

Note: For training generally: Log in through Okta to reach the [sumtotal.host](#) Learning Center with your new ADOT email address.

9. To check your ADOT email (where your notifications will come in): Use your normal web browser and go to <https://id.azdot.gov>. You do not need to access <remote.azdot.gov> to get your gmail/email.
10. **Log on to the HPT Portal:**
From your own desktop, browse to <remote.azdot.gov/>, where you will see the Okta login window. Once you have logged into Okta, you will see the ADOT Basic Desktop. Using the browser, go to <https://adotnetapp/hptportal/>. If you are already logged in to the ADOT network, you will not be asked for another ID and password.

Begin your search! If things have been set up correctly at the ADOT end, you should be able to browse to find your own desktop for uploading and downloading documents, as needed. If you don't see your own computer there somewhere, please let me know. I found mine at "Computer" – "Other". You can also "Save as" to the ADOT Basic Desktop and then copy that and paste in your own desktop.

And please remember to close the portal, and to log off of the Citrix virtual network (double-click the Log Off button) when you finish.

Last Reminders:

1. **You have to log on to the portal at least once each 30 days for your account to remain active.** I get notices from security telling me who hasn't logged in and is being terminated, which I have to pass on to consultants. It is very helpful to avoid this process, so if you could please put a reminder in your calendar (or whatever works for you) to log in every now and then (whether you need it or not!), we would very much appreciate it.
2. **Use the portal flexibly.** Be sure to read my *Tips on Using the HPT Portal* handout!
3. **Be sure to click on "Clear Search Criteria" in between searches, as it gets confused.**
4. The Portal is a work in progress: if you see things that need correcting, let me know. If you have reports that aren't there but should be, send them to me and I'll upload them. If you have suggestions on improvements, let me know; I already have a long list for the programmers when I next get a shot at changes. Any other ideas: let me know!
5. If you have technical questions about your login or need to reset a password, call the ADOT Service Desk at 602-712-7249.
6. If you have other questions, problems or comments, please call Daniel Rucker, (480) 486-0049.