

## MDOT Pavement Historical Database (PHD)

# Consultant Request/Approval Protocol

- I. Before consultant personnel request access to PHD using [MILogin](#), provide the following to a PHD Administrator; Fawaz Kaseer, [kaseerf@michigan.gov](mailto:kaseerf@michigan.gov) / Justin Schenkel, [schenkelj@michigan.gov](mailto:schenkelj@michigan.gov):
- Approval from an MDOT Region or TSC representative.
    - The approving MDOT representative should provide an email to the PHD Administrator to confirm.
  - Which job(s) the requesting consultant personnel are assigned to.
    - Up to 2 consultant personnel can sign-up for the same job.
      - Note that only 1 user has access to the job at a time, so consultant users will need to contact their Region Data Owner to reassign the job between the 2 users.
- II. After a consultant request is submitted, the PHD Administrator will respond to approve or deny access. Note:
- Approved consultant users will be granted 'Data Entry' user access, within the MDOT Region or TSC that approved access.
    - If multiple MDOT Regions have approved access, then Statewide access will be granted.
  - Approved consultant personnel are granted a **2-year approval period** to access and enter data in PHD. **2-year extensions can be requested** at the end of each 2-year period.
    - An email notice will be sent in advance of the period end with instructions on how to request extension.
  - Up to 40 consultant users will be approved and have access at any given time. If this limit is reached, additional consultant user requests will be denied access until space is available.
- III. After receiving approval from the PHD Administrator, the consultant personnel can sign-up and access PHD within [MILogin](#) using the following steps:
1. Login to MILogin using <https://milogintp.michigan.gov>.
    - a. If you do not have a MILogin account, click the 'SIGN UP' button at the bottom of the login screen. In the new screen, follow all subsequent instructions and steps.
  2. After logging into MILogin, select '**Request Access**' at the top of the opening screen.
  3. You should be taken to a new page. In the new page:
    - a. Select **Michigan Department of Transportation (MDOT)** from the Select Agencies dropdown,
    - b. Select **MDOT Pavement Historical Database** from the list of applications,
    - c. Then click **Request Access**.
  4. You will be taken through a screen confirming your information.
  5. After confirming, you will receive a screen that your request has been submitted.
  6. Close out of all Internet browser screens and log back into MILogin. If the **MDOT Pavement Historical Database** link is shown, click it. You may or may not be able to enter the application, but this may speed up the email that's sent to the administrator for approval. This may take time if we are away from our desks, out of the office, etc. So please be patient.
  7. Once we have approved you, PHD will be available the next time you log-in to MILogin.
    - a. If after 24 hours, you log-in and still do not have access to PHD, contact one of the PHD Administrators.
- \* When using MILogin, note that:
- *User ID and Password should only be used by the person who was approved to use that User ID and Password. **Do not share access with other individuals.** If access is needed, then request access through the applicable protocol.*
  - *To resolve page loading issues for some applications, uncheck the 'Display intranet sites in Compatibility View' box and making sure '[michigan.gov](http://michigan.gov)' is not in the list of websites for Compatibility. The setting can be found in Internet Explorer under Tools, Compatibility view Settings.*