MDOT Pavement Historical Database (PHD)

Consultant Request/Approval Protocol

1. Before consultant personnel request access to PHD using MILogin, provide the following to a PHD administrator: Fawaz Kaseer (KaseerF@Michigan.gov) or Justin Schenkel (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 **two consultant personnel** can sign up for the same job.
       - ❖ **Note that** only one 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 two users.
2. After a consultant request is submitted, the PHD administrator will respond to approve or deny access.
   - 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 **two-year approval period** to access and enter data in PHD. **Two-year extensions can be requested** at the end of each two-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.

3. After receiving approval from the PHD administrator, the consultant personnel can sign-up and access PHD within MILogin using the following steps:

   1) Log into MILogin using https://milogintp.michigan.gov.
      - ➢ If you do not have a MILogin account, click **Create an Account** at the bottom of the login screen, and follow the on-screen instructions to complete your registration.
   2) After logging into MILogin, select **Find Services** on the main screen.
   3) Select **Michigan Department of Transportation** from the list of departments.
   4) On the left side of the screen, select **MDOT Pavement Historical Database (PHD)**, then click **Request Access**.
   5) If the **MDOT Pavement Historical Database (PHD)** 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 us for approval.
      - ➢ If you do not have access **after one business day**, please contact Fawaz Kaseer (KaseerF@Michigan.gov) or Justin Schenkel (SchenkelJ@Michigan.gov) for assistance.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at Michigan.gov/MDOT-ADA.

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