

# **ADARS**

**Act 51 Distribution and Reporting System**



***ADARS***

Act 51 Distribution and Reporting System

**ADARS TRAINING MODULE**  
**ACCESSING THE SYSTEM**

# **ADARS**

Act 51 Distribution and Reporting System

Welcome to the Act 51 Distribution and Reporting System (ADARS) training module for accessing the system!

In this session you will:

- Learn how to access the State of Michigan's Single Sign On system,
- Create your unique secured access password and user identification, and
- Register for ADARS.

# ***ADARS***

Act 51 Distribution and Reporting System

## **STATE OF MICHIGAN SINGLE SIGN ON**

# ADARS

Act 51 Distribution and Reporting System

Before you can access the State's web systems (including ADARS), you must register as a user through the "Single Sign On" process.

- To register go to:
  - MI Transportation Reporting Portal
    - [www.michigan.gov/Act51Reporting](http://www.michigan.gov/Act51Reporting)
  - Click the [Go to ADARS Portal](#) link.

# **ADARS**

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - When you click the Go to ADARS portal link, the State of Michigan Single Sign On screen will open.
  - Click the Register button.

# MI Transportation Reporting Portal

Michigan Act 51 & Transportation Asset Management Council

Michigan.gov

The Official State  
of Michigan Website

## Act 51 Financial

[Go to ADARS Portal](#)

The Act 51 Distribution and Reporting System (ADARS) manages the monthly distribution and disbursement of Michigan Transportation Funds (MTF) to Counties and incorporated Cities/Villages as well as yearly distributions of snow payments, mileage transfers and engineering payments. ADARS also manages processes associated with the yearly Financial Reports that Counties and Cities/Villages must submit.

## Asset Management Council

[Go to Asset Management Council Portal](#)

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan.

TAMC is a legislated body of representatives from agencies who own roads or are responsible for road funding that coordinate:

- ▶ The collection of the condition of federal-aid eligible roads and bridges
- ▶ The collection of asset investment data
- ▶ The reporting of the collected data and analysis to the Legislature and State Transportation Commission

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User ID

Password

Login

\* If you do not have a User ID, please click

[Register](#)

[I forgot my Password](#)

# **ADARS**

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - The Registration Step 1 screen displays:
    - Enter your name and e-mail address.
    - Click the Continue button.

# State of Michigan Single Sign On



## REGISTRATION- Step 1

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\* Indicates required field

First Name \*

Middle Initial

Last Name \*

Email Address \*

**NOTE:** Users who have been assigned a State of Michigan email address must use this address to register.

- State of Michigan Single Sign On
  - The User Registration Confirmation screen will display.
    - Please check all the information to be sure it is correct.
    - If the information is correct click the Submit button.
    - If the information is not correct click the Back button and make changes.

# State of Michigan Single Sign On



## USER REGISTRATION CONFIRMATION

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Please review the following information. Click Submit

First Name :

Initial :

Last Name :

Email Address :

Your User Id will be :

Back

Submit

- State of Michigan Single Sign On
  - You will see a confirmation screen saying your request is being processed.
  - Click the close button.
  - You will receive an e-mail with your user id and temporary password.

# State of Michigan Single Sign On



Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.

Close



Mail Properties Personalize Message Source

**From:** <SSO\_Administrator@michigan.gov> 7/14/2011 1:16PM  
**To:**   
**Subject:** New UserId Information from State of Michigan Single Sign ON

[Michigan Business One Stop Users click here to login](#)

[All Other Application Users click here to login](#)

The following new UserId has been created for you:

Owner Name:	
User Id:	
Password:	
Time of service provision:	Jul 14, 2011 01:16:41 EDT

If you are a new Single Sign On account user and have any problems accessing your account, please contact the State of Michigan's Client Service Center at 241-9700 or 1-800-968-2644.

Michigan Business One Stop clients only - If you have any problems accessing your One Stop account please contact the Customer Assistance Center at 877-766-1779.

# ADARS

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - When you receive the e-mail with your temporary password, go to [www.michigan.gov/Act51Reporting](http://www.michigan.gov/Act51Reporting).
  - Click on the [Go to ADARS Portal](#) link.
  - Sign into the State of Michigan Single Sign On screen using your user id and the temporary password provided.
  - Click the Log in Button.
  - The change password screen will be displayed.

# State of Michigan Single Sign On

Input current password

:

Input new password

:

Confirm new password

:

Change Password

## Password rules are:

1. Minimum password length is 5
2. Passwords are case sensitive
3. Maximum number of repeated characters is 2
4. Password cannot be same as userid or user name
5. New password cannot be same as current password

# **ADARS**

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - When you click the Change Password button, the Change Challenge/Response Answers screen is displayed.
  - Remember your responses. If you forget your password, you'll be asked to provide them.



## Change Challenge/Response Answers

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Change your answers and click OK. You must provide an answer to each challenge.  
Answers are case sensitive.

**What is the name of the city in which you were born?**

Answer:

Confirm Answer:

**What is your mothers maiden name?**

Answer:

Confirm Answer:

**What are the last four (4) digits of your social security number?**

Answer:

Confirm Answer:

**What is your fathers middle name?**

Answer:

Confirm Answer:

- State of Michigan Single Sign On
  - The Change Challenge/Response Answers confirmation is displayed.
  - Click the OK button.

# State of Michigan Single Sign On



User ID: colel

[Sign Off](#)

## Change Challenge/Response Answers

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Your challenge/response answers have been updated.

OK

# ADARS

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - Once you have answered your challenge questions, the Application Portal screen will open.
  - Click the Subscribe to Applications link.

# State of Michigan Single Sign On



## Application Portal

WELCOME

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You are NOT currently subscribed for any applications. If you wish to subscribe for application access please click on the [Subscribe to Applications](#) link below.

---

[Subscribe to Applications](#)

[Account Maintenance](#)

[Sign Off](#)

# **ADARS**

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - The Subscription Screen will display.

# State of Michigan Single Sign On



## SUBSCRIPTION

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Please Select from the list

Dept of Community health



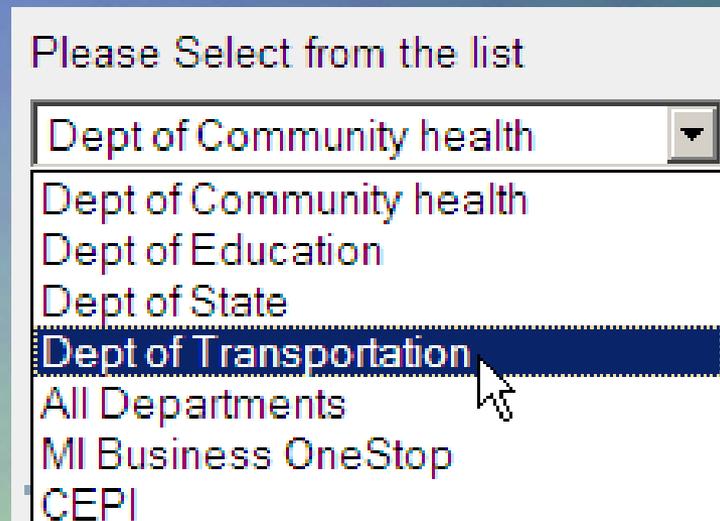
Select App



Next

Back

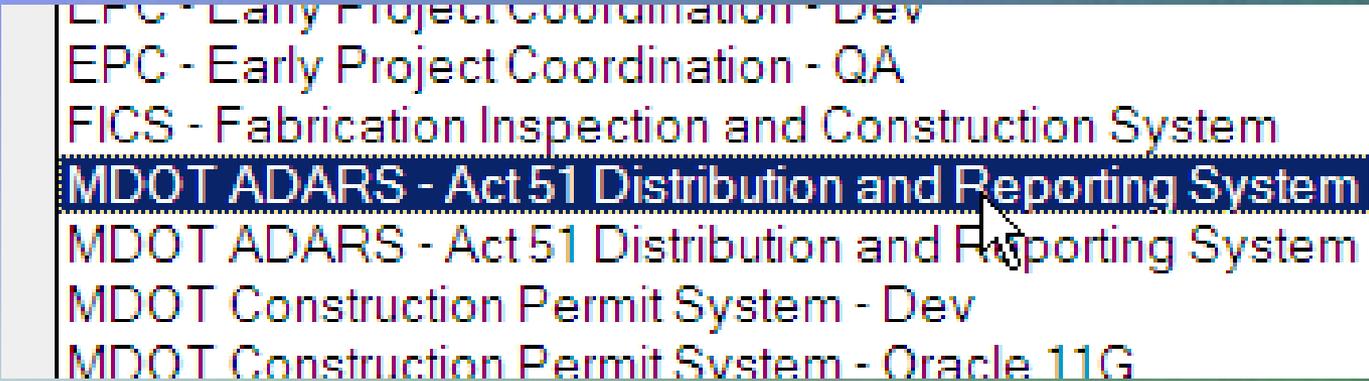
- State of Michigan Single Sign On
  - The Subscription Screen will display.
  - Click the dropdown arrow beneath "Please select from the list," and click to select Dept of Transportation.



# ADARS

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - The Subscription Screen will display.
  - Scroll down the list. Click to select MDOT ADARS - Act51 Distribution and Reporting System.



EPC - Early Project Coordination - Dev  
EPC - Early Project Coordination - QA  
FICS - Fabrication Inspection and Construction System  
**MDOT ADARS - Act 51 Distribution and Reporting System**  
MDOT ADARS - Act 51 Distribution and Reporting System  
MDOT Construction Permit System - Dev  
MDOT Construction Permit System - Oracle 11G

- State of Michigan Single Sign On
  - Click the Next button.
  - You will see a confirmation screen saying your request is being processed.
  - Click the close button.
  - You will receive an e-mail saying that you are subscribed to ADARS.

# State of Michigan Single Sign On

A banner for the State of Michigan Single Sign On. The text "State of Michigan Single Sign On" is written in a blue, serif font. To the right of the text is a white outline of the state of Michigan. The background of the banner is a blurred image of a suspension bridge over water under a blue sky.

Your subscription request has been submitted successfully. You will be notified upon approval.

Close

# ADARS

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - You are now subscribed to ADARS.
  - Go to [www.michigan.gov/Act51Reporting](http://www.michigan.gov/Act51Reporting)
  - Click the [Go to ADARS Portal](#) link.
  - Enter your user id and password at the Single Sign On screen.
  - Click the [MDOT ADARS – Act 51 Distribution and Reporting System](#) link.



## Application Portal

WELCOME

You are currently subscribed to the following applications:

---

- [MDOT ADARS - Act 51 Distribution and Reporting System](#)

---

[Subscribe to Applications](#)   [Add new Roles to Existing Subscription](#)  
[Account Maintenance](#)   [Sign Off](#)

- State of Michigan Single Sign On
  - ADARS Security Screen
    - The first time you enter ADARS you must complete the security screen.
    - Click the radio button next to the organization you represent.
    - Select the agency type.
    - Enter the Agency Code that was given to your organization.
    - If you will prepare and submit the report, select the first radio button next to In ADARS I will:

- State of Michigan Single Sign On
  - ADARS Security Screen
    - When you have selected all the items click the Submit button.
    - You will receive a role confirmation e-mail within 3 business days.
    - If you don't get an e-mail contact MDOT-Outreach@michigan.gov.

You have applied for access to the MDOT Act 51 Distribution and Reporting System (ADARS). Please provide the following information so that the system administrator can give you access to the functions needed to do your job.

\* = Required Fields

**Name:**  
**Phone Number:**  
**Email Address:**

**Please provide the following information:**

**I represent:**

- Local Government
- State of Michigan Agency
- County Road Association of Michigan and/or Michigan Municipal League

**Agency Type:**

- County
- City/Village

\* Counties:

**NOTE:** MDOT has sent the Agency Code to your agency.

Please select an agency or agencies. For each agency selected, enter the Agency Code.

Select	Agency Name	Agency Code
<input type="checkbox"/>	Alcona	
<input type="checkbox"/>	Alger	
<input type="checkbox"/>	Allegan	
<input type="checkbox"/>	Alpena	
<input type="checkbox"/>	Antrim	
<input type="checkbox"/>	Arenac	
<input type="checkbox"/>	Baraga	
<input type="checkbox"/>	Barry	
<input type="checkbox"/>	Bay	
<input type="checkbox"/>	Benzie	
<input type="checkbox"/>	Berrien	
<input type="checkbox"/>	Branch	
<input type="checkbox"/>	Calhoun	

**In ADARS I will:**

- Prepare, View, Submit and Print Report
- View and Print Report Only

# ***ADARS***

Act 51 Distribution and Reporting System

## **Accessing ADARS**

# ADARS

Act 51 Distribution and Reporting System

*After successfully following the above instructions for Single Sign On, you should now be a registered user for the state of Michigan's web based systems and should have your own user id and password.*

To access ADARS:

- Go to [www.michigan.gov/Act51Reporting](http://www.michigan.gov/Act51Reporting).
- Click the [Go to ADARS Portal](#) link. The Single Sign On screen will display. (*You do not need to re-register*)
- Enter your user id and password.
- Click the [MDOT ADARS – Act 51 Distribution and Reporting System](#) link.

# MI Transportation Reporting Portal

Michigan Act 51 & Transportation Asset Management Council

Michigan.gov

The Official State  
of Michigan Website

## Act 51 Financial

[Go to ADARS Portal](#)

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- ▶ The reporting of the collected data and analysis to the Legislature and State Transportation Commission

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User ID

Password

Login

\* If you do not have a User ID, please click

[I forgot my Password](#)



## Application Portal

WELCOME

You are currently subscribed to the following applications:

---

- [MDOT ADARS - Act 51 Distribution and Reporting System](#)
- 

[Subscribe to Applications](#)   [Add new Roles to Existing Subscription](#)  
[Account Maintenance](#)   [Sign Off](#)

# ADARS

Act 51 Distribution and Reporting System

- ADARS
  - If you get a message stating that no agencies are assigned to you contact the System Administrator at [MDOT-Outreach@michigan.gov](mailto:MDOT-Outreach@michigan.gov)

# ***ADARS***

Act 51 Distribution and Reporting System

**STATE OF MICHIGAN SINGLE SIGN ON**

**Changing Single Sign On  
Information**

- Maintaining Your Account in the State of Michigan's Single Sign On System
  - You can change your password or your challenge question responses at any time by clicking the Account Maintenance link on the Application Portal screen.



## Application Portal

WELCOME

You are currently subscribed to the following applications:

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- [MDOT ADARS - Act 51 Distribution and Reporting System - QA](#)
- 

[Subscribe to Applications](#)

[Add new Roles to Existing Subscription](#)

[Account Maintenance](#)

[Sign Off](#)

# **ADARS**

Act 51 Distribution and Reporting System

- State of Michigan Single Sign On
  - Change your password/challenge responses or personal information.
  - Click the Done button.

# Account Maintenance

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- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

Done

# **ADARS**

Act 51 Distribution and Reporting System

For questions about this training module,  
please contact:

Lori Cole, (517)335-2556 or  
[colel@michigan.gov](mailto:colel@michigan.gov)

or

Mary Cumberworth, (517) 241-3178 or  
[cumberworthm@michigan.gov](mailto:cumberworthm@michigan.gov)