

Chapter 2 - Getting Started

Register to Use the Act 51 Distribution and Reporting System (ADARS)


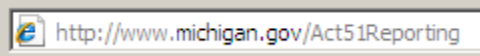
Registration is Required Users must register in the MILogin for Third Party system in order to get access to state applications in general. After access to MILogin is granted, users must request access to specific applications.

One Time Only The following procedures, which you do only one time for registration, provide you with data security and the ADARS user role(s) needed to do your job.

- *First Steps*
- *Register in MILogin*
- *Change Password*
- *Subscribe to ADARS*
- *Request a User Role*

After you have completed these procedures, use the *Access ADARS* procedure for business as usual.

First Steps

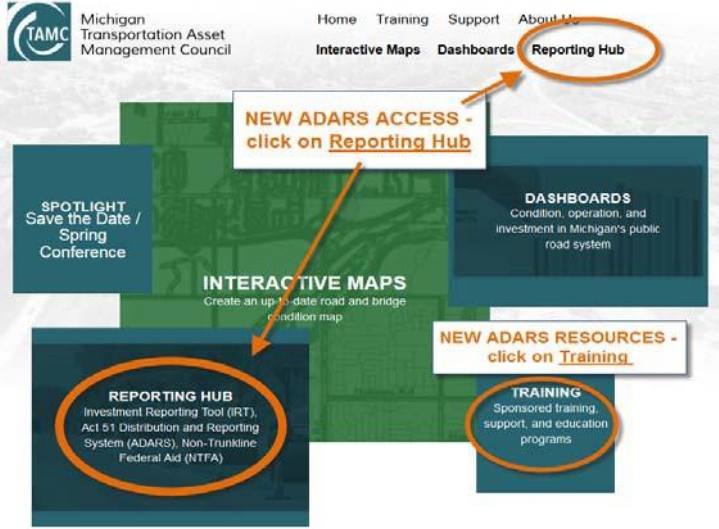
Step	Action
 Note:	Web browser requirements for using ADARS is Internet Explorer.
1	Click to open your Web browser.
2	Enter the Michigan Act 51 Reporting Portal address, www.michigan.gov/Act51Reporting , on the browser's address line. <div style="text-align: center;">  </div> The portal screen is displayed. <div style="text-align: right;"><i>See Next Page</i> ⇒</div>

Step	Action
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3

Click the link and select Reporting Hub from the main screen as shown below:

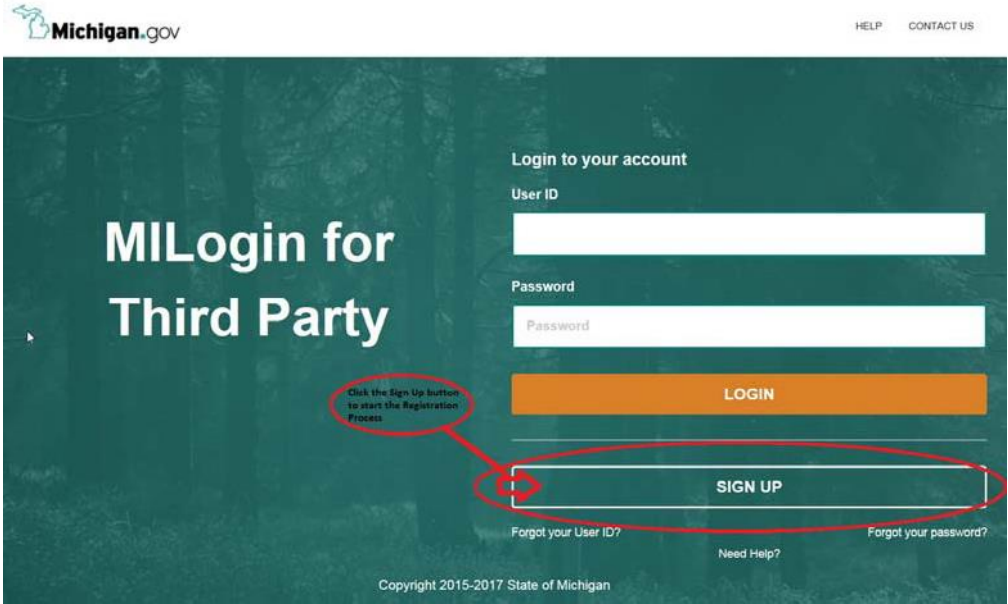
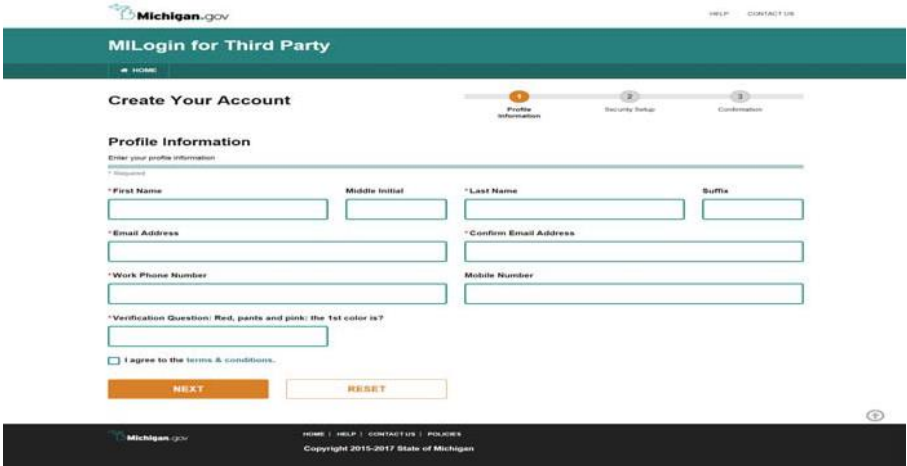


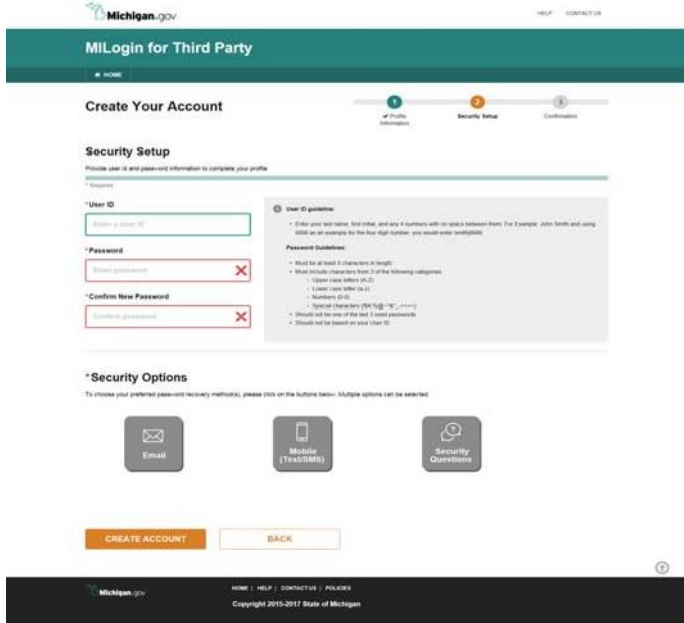
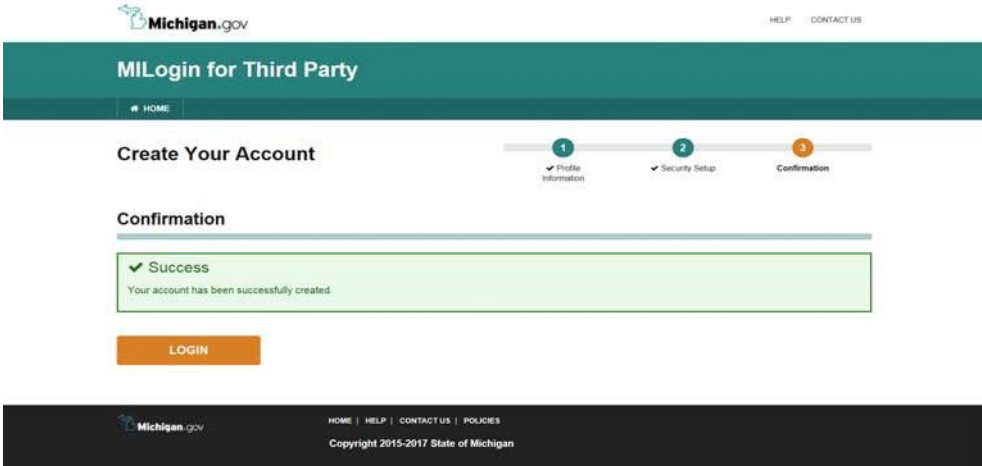
This will take you to the MILogin Home Page. The TAMC website also has new resources and contacts under Training and Support sections for ADARS and other related programs.

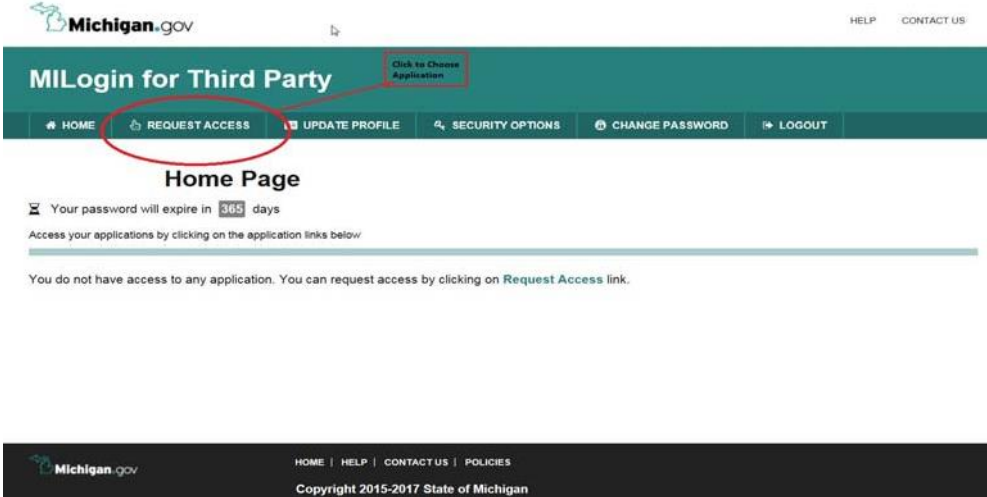
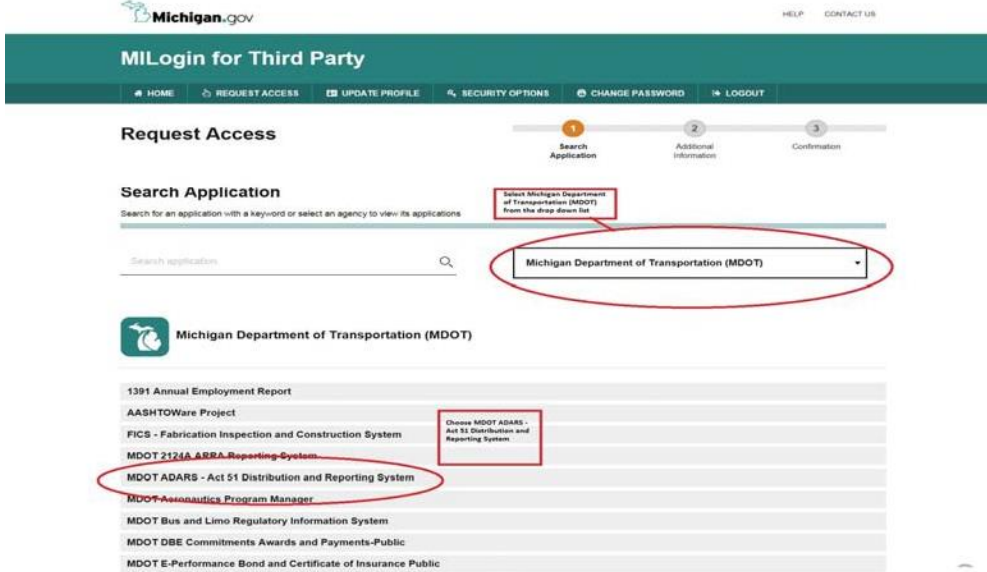
See Next Page =>

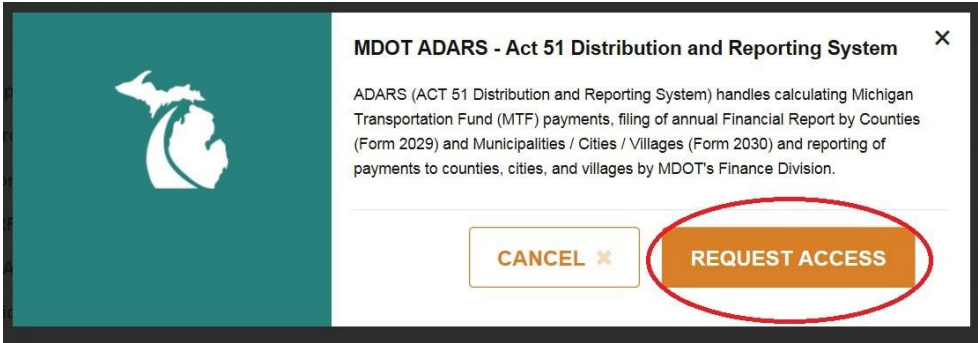
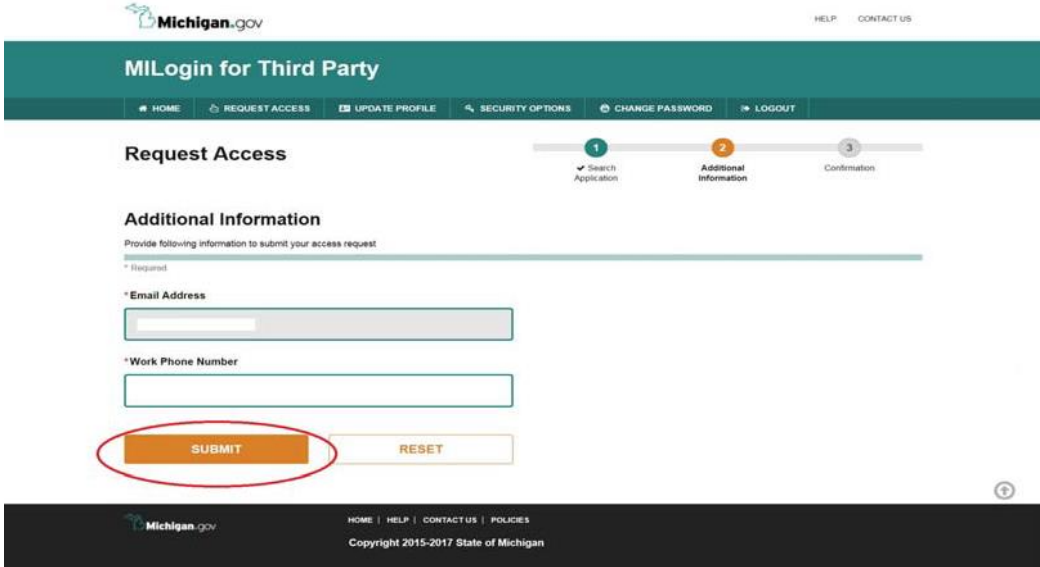
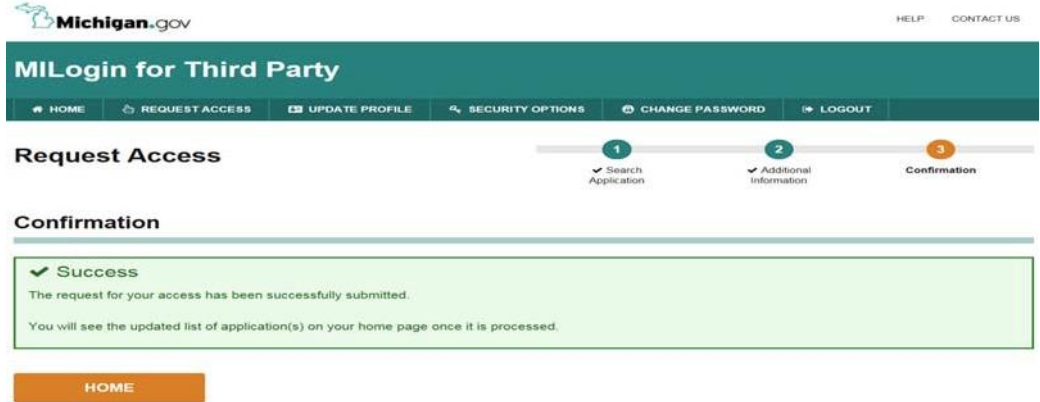
Register in MILogin

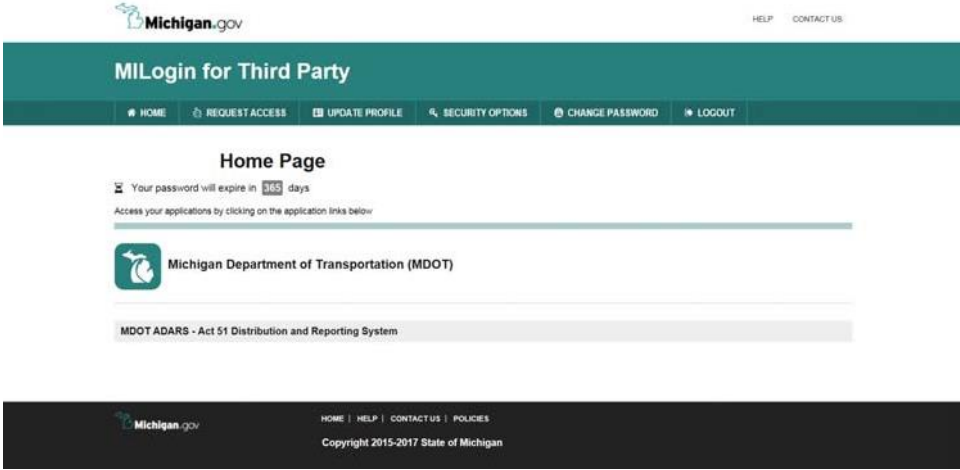
Use the following procedure to register in MILogin.

Step	Action
<p>1</p>	<p>Click Sign Up</p>  <p>Create your account - Step 1 screen is displayed.</p> 
<p>2</p>	<p>Enter the required information.</p> <p style="text-align: right;">See Next Page ⇒</p>

Step	Action
3	<p>Click the Next button on the Create your account - Step 1 screen.</p> 
4	<ul style="list-style-type: none"> • If the information on the screen is not correct, click the Back button to return to the Create your account - Step 1 screen. Repeat steps 2 and 3 to correct the information. • If the information on the screen is correct, click the Create Account button. The following screen is displayed. 
5	<p>Click Login to go to your account.</p> <p style="text-align: right;">See Next Page ⇒</p>

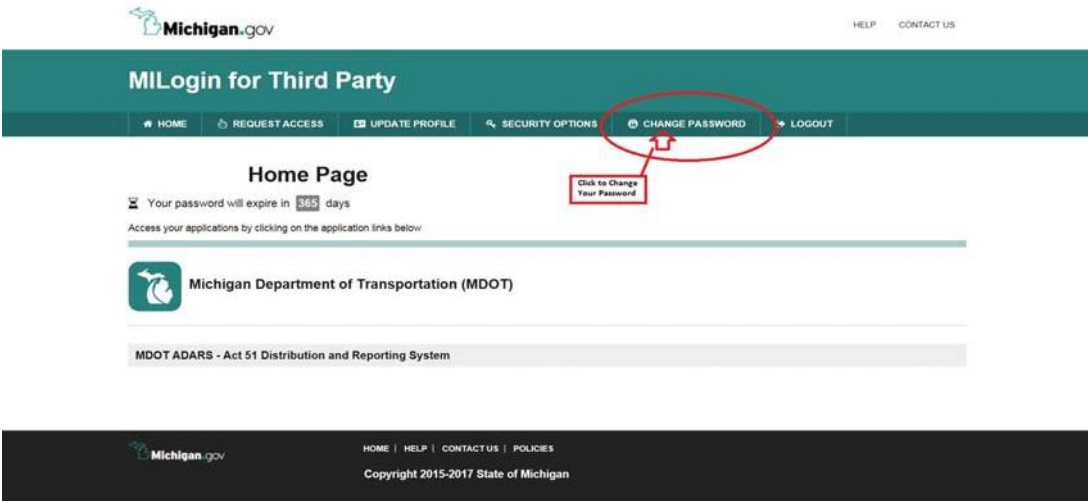
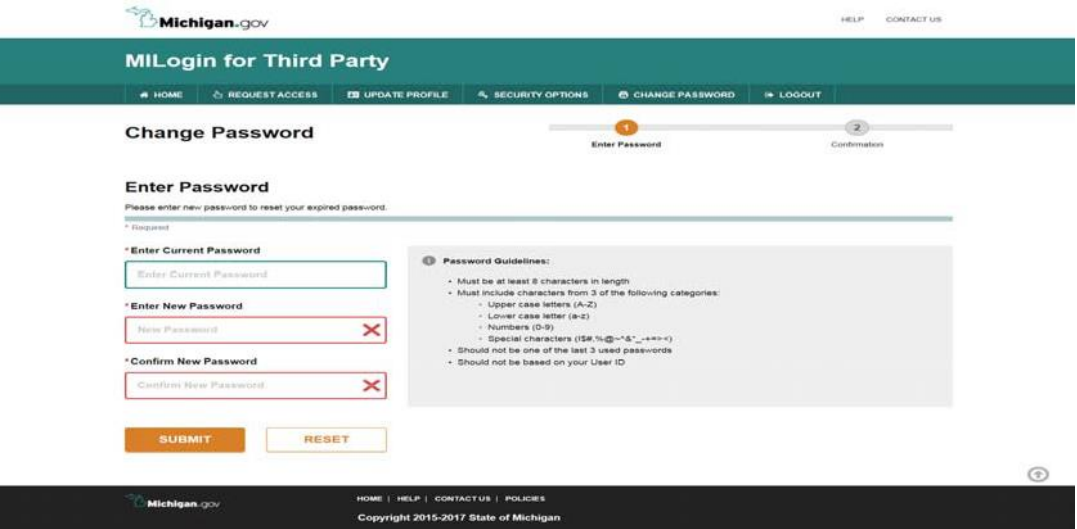
Step	Action
6	<p data-bbox="444 306 1159 338">At the MILogin home page you can now request access to ADARS</p>  <p data-bbox="444 932 1430 993">Click the Dropdown arrow and choose Michigan Department of Transportation. Scroll down to find MDOT ADARS – Act 51 Distribution and Reporting.</p> 

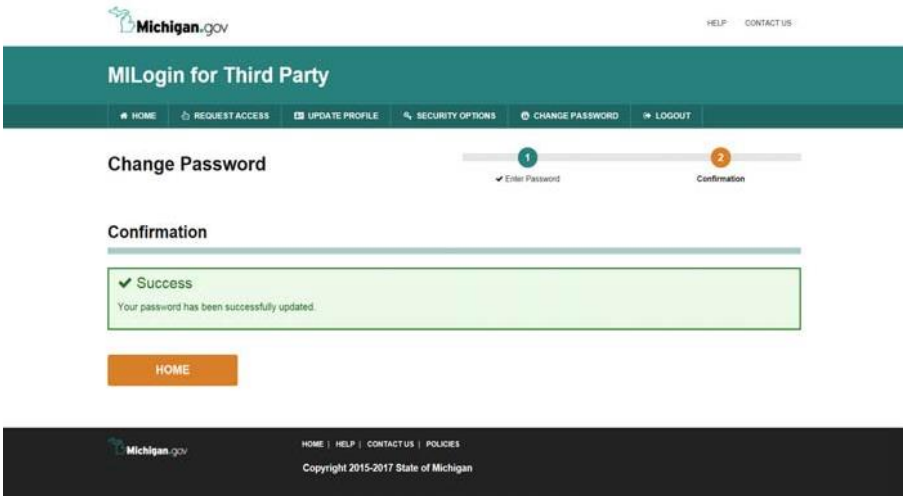
Step	Action
7	<p data-bbox="444 268 922 296">Follow the step to request access to ADARS.</p> <div data-bbox="444 327 1416 667">  </div> <p data-bbox="444 716 1273 772">After you click the Request Access button this screen is displayed. Enter your email address and work phone number.</p> <div data-bbox="397 808 1430 1371">  </div> <p data-bbox="397 1402 764 1430">The following screen is displayed.</p> <div data-bbox="397 1440 1430 1839">  </div>

Step	Action
8	<p>When you go to the MILogin Home Page you will now see the applications available.</p> 
9	Go on to the next procedure Change Password

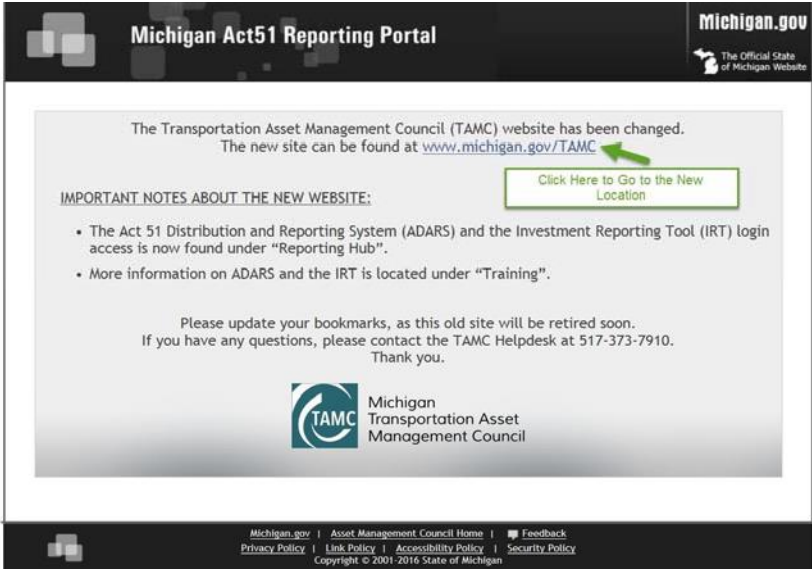

Change Password

The password for MILogin will be active for 365 days. To change your password follow these steps

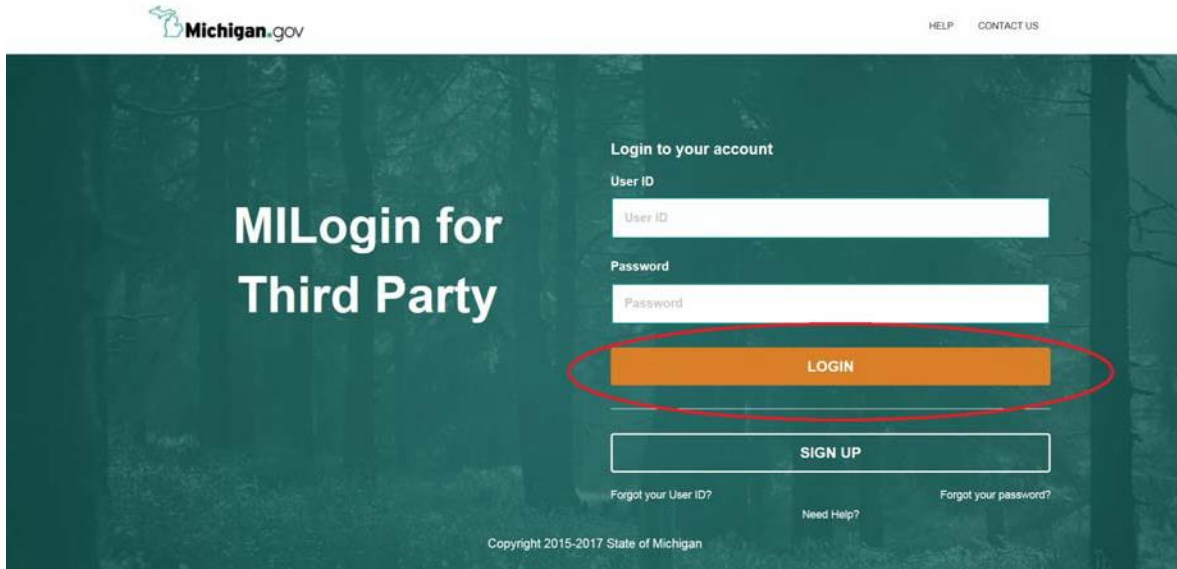
Step	Action
1	<p>Go to the MI Transportation Reporting Portal at www.michigan.gov/Act51Reporting.</p> <p>Follow steps at beginning of Chapter 2 to go to the MILogin Home Page.</p>
2	<p>At the MILogin Home Page after you login click the Change Password button</p>  <p>Follow the steps on the page to change your password.</p> 

Step	Action
3	<p>You will get this message when your password has been successfully changed.</p>  <p>The screenshot shows the Michigan.gov website interface. At the top, there is a navigation bar with the Michigan.gov logo and links for HELP and CONTACT US. Below this is a teal header with the text 'MILogin for Third Party' and a secondary navigation bar with links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled 'Change Password' and features a progress indicator with two steps: '1 Enter Password' (completed) and '2 Confirmation' (current step). Below the progress indicator is a 'Confirmation' section with a green box containing a checkmark and the text 'Success Your password has been successfully updated.' An orange 'HOME' button is located below the success message. At the bottom of the page, there is a dark footer with the Michigan.gov logo, links for HOME, HELP, CONTACT US, and POLICIES, and the text 'Copyright 2015-2017 State of Michigan'.</p>
4	Go on to the next procedure, <i>Request a User Role</i> .

Request a User Role Use the following procedure to request an ADARS user role.


Step	Action
1	Go to the MI Transportation Reporting Portal at www.michigan.gov/Act51Reporting .
	
2	<p>On the portal screen, click the Reporting Hub (either location) to display the MILogin Home Page.</p> 

Step	Action
3	Enter your User ID and Password and click the LOGIN button.



See Next Page ⇒

Step	Action																																										
4	Click the MDOT ADARS - Act 51 Distribution and Reporting System link. The ADARS security screen is displayed.																																										
	<p>These lines display the name, phone number, and email address you entered in MILogin.</p> <p>Name: Suresh Malichelilal Jayaraman Phone Number: 517-373-4263 Email Address: jayarams@michigan.gov</p> <p>Please provide the following information:</p> <p>I represent:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> State of Michigan Agency <input type="radio"/> Local Government <input type="radio"/> County Road Association of Michigan and/or Michigan Municipal League 																																										
5	<p>Click to put a dot in the circle next to Local Government.</p> <p>Please provide the following information:</p> <p>I represent:</p> <p>→ <input type="radio"/> Local Government</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> State of Michigan Agency <input type="radio"/> Local Government <input type="radio"/> County Road Association of Michigan and/or Michigan Municipal League 																																										
6	<p>Answer the following questions:</p> <p>Agency Type: <input type="radio"/> County <input checked="" type="radio"/> City/Village</p> <p>* City/Villages: NOTE: MDOT has sent the Agency Code to your agency.</p> <p>Please select an agency or agencies. For each agency selected, enter the Agency Code.</p> <table border="1" data-bbox="695 1226 1305 1663"> <thead> <tr> <th>Select</th> <th>Agency Name</th> <th>Agency Code</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>Addison</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Adrian</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Ahmeek</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Akron</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alanson</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Albion</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Algonac</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allegan</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allen</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Allen Park</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alma</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Almont</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>Alpena</td><td></td></tr> </tbody> </table> <p>In ADARS I will:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Prepare, View, Submit and Print Report <input type="radio"/> View and Print Report Only <p style="text-align: right;">See Next Page ⇒</p>	Select	Agency Name	Agency Code	<input type="checkbox"/>	Addison		<input type="checkbox"/>	Adrian		<input type="checkbox"/>	Ahmeek		<input type="checkbox"/>	Akron		<input type="checkbox"/>	Alanson		<input type="checkbox"/>	Albion		<input type="checkbox"/>	Algonac		<input type="checkbox"/>	Allegan		<input type="checkbox"/>	Allen		<input type="checkbox"/>	Allen Park		<input type="checkbox"/>	Alma		<input type="checkbox"/>	Almont		<input type="checkbox"/>	Alpena	
Select	Agency Name	Agency Code																																									
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Step	Action
 TIP:	If you need the Agency Code send an e-mail to MDOT-Outreach@michigan.gov and request it.
7	Click the Submit button. ADARS sends your request to the system administrator. You will receive a role confirmation email within three business days. If you do not, contact the system administrator at MDOT-Outreach@michigan.gov.
8	After you receive the role confirmation email, you have completed the one-time-only registration procedures. For business as usual, use the next procedure, <i>Access ADARS</i> , to access the system.

Access ADARS

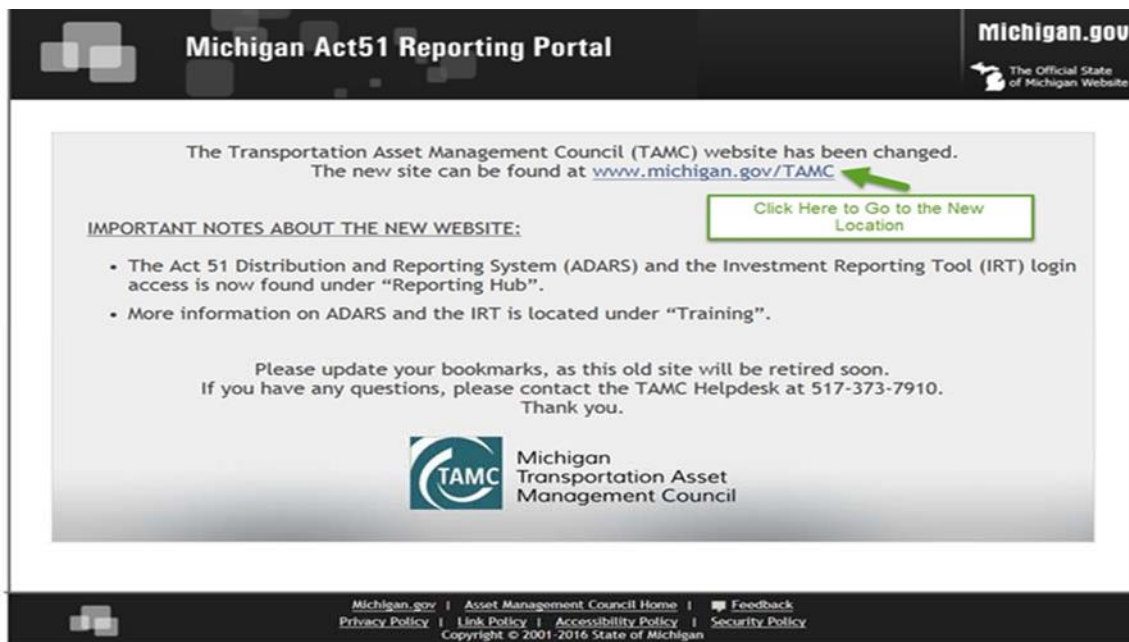
Business As Usual

Before you can use this procedure, you must complete the one-time-only *Register to Use the Act 51 Distribution and Reporting System* procedures.

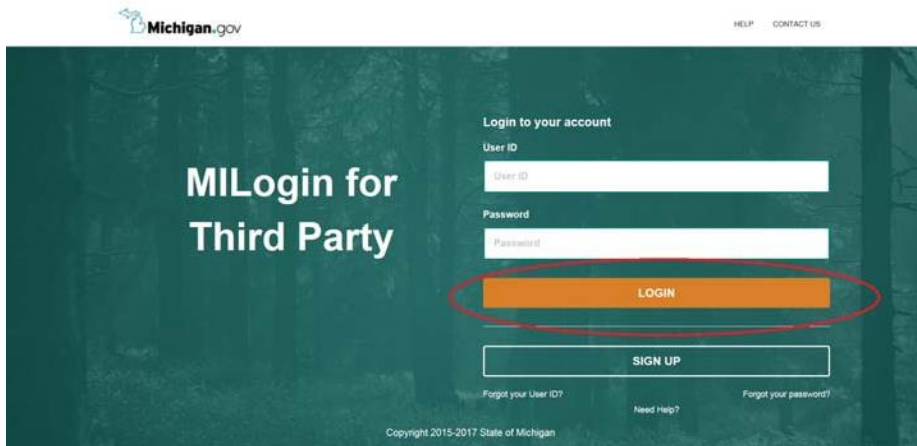
Step

Action

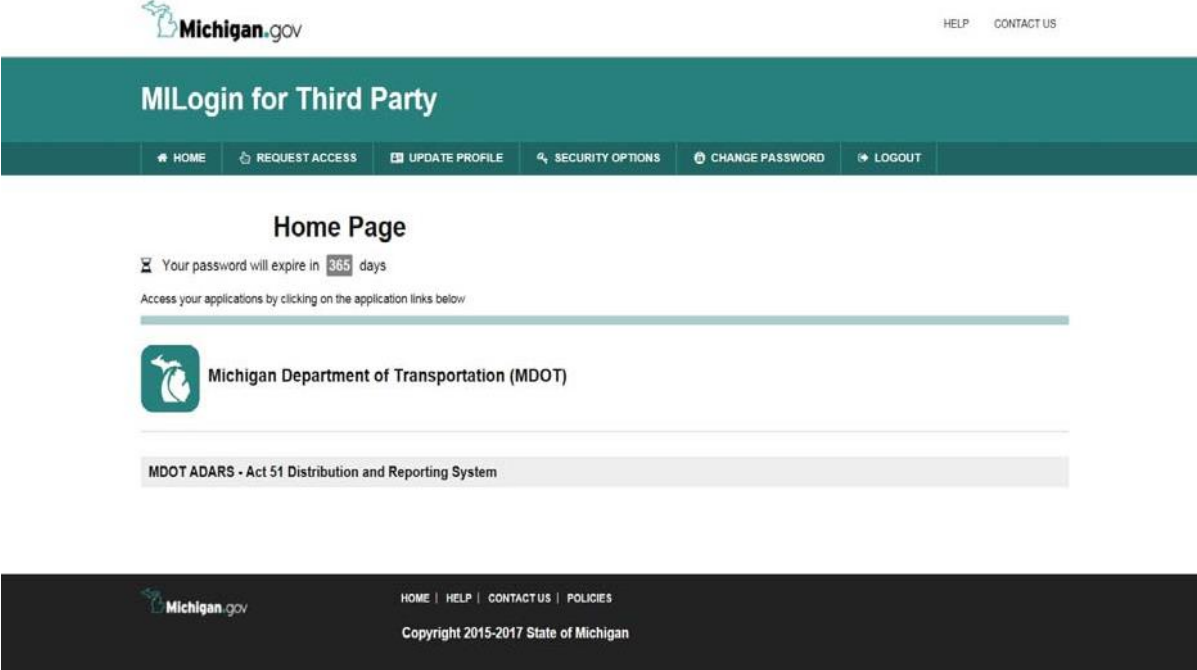
- 1 Go to the Michigan Transportation Reporting Portal at www.michigan.gov/Act51Reporting.




- 2 Click the Go to the Reporting Hub.
The MILogin Login screen is displayed.



See Next Page ⇒

Step	Action
3	Enter your User ID and password, and click the Login button. The MILogin Home Page is displayed.
	 <p>The screenshot shows the MILogin for Third Party Home Page. At the top left is the Michigan.gov logo. To the right are links for HELP and CONTACT US. Below this is a teal header with the text "MILogin for Third Party". Underneath is a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Home Page" and includes a password expiration notice: "Your password will expire in 365 days". Below this is a section for "Michigan Department of Transportation (MDOT)" with a link to "MDOT ADARS - Act 51 Distribution and Reporting System". At the bottom of the page is a footer with the Michigan.gov logo, navigation links (HOME HELP CONTACT US POLICIES), and the copyright notice "Copyright 2015-2017 State of Michigan".</p>
4	Click the MDOT ADARS - Act 51 Distribution and Reporting System link. The ADARS home page is displayed.

See Next Page ⇒

Step	Action
	

More Information About Act 51

More information about Act 51 and the SFR for cities and villages is available at this link: www.michigan.gov/act51.

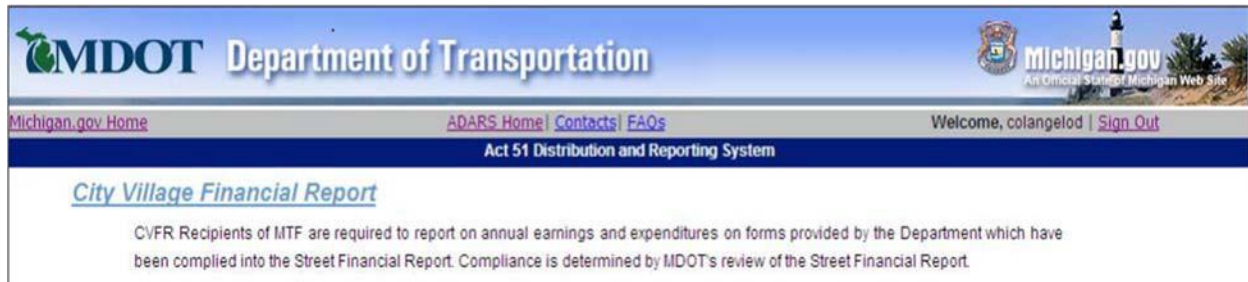
Data Security

Your User ID and password secure your report until you submit it to MDOT.

Features and Functions

The following topics describe features and functions available throughout ADARS. These are all designed to facilitate your reporting tasks.

Home Page When you access ADARS, the home page is displayed.



Screens and Pages

In this document, screens are also called pages. The terms are used interchangeably.

Links

Underlined words are hyperlinks (or links). A link is a connection to a different section of a computer application. When you click a link, it displays the named item.

Home Page Links

The home page has the following link.

[City Village Financial Report](#)

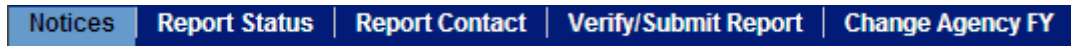
Links on Every Page

These links are on the gray bar between the MDOT banner and the Act 51 banner at the top of every page. They are also at the bottom of every page in ADARS.

Link	Function
Michigan.gov Home	Click to display the State of Michigan home page.
ADARS Home	Click to display the ADARS home page.
Contacts	Click to display a page of contact information.
FAQs	Click to display a list of commonly asked questions and answers about ADARS.
Help	Click to display a PDF of this user guide.
Sign Out	Click to exit ADARS.

Menu Bar

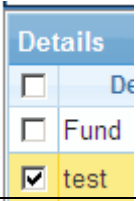

The menu bar is a line of tabs across the top of all ADARS screens (except the home page.)









Click Tabs to Navigate

Click the tabs to move between ADARS screens.

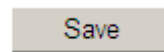
Data Formats The following table shows examples of data formats in ADARS.

Format	Description
<p>* = Required Fields</p> <p>* Actual Construction Cost: [?] <input type="text"/></p>	<p>You must enter data into fields marked with a red asterisk.</p>
<p>Dropdown field:</p> <p>City/Village Name: <input type="text" value="Select City/Village"/></p>	<p>1) Click the dropdown arrow to display the list of options.</p> <p>2) Click an option to select it.</p> <p>The option you select will display in the field.</p>
<p>Read-only field:</p> <p>Total: [?] <input type="text" value="\$0.00"/></p>	<p>Data is system-supplied. You can't change or enter data in read-only fields.</p>
<p>Data-entry field:</p> <p>Planning/Education: [?] <input type="text"/></p>	<p>Read the field label, and enter the correct information.</p>
<p>Pre-filled field:</p> <p>State: <input type="text" value="MI"/></p>	<p>You can change the data in a pre-filled field.</p>
<p>Checkbox:</p> 	<p>Click to select the item. And then click the function button, for example, Update or Delete.</p> <p>To select all items in a list, click the checkbox at the top of the list. In this case, you would click the checkbox at the Details line.</p>
<p>Date field:</p> <p><input type="text"/>  (mm/dd/yyyy)</p>	<p>Enter the date in mm/dd/yyyy format OR click the calendar icon and select a date.</p>

Data Displays The following table describes options for managing data displays.

Feature	Description
	Click the up and down arrows to move through lines of data.
 or 	Click to hide or show data.
 or  and 	Click the up and down arrows to move through a text display or list.

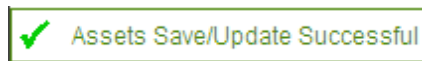
Save Button Before you navigate to a different screen or exit ADARS, click the **Save** button to save the data you entered on the current screen.



If you click on another screen tab without clicking the Save button first you will get the following message:



Success Messages When you save data that ADARS is able to validate, a success message is displayed across the top of the screen.



**Error
Messages**

If you attempt to perform an action that ADARS is unable to validate, one or more error messages will be displayed across the top of the screen.

Each message contains instructions for how to clear the specific error and continue your work.

The procedures in this user guide assume that you will clear error conditions and return to the current procedure.

