

FHWA Civil Rights Connect

FHWA Civil Rights Connect Recipient User Guide & Training



FHWA Civil Rights Connect

Contact Information

General Questions & Assistance: Contact your FHWA Division
Civil Rights Specialist

System: <https://FHWA.CivilRightsConnect.com/>

Technical Support: Use Help Desk link in system



Agenda

- Overview
- Part 1
 - System Access
 - System Familiarization
 - Profile Management
 - Getting Support
- Part 2
 - DBE Module – Uniform Reports
- Live System Demonstration

Overview

- **PURPOSE:** Streamline the reporting submission process for State DOTs to FHWA
- This is a new system for FHWA, being developed over a two year initial engagement to configure and deploy 6 functional modules:

DBE

1392

EEO-4

Supportive
Services

Title VI

ADA

Overview

- FHWA Civil Rights Connect is a “hosted system” maintained by B2Gnow.
- The system is available 24 hours a day, 7 days a week.
- The system can be accessed from any Internet connected device using a standard browser (Chrome, Firefox, Safari, IE).
- All data reported to the system is owned by FHWA.
- Send feedback and suggestions to your FHWA Division Civil Rights Specialist.

Security

- The system is secure, requiring password access to all data.
- All communications between your computer and the system are encrypted.
- User must never share accounts or account access information.
- Never share your password with anyone else.
- This is a stand-alone system that does not interface or connect with existing state data collection systems.

FHWA Civil Rights Connect

PART 1 – BASIC SYSTEM FEATURES

- System Access
- System Familiarization
- Account Management
- Document Vault
- Getting Support

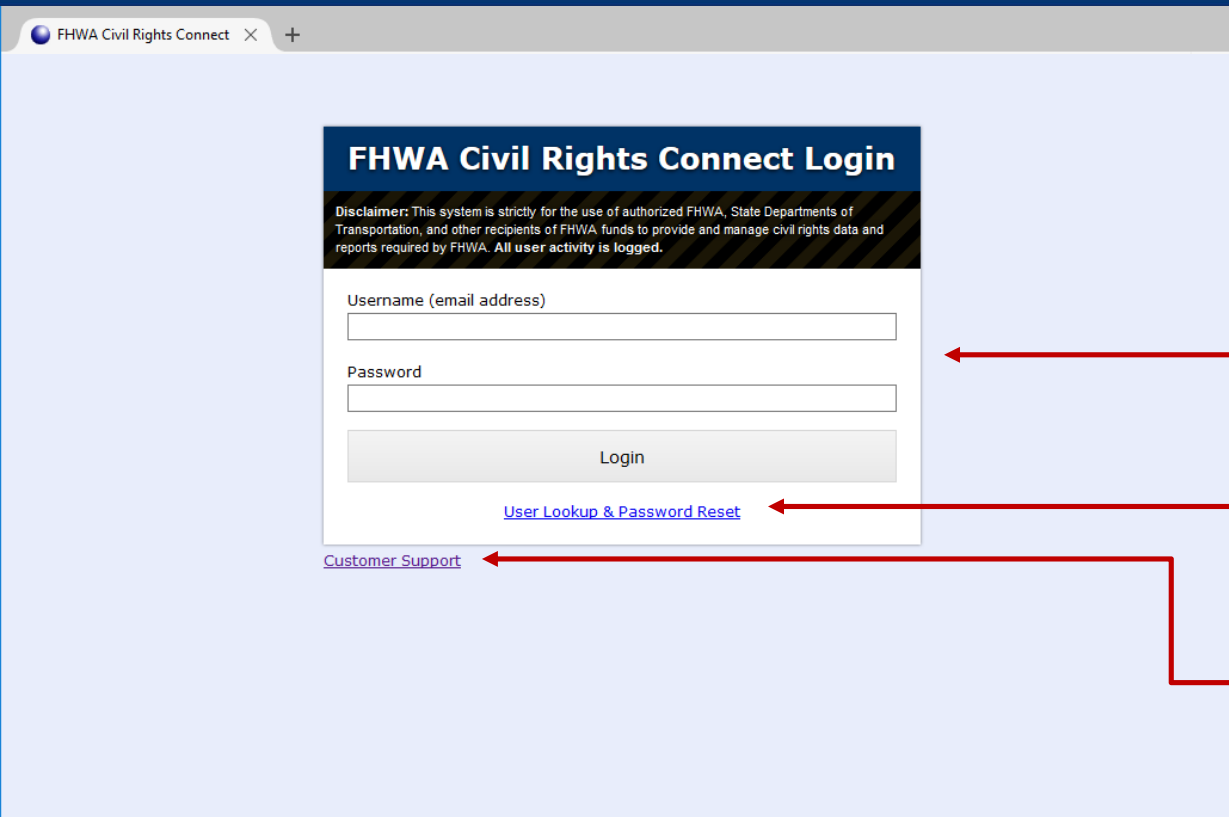


FHWA Civil Rights Connect

System Access



System Login Page



User login.

Account lookup and password reset for existing users.

Customer support.

System Web Address:

<https://FHWA.CivilRightsConnect.com>

User Lookup & Password Reset

User Lookup & Password Reset

To request a password reset, first search for your account.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="martha"/>	<input type="text"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



Lookup user account by any parameter.

User Lookup & Password Reset

Matched User List

1 match found.

User account not listed? [Submit a request for a new user account.](#)

John Huffman, Alabama Department of Transportation
Username: huffmanjo@dot.state.al.us
[Reset Password](#) [Report Error with Contact Information](#)

To search again, update information below and click Search.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="john"/>	<input type="text" value="huffman"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)

If no match at all, new user account can be requested.

Matched users listed. Can request password request or report error with contact information.

Search again if user not found.

Request Contact Information Update

Request FHWA Civil Rights Connect Support

Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.

Complete this form, enter your issue in the text box, and click **Submit**. All fields marked with * are required. FHWA staff will review your request and respond (usually) within five business days.

Name *	First name *	Last name *
	<input type="text" value="John"/>	<input type="text" value="Huffman"/>
Title	<input type="text"/>	
Organization *	<input type="text" value="Alabama Department of Transportation"/>	
Email *	<input type="text" value="huffmanjo@dot.state.al.us"/>	
Phone *	<input type="text" value="334"/>	<input type="text" value="353-6469"/> Ext. <input type="text"/>
Fax	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
State *	<input type="text" value="AL"/> <input type="button" value="v"/>	
Message/Issue/Error *	Enter as much detail as possible about your support request. <input type="text"/>	
Program *	<input type="text" value="DBE"/> <input type="button" value="v"/>	
<input type="button" value="Submit"/>		

[Return to Login](#)

Complete and submit form to report issue with contact information.

FHWA Civil Rights Connect

System Familiarization



System Dashboard

dbE-Connect Dashboard

Account Profile

DBE Achievement Reports

Actions	Recipient	Status	Period
view	ALDOT	! Not Started	10/1/2016 - 3/31/2017
view	ALDOT	✔ Approved	4/1/2016 - 9/30/2016

[View All](#)

Alerts

No active alerts

Recipient Assignment Requests

Actions	Recipient	Status	Dates
view	ALDOT	✔ Approved	Processed 3/27/17

[Request Recipient Assignment](#)

The Dashboard displays assigned or relevant records for the user.

To access all records, such as Uniform Reports, click “View All” for the record type.

Document Vault

DBE Document Vault

This document vault provides a secure repository to access FAA documents for the DBE program. Click **view** to view/download a document.

Actions	Type	File	Added
view	FHWA Policies	Sample DBE contracting language	4/14/2017 by Customer Support
view	FHWA Procedures	Sample DBE program document	4/14/2017 by Customer Support
view	FHWA Procedures	Sample goal methodology document	4/14/2017 by Customer Support
view	FHWA Procedures	Uniform Report Submittal Procedures	4/14/2017 by Customer Support

[Contact FHWA Help Desk](#) | © 2017 B2Gnow

The Document Vault provides an easy way to maintain a library of relevant program documents in a single location.

Program documents are available to recipients.

Each program/module will have a dedicated Document Vault, e.g. DBE, 1392, Title VI, ADA.

Access users is based on user program assignment.

Update User Profile

Click “Account Profile” on the Dashboard to access edit page.



FHWA Civil Rights Connect

Account Profile

Change Password

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

* Required fields

Name *	Prefix	First name *	Middle	Last name *	Suffix
		John		Huffman	
Title					
Organization *	Alabama Department of Transportation				
Department					
Email/Username *	huffmanjo@dot.state.al.us				
Phone *	334	353-6469	Ext.		
Fax					
Mobile					
Physical Address *	Line 1				
	Line 2				
	Line 3				
	City				
	State	AL	Zip		
Mailing Address *	Copy physical address to mailing address				
	Line 1				
	Line 2				
	Line 3				
	City				
	State	AL	Zip		

Save Changes

Cancel



Save changes when finished.

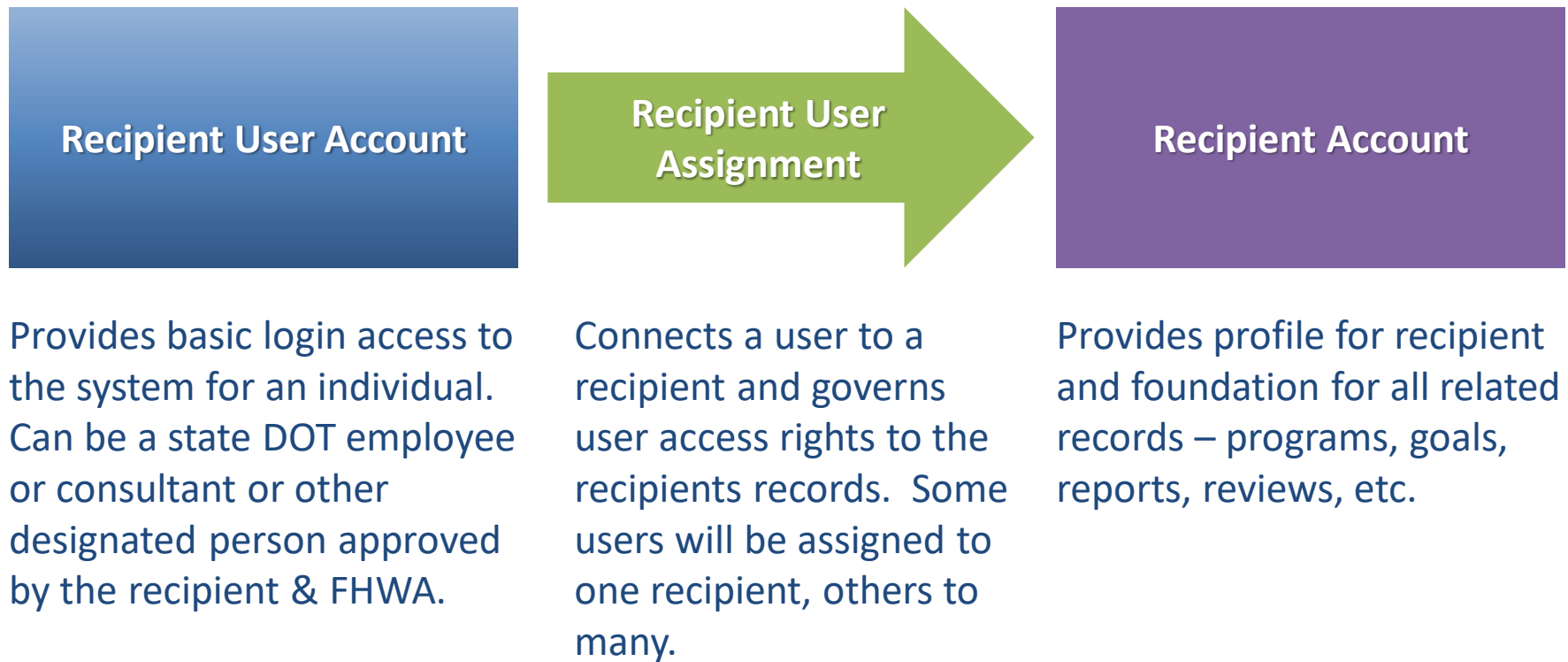
FHWA Civil Rights Connect

Account Management



Recipient Access

- There are three components to recipient and recipient access to the system:



New User Request

FHWA Civil Rights Connect Login

Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.

Username (email address)

Password

Login

[User Lookup & Password Reset](#)

[Customer Support](#)

Start with user lookup to confirm account is not already in system.

User Lookup

User Lookup & Password Reset

To request a password reset, first search for your account.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="martha"/>	<input type="text"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



Lookup user account by any parameter.

User Lookup

Matched User List

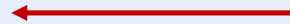
No matches found. Please try adjusting the search parameters or [submit a request for a new user account.](#)

To search again, update information below and click Search.

[Click here](#) for search tips.

First Name	Last Name
<input type="text" value="john"/>	<input type="text" value="smith"/>
Organization	Email
<input type="text"/>	<input type="text"/>
Phone	Fax
<input type="text"/>	<input type="text"/>

[Return to Login](#) [Customer Support](#)



If no match at all, new user account can be requested.

Request New User Account

Request New User Account

Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.

Only after you have thoroughly searched the [User Lookup](#), complete this form and click **Submit**. All fields marked with * are required. FHWA staff will review your request and respond (usually) within five business days.

Name *

Prefix	First name *	Middle	Last name *	Suffix
	Mary		Smith	

Title

Organization *

Department

Email/Username *

Phone *

202	1234567	Ext.	
-----	---------	------	--

Fax

--	--

Mobile

--	--

Physical Address *

101 State Avenue	Line 1		
	Line 2		
	Line 3		
Capital	City		
State MD	Zip 12345	-	

[Copy physical address to mailing address](#)

Mailing Address *

101 State Avenue	Line 1		
	Line 2		
	Line 3		
Capital	City		
State MD	Zip 12345	-	

Complete and submit form to request new user account.

[Return to Login](#) [Customer Support](#)

User Account Requested

Request New User Account

User Account Request has been submitted.

Staff will review your account request and respond accordingly.

[Return to Login](#) [Return to Lookup](#)

User Request has been successfully submitted.

User Account Approved Alert to User

FHWA Civil Rights Connect

User Account Approved

✔ Your user account has been approved and you can now access the FHWA Civil Rights Connect system.

Your temporary password is: **UeZssPW** (case sensitive). Please visit <https://FHWA.CivilRightsConnect.com/> as soon as possible to login and update your password.

FHWA Civil Rights Connect System

Web Access: <https://FHWA.CivilRightsConnect.com/>

Customer Support: <https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp>

Request Assignment to Recipient



FHWA Civil Rights Connect

dbE-Connect Dashboard

Account Profile

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

DBE Achievement Reports

Actions	Recipient	Status	Period
view	ALDOT	! Not Started	10/1/2016 - 3/31/2017
view	ALDOT	✔ Approved	4/1/2016 - 9/30/2016

[View All](#)

Alerts

No active alerts

Recipient Assignment Requests

Actions	Recipient	Status	Dates
view	ALDOT	✔ Approved	Processed 3/27/17

[Request Recipient Assignment](#)

Access system with email address and temporary password. A password update will be required on the first login.

To be connected to a recipient, click "Request Recipient Assignment".

Request Assignment to Recipient



FHWA Civil Rights Connect

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Request Recipient Assignment

This process will guide you in requesting assignment to an recipient. To continue click **Select Recipient**. On the next page, search for the recipient and click **select**.

If you are a consultant, please request that an authorized recipient representative send an email message to the FHWA Division Specialist authorizing you to access this system for the stated purpose(s). After we receive the email message from the recipient, we will approve your recipient assignment request.

Do not select access types not applicable to your intended need as this will delay your access review and approval. For example, if you are a consultant that will be working with the DBE program only, please check only View and Submit for the DBE program.

Select Recipient

Contact FHWA Help Desk | © 2017 B2Gnow

Review instructions.

Click "Select Recipient" to continue.

Select Recipient for Assignment

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Select Recipient

Filter, sort, and page through the list to find the recipient to which you would like to be assigned. Click **select** next to the recipient to go to the next step.

Search/Sort/Filter

Search (name, city)

Sort By: Recipient Name

Division: All

Recipient Type: All

> Clear All

> Go/Refresh

Actions	Recipient ID	Recipient Name	Location	Recipient Type	Division
select	ALDOT	Alabama Department of Transportation	, AL	DOT	AL
select	ADOT	Alaska Department of Transportation	, AL	DOT	AS
select	ADOT	Arizona Department of Transportation	, AZ	DOT	AZ
select	AHTD	Arkansas State Highway and Transportation Department	, AR	DOT	AR
select	Caltrans	California Department of Transportation	, CA	DOT	CA
select	CDOT	Colorado Department of Transportation	, CO	DOT	CO
select	ConnDOT	Connecticut Department of Transportation	, CT	DOT	CT
select	DelDOT	Delaware Department of Transportation	, DE	DOT	DE
select	DTOP	Departamento de Transportacion y Obras Publicas	, PR	DOT	PR
select	DDOT	District Department of Transportation	, DC	DOT	DC
select	FDOT	Florida Department of Transportation	, FL	DOT	FL
select	GDOT	Georgia Department of Transportation	, GA	DOT	GA
select	HDOT	Hawaii Department of Transportation	, HI	DOT	HI
select	ITD	Idaho Department of Transportation	, ID	DOT	ID
select	IDOT	Illinois Department of Transportation	, IL	DOT	IL
select	INDOT	Indiana Department of Transportation	, IN	DOT	IN
select	Iowa DOT	Iowa Department of Transportation	, IO	DOT	IA
select	KDOT	Kansas Department of Transportation	, KS	DOT	KS
select	KYTC	Kentucky Transportation Cabinet	, KY	DOT	KY

List can be searched, sorted, and filtered.

Click “select” to continue with the applicable recipient.

Provide Assignment Reason and Details



FHWA Civil Rights Connect

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Request Recipient Assignment

Enter a reason for requesting this assignment, identify the access you require, and click **Submit Request**.

Recipient * **ConnDOT: Connecticut Department of Transportation, CT**

Reason for Assignment * ←

Access Type * **Select one or more access options.**

For example, if you are a staff member or consultant that will be working with the DBE program only, please check only View and Submit for the DBE program. Do not check access types not applicable to your intended need as this will delay your access review and approval.

Disadvantaged Business Enterprise Program (DBE/Part 26)

- View DBE/Part 26 Programs, Goals, Reports, Documents ←
- Submit DBE/Part 26 Programs, Goals, Reports, Documents

Contact **John Huffman**
Alabama Department of Transportation
334-353-6469
huffmanjo@dot.state.al.us

Submit Request ←

Cancel

Contact FHWA Help Desk | © 2017 B2Gnow

Enter reason for assignment.

Select desired access options.

Click "Submit Request" to send to FHWA.

Assignment Request Submitted



FHWA Civil Rights Connect

Request Recipient Assignment

Recipient assignment request has been submitted.

The request will be reviewed by staff and action taken in the next five business days.

You will be notified by email of the final outcome.

[Return to Assigned Recipient List](#)

[Request Another Recipient](#)

[View This Request](#)

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Contact FHWA Help Desk | © 2017 B2Gnow



Assigned Approved/Denied Email Alert

FHWA Civil Rights Connect

Recipient Assignment Approved

✔ Access to Connecticut Department of Transportation has been approved.

FHWA Civil Rights Connect System
Web Access: <https://FHWA.CivilRightsConnect.com/>
Customer Support: fhwa@CivilRightsConnect.com

Assignment Approved Alert

FHWA Civil Rights Connect

Recipient Assignment Denied

Access to Alaska Department of Transportation has been denied. Not approved.

FHWA Civil Rights Connect System
Web Access: <https://FHWA.CivilRightsConnect.com/>
Customer Support: <https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp>

Assignment Denied Alert

FHWA Civil Rights Connect

Getting Support



Request Support From Login Page

FHWA Civil Rights Connect

FHWA Civil Rights Connect Login

Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.

Username (email address)

Password

Login

[User Lookup & Password Reset](#)

[Customer Support](#)

Customer support.

Submit Support Request

Request FHWA Civil Rights Connect Support

Disclaimer: This system is strictly for the use of authorized FHWA, State Departments of Transportation, and other recipients of FHWA funds to provide and manage civil rights data and reports required by FHWA. All user activity is logged.

Complete this form, enter your issue in the text box, and click **Submit**. All fields marked with * are required. FHWA staff will review your request and respond (usually) within five business days.

Name *

Title

Organization *

Email *

Phone * Ext.

Fax

Mobile

State *

Message/Issue/Error * Enter as much detail as possible about your support request.

Program *

[Return to Login](#)

Fill in contact information.

Provide details. Be as descriptive as possible.

Submit.

Support Request Submitted

dbE-Connect Support

Your support request has been submitted.

Staff will review your request and respond accordingly.

[Return to Login](#) [Return to Lookup](#)

Request Support While Logged On



FHWA Civil Rights Connect

Account Profile

Change Password

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logout

* Required fields

Name *	Prefix	First name *	Middle	Last name *	Suffix
	<input type="text"/>	John	<input type="text"/>	Huffman	<input type="text"/>
Title	<input type="text"/>				
Organization *	Alabama Department of Transportation				
Department	<input type="text"/>				
Email/Username *	huffmanjo@dot.state.al.us				
Phone *	334	353-6469	Ext.	<input type="text"/>	
Fax	<input type="text"/>				
Mobile	<input type="text"/>				
Physical Address *	<input type="text"/>				Line 1
	<input type="text"/>				Line 2
	<input type="text"/>				Line 3
	<input type="text"/>				City
	State	AL	Zip	<input type="text"/>	
Mailing Address *	Copy physical address to mailing address				
	<input type="text"/>				Line 1
	<input type="text"/>				Line 2
	<input type="text"/>				Line 3
	<input type="text"/>				City
	State	AL	Zip	<input type="text"/>	

Save Changes

Cancel

Contact FHWA Help Desk © 2017 B2Gnow

Click "FHWA Help Desk" button or link on any page.

Submit Support Request

Test System

Dashboard

Assigned Recipients

DBE Doc Vault

Account Profile

Print Page

FHWA Help Desk

Logoff

Submit Support Request to FHWA Help Desk

Review and update your contact information below. Enter your message/issue/error in the text box below and click **Submit**. Please provide as much detail as possible to speed the resolution of your concern.

Name *
First name * John Last name * Huffman

Title

Organization * Alabama Department of Transportation

Email * huffmanjo@dot.state.al.us

Phone * 334 353-6469 Ext.

Fax

Mobile

Message/Issue/Error *
Enter as much detail as possible about your support request.
I need assistance with the Uniform Report. How is 18a calculated?

Program * DBE

Submit

Contact information auto-filled from profile.

Provide details. Be as descriptive as possible.

Support Request Submitted



FHWA Civil Rights Connect

Submit Support Request to FHWA Help Desk

Your support request has been submitted.

- Test System
- Dashboard
- Assigned Recipients
- DBE Doc Vault
- Account Profile
- Print Page
- FHWA Help Desk
- Logoff

Contact FHWA Help Desk | © 2017 B2Gnow

Support Response Email

FHWA Civil Rights Connect

Customer Support Response

I will call you this afternoon to discuss. What is the best time for you?

> I need assistance with the Uniform Report. How is 18a calculated?

FHWA Civil Rights Connect System

Web Access: <https://FHWA.CivilRightsConnect.com/>

Customer Support: <https://FHWA.CivilRightsConnect.com/FHWA/RequestSupport.asp>

FHWA Civil Rights Connect

Contact Information

General Questions & Assistance: Contact your FHWA Division
Civil Rights Specialist

System: <https://FHWA.CivilRightsConnect.com/>

Technical Support: Use Help Desk link in system

