



Automated Interface Guide

Public and Standard Extracts v18.0

Crash Data and Analysis, Traffic Safety Division

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1. Document Information

1.1 Version Control

Date	Version	Author(s)	Section(s)	Update(s)
06/27/2013	1	L. Trevino, L. Kovar	All	New
08/13/2013	2	L. Kovar, L. Trevino	Sections 3.1.10e, 3.3.2, 3.3.3a-d, 3.3.6a-c, 3.3.12b, 3.4, 3.4.1, 4.1.10e, 4.1.17, 4.3.2, 4.3.3a-d, 4.3.6a-c, 4.3.12b, 4.4, 4.4.1, 6.3.13, 7	7.2 Release
5/6/2014	3	L. Kovar, L. Trevino, C. Kelley	2.3, 2, 3, 3.1, 3.1, 3.1.12, 3.1.13, 3.1.14, 3.2.2, 3.2.3, 3.2.5, 3.3.3 3.3.6, 3.4.6b, 4, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 4.1.14, 4.1.20, 4.2.2, 4.2.3, 4.4.6b, 4.2.6a, 4.2.6b, 4.2.12b, 4.3.1, 6.1, 6.2, 6.3, 6.3.13, 7	8.0 & 8.1 Releases
08/8/2014	4	L. Kovar, L. Trevino	3.1.5, 4.1.5, 7, 8, 9, 10	9.0, 9.0.0.1 & 9.1
10/06/2014	5	L. Kovar, L. Trevino	3.3.3.a, 3.3.3.d, 3.3.3.e, 3.3.6.a, 3.3.6.e, 3.3.6.f, 4.3.3.a, 4.3.3.e, 4.3.3.f, 4.3.3.6.a, 6.3.11, 7, 8	10.0 CRIS Release
01/01/2015	6	L. Kovar, L. Trevino	2, 3.3.3.e, 3.3.6, 4.3.3.e, 4.3.6	11.0 CRIS Release
03/23/2015	7	L. Kovar, L. Trevino	3.2.2, 3.3.3.a, 3.3.6, 3.3.6.a, 4.1.20, 4.2.1, 4.3.3.a, 4.3.6, 4.3.6.a, 7	12.0 CRIS Release
08/26/2015	8	C. Kelley, L. Trevino	5	Added Pavement Analysis Interface

				section
11/19/15	9	L. Trevino	3, 4, 5	Removed the reference of TTC from Public interface and added the reference of TTC 550.065(b) to the Standard and Pavement interface
1/14/16	10	L. Kovar, L. Trevino	3	Updated the Public interface release information
9/25/17	11	C. Kelley	5.1.20	Added note for IAM to request justification from TxDOT and NTT users
8/7/2018	17.0	L. Cox	All	Updated version to current release 17.0 per new version controls, renamed document, updated screenshots for system updates, updated to remove internal only roles, updated all formatting.
7/5/2019	18.0	K. Fields	All	Updated version to current 18.0 Release

2. Overview

TxDOT has automated the process for requesting and distributing the public and standard extracts. This guide will assist users in the following:

1. A self-registration process for users who desire to receive the public or standard extracts. Users are only allowed access to one type of extract, public or standard.
2. A selection process that allows users to request the public or standard extract based on various criteria.
3. Distribution of extract data.

User will also need the file specification to assist with the extract files. These files are located on TxDOT's website, <http://www.txdot.gov/government/enforcement/data-access.html>

1. Public-extract.xls – crash years 2010 to current
2. Standard-extract.xls – crash years 2010 to current

3. CRIS Operating System and Browser Support Matrix

OS	Internet Explorer	Chrome	Firefox	Safari
Windows 10	11.0 or newer *Microsoft Edge is Not Supported	50.0 or newer	46.0 or newer	Not Supported
Windows 8	11.0 or newer	50.0 or newer	46.0 or newer	Not Supported
Windows 7	11.0 or newer	50.0 or newer	46.0 or newer	Not Supported

4. Public Interface

The TxDOT CRIS Public Extract contains the data collected from the Texas Peace Officer's Crash Report (CR-3) that may be released to the public as per Texas Transportation Code (TTC) §550.065. In addition to the CR-3 data all crash records include interpreted data fields. Roadway attributes and location specific data for crashes occurring on the state highway system is also appended to each crash record.

4.1 Self-Registration

The following steps are intended for Self-Registration for the Public Interface.

Note: *If a user has not submitted a new request within 180 days, the user will be deleted automatically by the system. The user will be required to complete the self-registration process again, if automated interface access is needed.*

1. Enter CRIS URL: <https://cris.txdot.gov>

2. Receive the Discovery page

3. From the Discovery page, user will select or type **Texas Department of Transportation** as their agency
4. Select **Continue**

5. Select **Create An Account**
Note: TxDOT users will not see the 'Forgot Password?' and 'Create An Account' links on the TxDOT login page. Internal TxDOT employees do not need nor will they be provided access to the extract files. If they have a business need to access crash data, they will need to complete and submit the CRIS access request forms available at <http://crossroads.org/trf/TRFCDA/CRIS.htm>.
6. Receive the CRIS User Registration page
7. Select the radio button **I want to use CRIS to download Crash Report Interface Information**

8. Select **I'm not a robot** reCAPTCHA and follow verification steps
9. Select **Continue**

10. Enter the fields listed. The required fields are listed in **bold**:
 - a. **First Name** – this field is required and allows up to 255 characters
 - b. Middle Name – this field is optional and allows up to 255 characters
 - c. **Last Name** – this field is required and allows up to 255 characters
 - d. **Email Address** – this field is required and allows up to 255 characters
 - e. **Email Confirmation** – this field is required and allows up to 255 characters
Note: *Both email instances must match exactly*
 - f. Phone Number – this field is optional unless the Member of a Government Organization checkbox is checked
 - g. Member of a Government Organization – Check if Member of a Government Organization, leave blank if not a Member of a Government Organization
 - h. Organization Name – this field is optional unless the Member of a Government Organization is set to Yes, then field is required. Allows up to 255 characters.
Note:

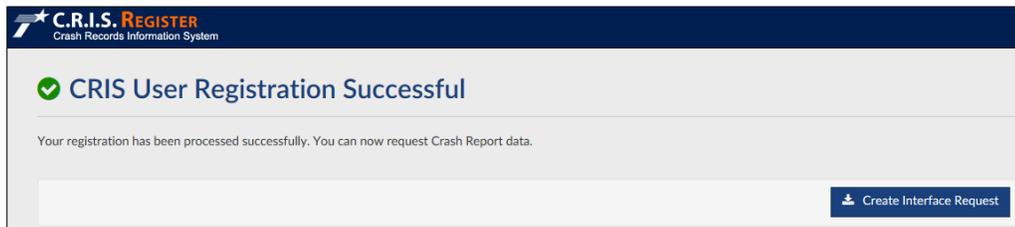
- i. When “Member of a Government Organization” is set to No, the user will be granted access to the public interface
- ii. When “Member of a Government Organization is set to Yes, the user’s information will be verified by TxDOT and will be granted access to the public or standard interface
- iii. “Member of a Government Organization” is intended for individuals associated with an agency of the United States, this State, or a local government of this state that has use for the information for accident prevention purposes

11. Select **Continue**

12. New CRIS users will receive the Enter CRIS Security Information screen

Note: If the user is an existing CRIS user they will receive ‘An Error Occurred’ notification stating “There is already a user account registered for Interface Requests with this email address. To access the system, use the ‘Forgot Password’ link from the CRIS Login page.

13. Create and enter a secure password. The password convention is as follows:
 - a. 8-18 characters
 - b. Rank as secure or better
 - c. To increase rank, use upper and lower case characters, numbers, and symbols
Note: While the password is being created 'rate the strength' will display below as "Too Short, Weak, Moderate, Secure, or Very Secure"
14. Re-enter the secure password in the **Password Confirmation** field
Note: Both password instances must match exactly
15. Select three security questions from dropdown options and provide answers
16. **Note:**
 - a. The answer to each question must be a minimum of two characters each
 - b. The answers to the security questions are case sensitive
 - c. In the event the user forgets their password and needs to create a new password with the 'Forgot Password' link, one of the three questions will be provided for verification.
17. Select **Continue**
18. Receive the CRIS User Registration Successful screen



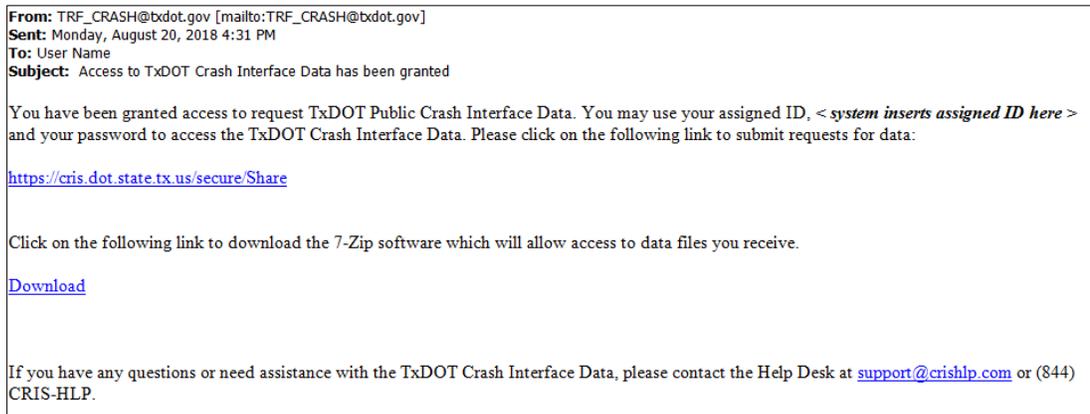
4.2 Accessing Public Interface

There are three options in which an external user can access the public interface to begin creating requests:

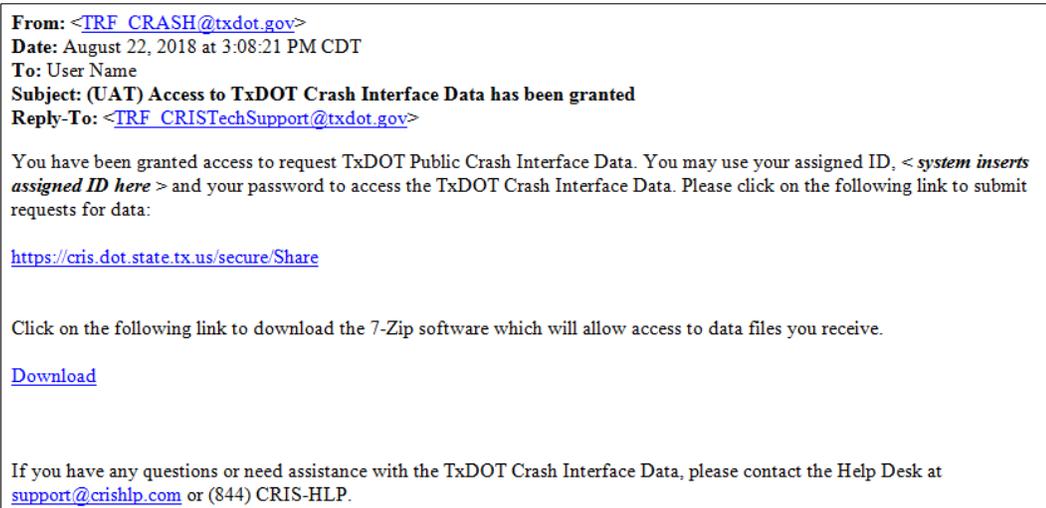
1. Option 1: After self-registering successfully, user is provided a button to Create Interface Request
 - a. Select **Create Interface Request** (one time option)



2. Option 2: User receives an email notification after successfully registering for public interfaces, which contains the data below. (User can continually use link from email)



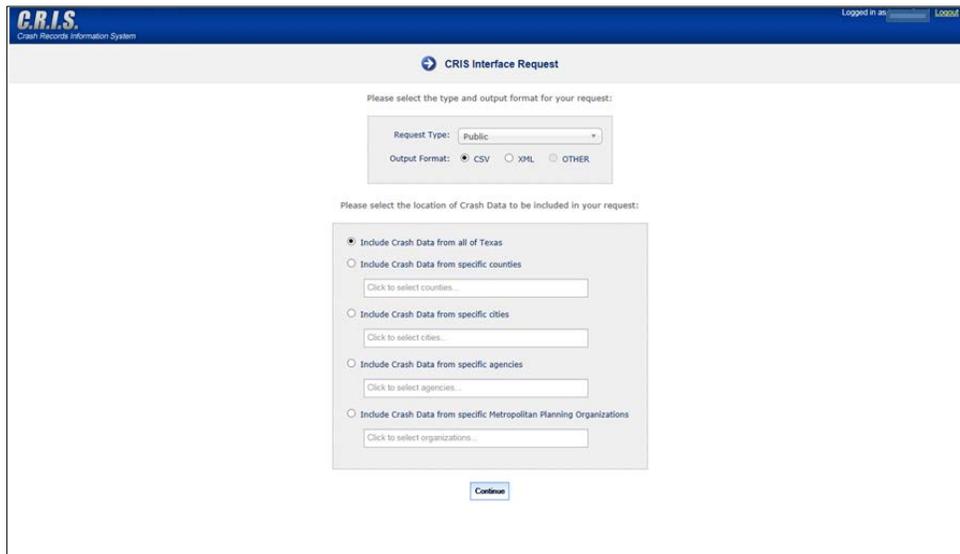
- a. Select the link <https://cris.txdot.gov/secure/Share>
3. Option 3: User receives an email notification when they register and provide their organization and TxDOT Interface Authorization Manager grants public interface access. The email notification contains the data below. (User can continuously use link from email)



4.3 Create Interface Request

The following steps are intended to guide users in completing a public interface request.

1. Receive the CRIS Interface request screen (Location Section)



2. User must select the format that they want to receive the extract file(s) in:
 - a. CSV
 - b. XML

Note: Output Format of OTHER is shown however this option is for a future enhancement that is not yet available.
3. User must select one of the radio buttons to specify the location criteria of crash data to be included:
 - a. Include Crash Data from all of Texas
 - b. Include Crash Data from specific counties:

- i. Select one county by clicking on the county name. When a county name is highlighted this indicates the option is selected.
 - ii. Select multiple counties by holding the Ctrl key down and highlight multiple counties using the mouse to click on county names.
 - c. Include Crash Data from specific cities:
 - i. Select one city by clicking on the city name. When a city name is highlighted this indicates the option is selected.
 - ii. Select multiple cities by holding the Ctrl key down and highlight multiple cities using the mouse to click on city names.
 - d. Include Crash Data from specific agencies:
 - i. Select one agency by clicking on the agency name. When an agency name is highlighted this indicates the option is selected.
 - ii. Select multiple agencies by holding the Ctrl key down and highlight multiple agencies using the mouse to click on agency names.

Note: *In the agency values list there are MPOs and Regional Mobility Authorities listed. Do not select these values as criteria for crash data. The results returned, if any, are not guaranteed to be accurate. If a user would like to base their criteria for crash data based on MPO, the value should be selected from the Metropolitan Planning Organization list.*
 - e. Include Crash Data from specific Metropolitan Planning Organizations
 - i. Select one MPO by clicking on the MPO name. When a MPO name is highlighted this indicates the option is selected.
 - ii. Select multiple MPOs by holding the Ctrl key down and highlight multiple MPOs using the mouse to click on MPO names.
- 4. Select **Continue**
- 5. Receive the CRIS Interface Request screen (Date Section)

The screenshot shows the 'CRIS Interface Request' screen. At the top left is the 'CRIS. Crash Records Information System' logo. At the top right, it says 'Logged in as Alvin Chipmunk | Logout'. The main heading is 'CRIS Interface Request'. Below this is the instruction 'Please select the dates to be included in your request:'. There are two radio button options:

- Select Crash Data from a specific Crash Date range
- Receive daily Crash Data for a specific Process Date range

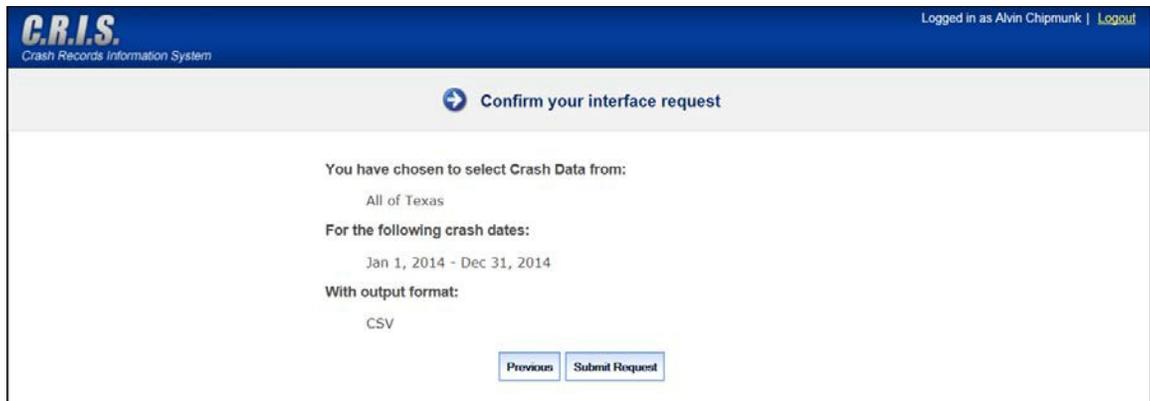
 Each option has 'Begin Date' and 'End Date' input fields. At the bottom are 'Previous' and 'Continue' buttons.

- 6. User must select one of the radio buttons to specify the date's criteria of crash reports to be included
 - a. Select Crash Data from a specific Crash Date range:
 - i. Begin Date
 - ii. End Date

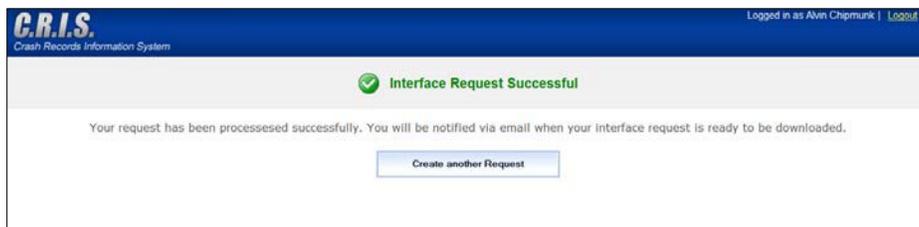
Note:

 1. *Begin and End Dates cannot be future dates*
 2. *User can request for crash dates which include crash year 2010 to current*

3. End Date must be within one year of Begin Date
 4. The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years
- b. Receive daily Crash Reports for a specific Process Date range:
- i. Begin Date can be previous, current, or future process dates
 - ii. End Date can be previous, current, or future process dates
- Note:** Processed date means the date in which the crash data has been processed through the system. This includes the date the data was first received and also any time the data was modified by TxDOT through a reprocessing task or correction effort.
7. Select **Continue**
 8. Select **Previous** to return to the Location Section
 9. Receive Confirm your interface request screen



10. Review and ensure the Location and Date criteria selected are displayed
 - a. Select **Previous** to return to the Date Section to update, or
 - b. Select **Previous** again to update the Location Section, or
 - c. Select **Submit Request** to continue to the interface request
11. Receive Interface Request Successful screen



12. User has the option to create another request or end the session
 - a. Select **Create another Request** and follow previous steps to create another interface request
 - b. Select **Logout** to end the session

4.4 Download Extracts

The extract file will be provided in a CSV or XML format. The request will take approximately 24 hours before the user receives the email that the extract is ready.

1. User receives an email notification when the extract is ready, which contains the data below:

From: <TRF_CRISTechSupport@txdot.gov>
Date: August 22, 2018 at 3:45:07 PM CDT
To: User Name
Subject: Extract File Ready Notification
Reply-To: <TRF_CRISTechSupport@txdot.gov>

The crash data you requested is available for download until < system inserts date 5 days from request >. Click on the link below to download the file. Use your login password to decrypt the file.

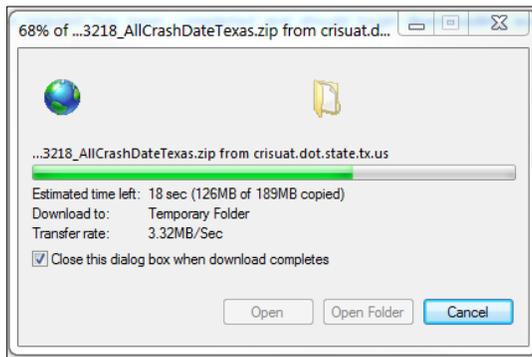
[extract_public_2018_20180822151129969_7423_20180801-20180802Texas.zip](#)

Click on the following link to download the 7-Zip software which will allow access to data files you receive.

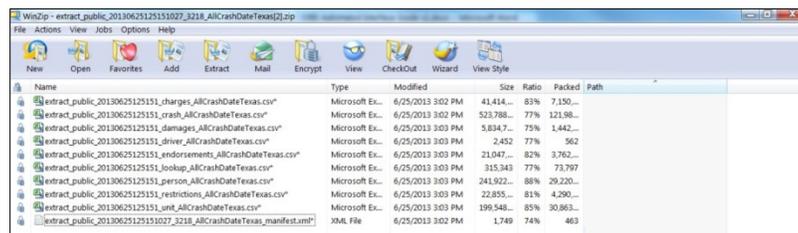
[Download](#)

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

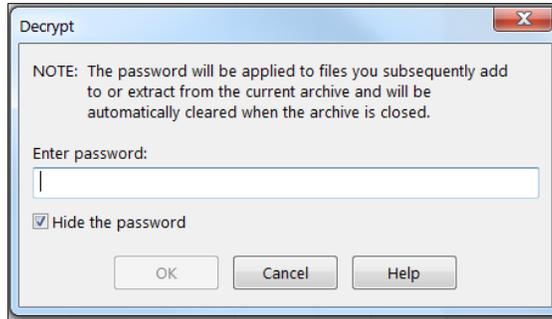
2. Select the link provided within the email
3. Enter Username and Password
4. Select **Login**
5. Receive the Download your interface request screen
6. The download file window will appear



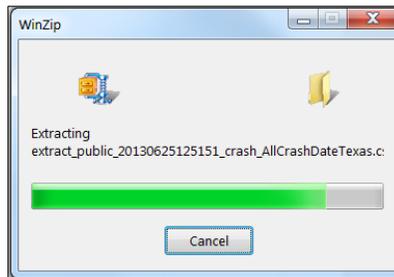
7. If the file download window does not appear, the user must select the link provided in the message **“To manually download your interface request, click here”**. There are three actions users can take:
 - a. Select **Open** to begin downloading the file
 - i. Receive the WinZip screen



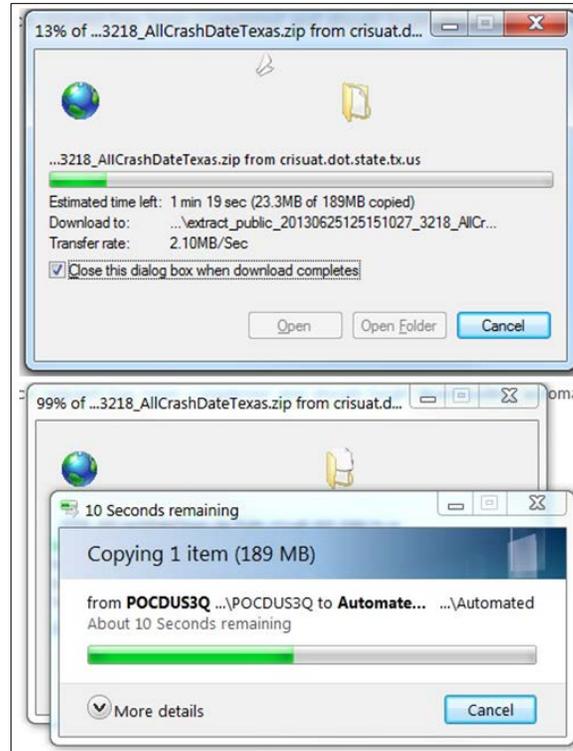
- ii. User is able to extract the files
- iii. User will receive the ‘Decrypt’ window and will be required to enter a password to access the files. The password is the same as the password that was used for creating the file



- iv. Enter password and select **OK**
- v. The WinZip window will show the progress of the file(s) being extracted



- b. Select **Save** to open the 'Save As' window. The user will select a location to save the file.
 - i. Once the location is determined, select **Save**. The download and copying process will begin.
 - ii. **Note:**
 1. *If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.*
 2. *If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:*
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip



- c. Select **Cancel**
- d. The file download window will close and return to the Download your interface request screen

5. Standard Interface

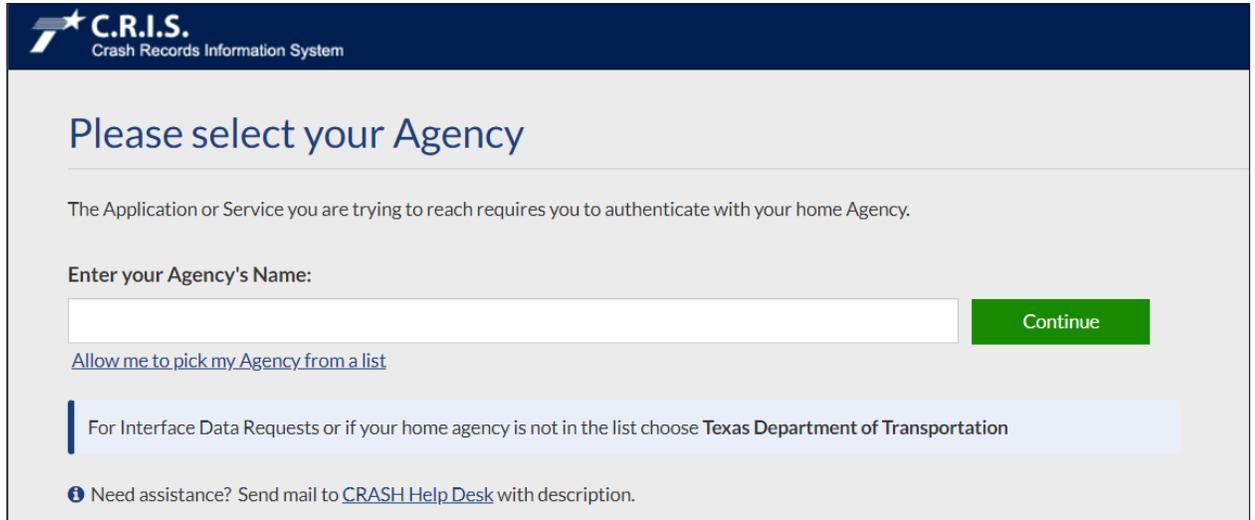
The TxDOT CRIS Standard Extract contains all the data collected from the Texas Peace Officer's Crash Report (CR-3). In addition to the CR-3 data, all crash records include interpreted field data. Roadway attributes and location specific data for crashes occurring on the state highway system is also appended to each crash record. Per Texas Transportation Code (TTC) §550.065(b), the extract file is only available to individuals associated with an agency of the United States, this state, or a local government of this state that has use for the information for accident prevention purposes. The extract files include data for crash reports that have been submitted to TxDOT and processed through CRIS.

5.1 Self-Registration

The following steps are intended for Self-Registration for the Standard Interface.

Note: If a user has not submitted a new request within 180 days, the user will be automatically deleted from the system. The user will be required to complete the self-registration process again if interface access is needed.

1. Enter CRIS URL: <https://cris.txdot.gov>
2. Receive the Discovery screen



C.R.I.S.
Crash Records Information System

Please select your Agency

The Application or Service you are trying to reach requires you to authenticate with your home Agency.

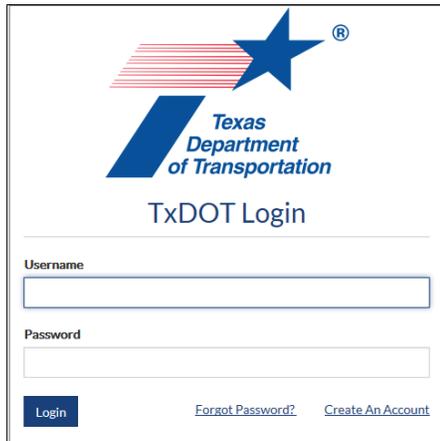
Enter your Agency's Name:

[Allow me to pick my Agency from a list](#)

For Interface Data Requests or if your home agency is not in the list choose **Texas Department of Transportation**

Need assistance? Send mail to [CRASH Help Desk](#) with description.

3. From the Discovery screen, the user will select or type **Texas Department of Transportation** as their agency
4. Select **Continue**




Texas
Department
of Transportation

TxDOT Login

Username

Password

[Forgot Password?](#) [Create An Account](#)

5. Select **Create An Account**
Note: TxDOT users will not see the 'Forgot Password?' and 'Create An Account' options on the TxDOT login page. Internal TxDOT employees do not need nor will they be provided access to the Public or Standard Extract files. If they have a business need to access crash data, they will need to complete and submit the CRIS access request forms available at <http://crossroads.org/trf/TRFCDA/CRIS.htm>.
6. Receive the CRIS User Registration screen

7. Select the radio button **I want to use CRIS to download Crash Report Interface Information**
8. Select **I'm not a robot** reCAPTCHA and follow verification steps
9. Select **Continue**

10. Enter the fields listed. The required fields are listed in **bold**:
 - a. **First Name** – this field is required and allows up to 255 characters
 - b. Middle Name – this field is optional and allows up to 255 characters
 - c. **Last Name** – this field is required and allows up to 255 characters
 - d. **Email Address** – this field is required and allows up to 255 characters
 - e. **Email Confirmation** – this field is required and allows up to 255 characters
Note: *Both email instances must match exactly*
 - f. Phone Number – this field is optional unless the Member of a Government Organization checkbox is checked
 - g. Member of a Government Organization – Check if Member of a Government Organization, leave blank if not a Member of a Government Organization
 - h. Organization Name – this field is optional unless the Member of a Government Organization is set to Yes, then field is required. Allows up to 255 characters.
Note:

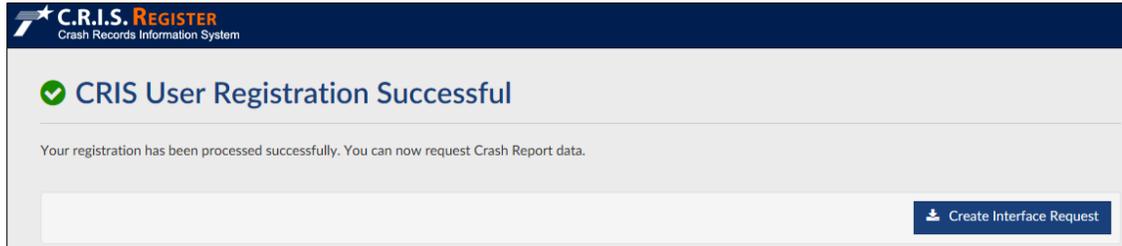
- i. When “Member of a Government Organization” is set to No, the user will be granted access to the public interface
- ii. When “Member of a Government Organization is set to Yes, the user’s information will be verified by TxDOT and will be granted access to the public or standard interface
- iii. “Member of a Government Organization” is intended for individuals associated with an agency of the United States, this State, or a local government of this state that has use for the information for accident prevention purposes

11. Select **Continue**

12. New CRIS users will receive the Enter CRIS Security Information screen

Note: If the user is an existing CRIS user they will receive ‘An Error Occurred’ notification stating “There is already a user account registered for Interface Requests with this email address. To access the system, use the ‘Forgot Password’ link from the CRIS Login page.

13. Create and enter a secure password. The password convention is as follows:
 - a. 8-18 characters
 - b. Rank as secure or better
 - c. To increase rank, use upper and lower case characters, numbers, and symbols
Note: *While the password is being created 'rate the strength' will display below as "Too Short, Weak, Moderate, Secure, or Very Secure"*
14. Re-enter the secure password in the **Password Confirmation** field
Note: *Both password instances must match exactly*
15. Select three security questions from dropdown options and provide answers
Note:
 - a. *The answer to each question must be a minimum of two characters each*
 - b. *The answers to the security questions are case sensitive*
 - c. *In the event the user forgets their password and needs to create a new password with the 'Forgot Password' link, one of the three questions will be provided for verification.*
16. Select **Continue**
17. Receive the CRIS User Registration Successful screen



18. If the user meets the criteria to receive Standard Interface access, they will receive a 'Request for access to the Standard Interface Data' email from TxDOT with a CRIS Automated Interface Confidentiality Agreement attached. This agreement will need to be signed and returned to TRF_CRASH@txdot.gov. Once the form is received and reviewed by TxDOT, the user will receive access to the Standard Interface.
Note: *If a user who requests access to the Standard Interface does not return the Confidentiality Agreement within 10 days of receiving the agreement, their Interface access request will be denied. The user will be required to complete the self-registration process again if share access is needed.*

5.2 Accessing Standard Interface

There are options in which a user can access the standard interface to begin creating requests:

1. User receives an email notification when they register, provide their organization information, and the TxDOT Interface Authorization Manager grants Standard Interface access. The email notification contains the data below (User can continuously use link from email)

From: <TRF_CRASH@txdot.gov>
Date: August 22, 2018 at 3:08:21 PM CDT
To: User Name
Subject: (UAT) Access to TxDOT Crash Interface Data has been granted
Reply-To: <TRF_CRISTechSupport@txdot.gov>

You have been granted access to request TxDOT Standard Crash Interface Data. You may use your assigned ID, < *system inserts assigned ID here* > and your password to access the TxDOT Crash Interface Data. Please click on the following link to submit requests for data:

<https://cris.dot.state.tx.us/secure/Share>

Click on the following link to download the 7-Zip software which will allow access to data files you receive.

[Download](#)

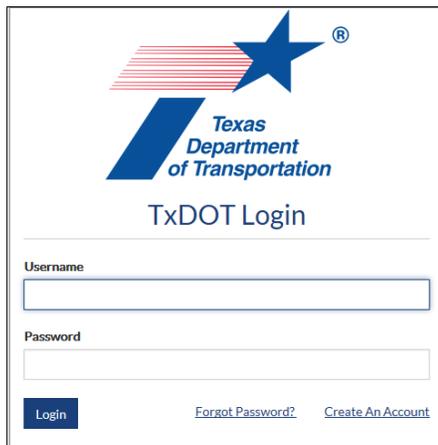
If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

2. Select the link <https://cris.dot.state.tx.us/secure/Share>

3. Enter Username and Password

Note: Username is the email address that was entered during the registration process unless the user is an existing CRIS/CRASH user and enters the same email during registration as was entered for their CRIS/CRASH account. In this case, the username will be included in the 'Access to TxDOT Crash Interface Data has been granted' email notification.

4. Select **Login**



5.3 Create Interface Request

The following steps are intended to guide users in completing a standard interface request.

1. Receive the CRIS Interface Request screen (Location Section)

CRIS
Crash Records Information System

Logged in as Spider Man | Logout

CRIS Interface Request

Please select the type and output format for your request:

Request Type: Standard

Output Format: CSV XML OTHER

Please select the location of Crash Data to be included in your request:

Include Crash Data from all of Texas

Include Crash Data from specific counties

ANDERSON
ANDREWS
ANGELINA
ARANSAS

Include Crash Data from specific cities

ABBOTT
ABERNATHY
ABILENE
ACE

Include Crash Data from specific agencies

ABERNATHY POLICE DEPARTMENT
ABILENE CHRISTIAN UNIVERSITY POLICE DEPARTM
ABILENE METROPOLITAN PLANNING ORGANIZATION
ABILENE POLICE DEPARTMENT

Include Crash Data from specific Metropolitan Planning Organizations

Abilene
Amarillo
Brownsville
Bryan College Station

Continue

2. User must select the format that they want to receive the extract file(s) in:
 - a. CSV
 - b. XML

Note: Output Format of OTHER is shown however this option is for a future enhancement that is not yet available.
3. User must select one of the radio buttons to specify the location criteria of crash data to be included:
 - a. Include Crash Data from all of Texas
 - b. Include Crash Data from specific counties:
 - i. Select one county by clicking on the county name. When a county name is highlighted this indicates the option is selected.
 - ii. Select multiple counties by holding the Ctrl key down and highlight multiple counties using the mouse to click on county names.
 - c. Include Crash Data from specific cities:
 - i. Select one city by clicking on the city name. When a city name is highlighted this indicates the option is selected.
 - ii. Select multiple cities by holding the Ctrl key down and highlight multiple cities using the mouse to click on city names.
 - d. Include Crash Data from specific agencies:
 - i. Select one agency by clicking on the agency name. When an agency name is highlighted this indicates the option is selected.
 - ii. Select multiple agencies by holding the Ctrl key down and highlight multiple agencies using the mouse to click on agency names.

Note: In the agency values list there are MPOs and Regional Mobility Authorities listed. Do not select these values as criteria for crash data. The results returned, if any, are not guaranteed to be accurate. If a user would like to base their criteria for crash data based on MPO, the value should be selected from the Metropolitan Planning Organization list.

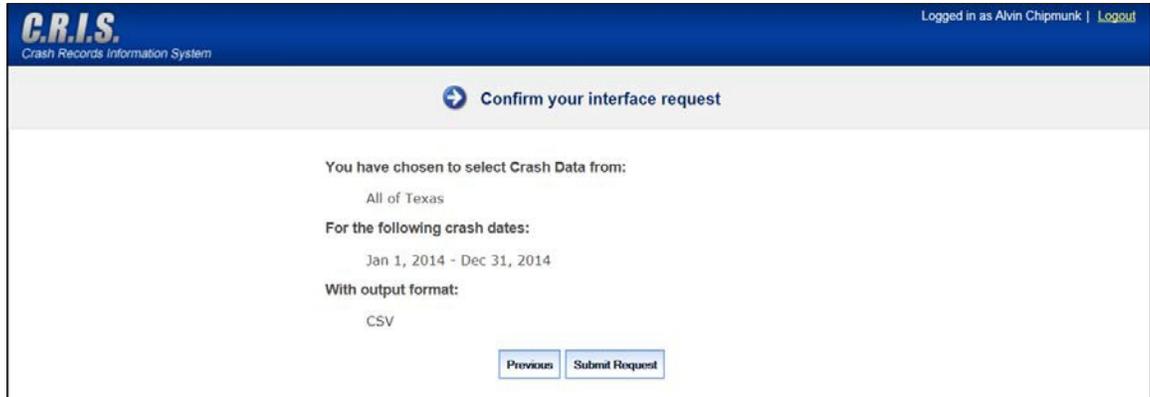
- e. Include Crash Data from specific Metropolitan Planning Organizations
 - i. Select one MPO by clicking on the MPO name. When a MPO name is highlighted this indicates the option is selected.
 - ii. Select multiple MPOs by holding the Ctrl key down and highlight multiple MPOs using the mouse to click on MPO names.
- 4. Select **Continue**
- 5. Receive the CRIS Interface Request screen (Date Section)

- 6. User must select one of the radio buttons to specify the date's criteria of crash reports to be included
 - a. Select Crash Data from a specific Crash Date range:
 - i. Begin Date
 - ii. End Date

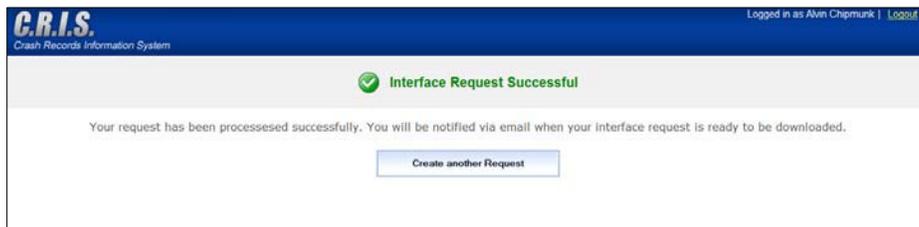
Note:

 1. *Begin and End Dates cannot be future dates*
 2. *User can request for crash dates which include crash year 2010 to current*
 3. *End Date must be within one year of Begin Date*
 4. *The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years*
 - b. Receive daily Crash Reports for a specific Process Date range:
 - i. Begin Date can be previous, current, or future process dates
 - ii. End Date can be previous, current, or future process dates

Note: *Processed date means the date in which the crash data has been processed through the system. This includes the date the data was first received and also any time the data was modified by TxDOT through a reprocessing task or correction effort.*
- 7. Select **Continue**
- 8. Select **Previous** to return to the Location Section
- 9. Receive the Confirm your interface request screen



10. Review and ensure the Location and Date criteria selected are displayed
 - a. Select **Previous** to return to the Date Section to update, or
 - b. Select **Previous** again to update the Location Section, or
 - c. Select **Submit Request** to continue to the interface request
11. Receive the Interface Request Successful screen

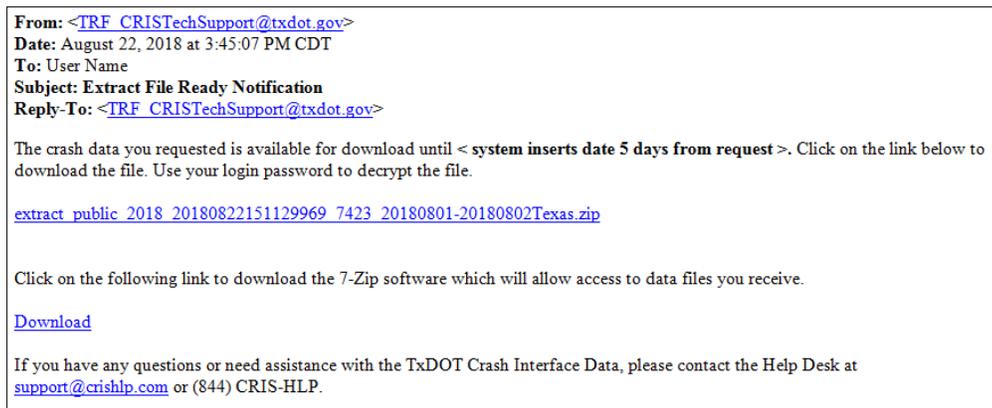


12. User has the option to create another request or end the session
 - a. Select **Create another Request** and follow previous steps to create another interface request
 - b. Select **Logout** to end the session

5.4 Download Extracts

The extract file will be provided in a CSV or XML format. The request will take approximately 24 hours before the user receives the email that the extract is ready.

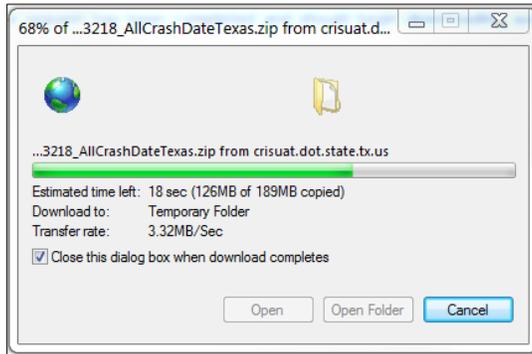
1. User receives an email notification when the extract is ready, which contains the data below:



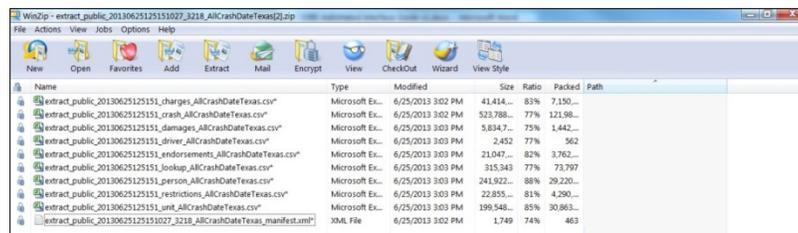
Note: The file will be available to the user for 5 days. The date and time provided within the email lets the user know when the file will expire. Once the file has expired it cannot be recovered. The user will have to submit a new request.

2. Select the link provided within the email
3. Enter Username and Password

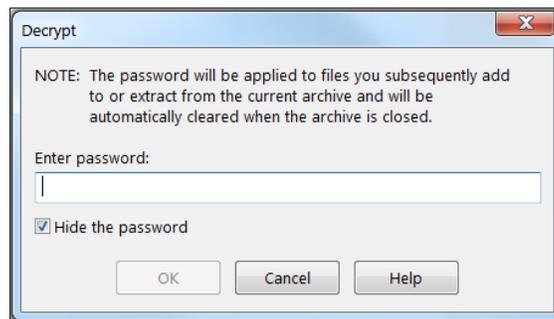
4. Select **Login**
5. Receive the Download your interface request screen
6. The download file window will appear



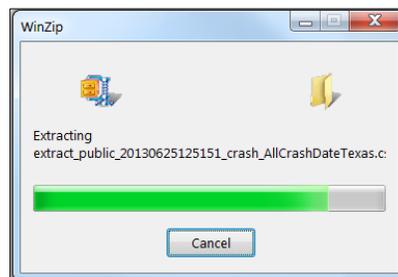
7. If the file download window does not appear, the user must select the link provided in the message **“To manually download your interface request, click here”**. There are three actions users can take:
 - a. Select **Open** to begin downloading the file
 - i. Receive the WinZip screen



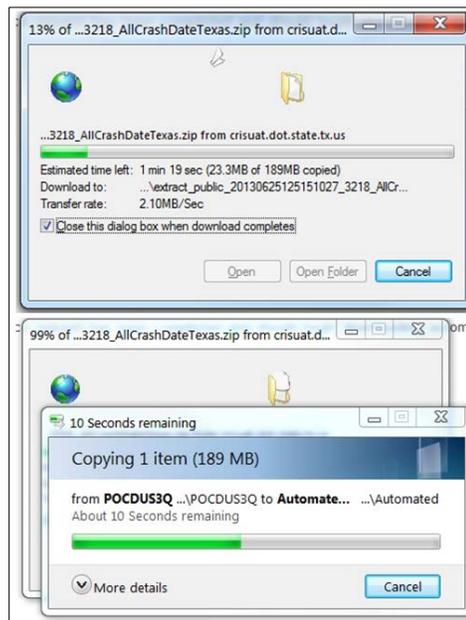
- ii. User is able to extract the files
- iii. User will receive the ‘Decrypt’ window and will be required to enter a password to access the files. The password is the same as the password that was used for creating the file



- iv. Enter password and select **OK**
- v. The WinZip window will show the progress of the file(s) being extracted



- b. Select **Save** to open the 'Save As' window. The user will select a location to save the file.
 - i. Once the location is determined, select **Save**. The download and copying process will begin.
 - ii. **Note:**
 1. If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.
 2. If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip



- c. Select **Cancel**
- d. The file download window will close and return to the Download your interface request screen

6. Reset Password

The following steps are for users who forget or want to reset their password for interface access. The user has three attempts to log in. If they incorrectly key in the username or password more than three times they must reset their password via the 'Forgot Password?' link.

6.1 Reset

1. Select the **Forgot Password?** link from the CRIS Login screen

Texas Department of Transportation
TxDOT Login

Username

Password

[Login](#) [Forgot Password?](#) [Create An Account](#)

2. Receive the Reset CRIS Password screen

C.R.I.S. REGISTER
Crash Records Information System

Reset CRIS Password

Enter the following fields in order to reset your CRIS password

Email Address *

Agency *
Select an item or type to filter...

Note: If you use CRIS for Interface Requests, select INTERFACE USERS

I'm not a robot [reCAPTCHA Privacy - Terms](#)

[Continue](#)

3. Enter **Email Address**
4. Select **Interface Users** from the **Agency** dropdown list
5. Select **I'm not a robot** reCAPTCHA and follow verification steps
6. Select **Continue**
7. Receive the Reset CRIS Password screen

8. Enter answer for the security question
Note: User has three attempts before they must start over
9. Select **Continue**
10. Receive the CRIS Password Reset Successful message. The message states the link will only be valid for 30 minutes.
Note: If user does not access within 30 minutes, user must start with Reset Step 1.

11. User receives email notification which contains data below

```

From: <TRF_CRASH@txdot.gov>
Date: August 22, 2018 at 4:01:34 PM CDT
To: User Name
Subject: (UAT) CRIS Password Reset Request
Reply-To: <TRF_CRISTechSupport@txdot.gov>

You recently requested that your password for the CRIS application be reset.

Your new temporary password is: <system inserts system generated password here>

This password will expire in 30 minutes. Please click on the following link, enter the temporary password provided and you will then be prompted to reset your password.

Reset your password

If you did not request that your password be reset, please contact TxDOT immediately at:
<System inserts TxDOT contact information here>

```

12. Select the link to reset the password
13. Receive the Create CRIS Password screen

14. Enter the temporary password provided in the email

Note: User has three attempts before they must start over.

15. Create and enter a secure password

a. The password convention is as follows:

- i. 8-18 characters
- ii. Rank as Secure or better
- iii. To increase rank, use upper and lower case characters, numbers, and symbols

Note: While the password is being created a “rate the strength” will display below as “Too Short, Weak, Moderate, Secure, or Very Secure”

iv. Re-enter the secure password in the Password Confirmation field

Note: Both password instances must match exactly

v. Receive the CRIS Password Reset Successful screen

vi. Select **Proceed to Login**

vii. User is returned to the CRIS Login screen

viii. Enter username and password

ix. Select **Login**

7. TxDOT Interface Authorization Manager

The following steps are intended to guide the TxDOT Interface Authorization Manager (AM) in validating whether user will receive the standard or public interface or if access should be denied.

7.1 Grant Automated Interface Access – Public

1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for ‘Member of a Government Organization’.

From: TRF_CRASH@txdot.gov [mailto:TRF_CRASH@txdot.gov]
Sent: Wednesday, August 22, 2018 3:05 PM
To: TxDOT Interface Authorization Manager
Subject: A user has requested access to Standard Interface Data

<Last Name, First Name> has requested access to the Standard Interface Data. The following information is available to help you confirm that this user is authorized to receive data from the standard interface:

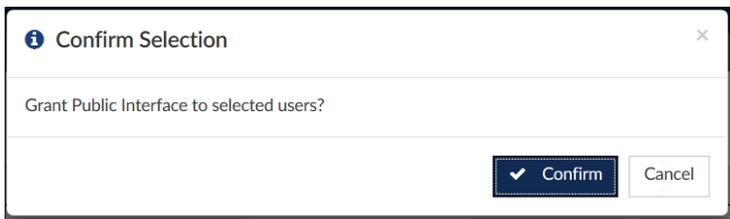
<Last Name, First Name, Email address, phone number, agency>

If this is a valid user that is allowed to receive the standard interface, please log in to Configure and grant the user the appropriate access in accordance with TxDOT policies.

If the user is not authorized to receive the standard interface, please grant them access to the public interface only.

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

2. If the organization provided for user is not an agency of the United States, this state, or a local government of this state, the TxDOT Interface AM will provide public interface only.
3. Log into Configure
4. Select **Extract Users**
5. Within the New Extract Users panel, select the user to highlight
6. Select **Grant Public Access**
7. Receive the Confirm Selection window



8. Select **Confirm**
9. User information is removed from the list of New Extract Users and remains listed within the All Extract Users panel

7.2 Grant Automated Interface Access – Standard

1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for 'Member of a Government Organization'.

From: TRF_CRASH@txdot.gov [mailto:TRF_CRASH@txdot.gov]
Sent: Wednesday, August 22, 2018 3:05 PM
To: TxDOT Interface Authorization Manager
Subject: A user has requested access to Standard Interface Data

<Last Name, First Name> has requested access to the Standard Interface Data. The following information is available to help you confirm that this user is authorized to receive data from the standard interface:

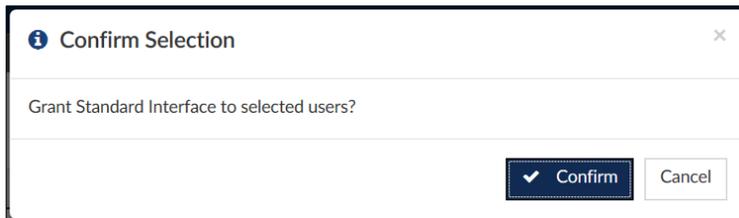
<Last Name, First Name, Email address, phone number, agency>

If this is a valid user that is allowed to receive the standard interface, please log in to Configure and grant the user the appropriate access in accordance with TxDOT policies.

If the user is not authorized to receive the standard interface, please grant them access to the public interface only.

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

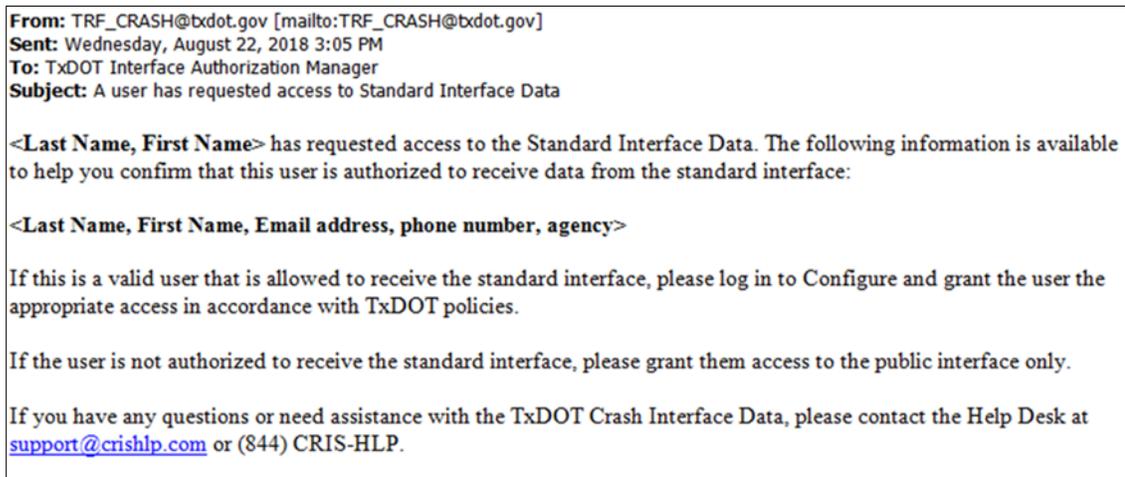
2. If the organization provided for user is not an agency of the United States, this state, or a local government of this state, the TxDOT Interface AM will provide public interface only.
 - a. If the email domain provided for the user is not the domain for their organization then the TxDOT Interface AM will deny access and reply to the user via email informing them to re-register with their organization's email domain.
3. Complete and forward the attached Confidentiality Letter to TRF_CRASH@txdot.gov
4. Once the TxDOT Interface AM receives the completed Confidentiality Letter, they will provide access to the user
5. Log into Configure
6. Select **Extract Users**
7. Within the New Extract Users panel, select the user to highlight
8. Select **Grant Standard Access**
9. Receive the Confirm Selection window



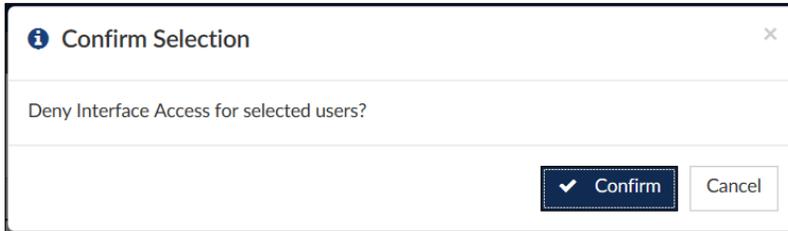
10. Select **Confirm** to grant Standard Interface access
11. User information is removed from the list of New Extract Users and remains listed within the All Extract Users panel

7.3 Deny Access

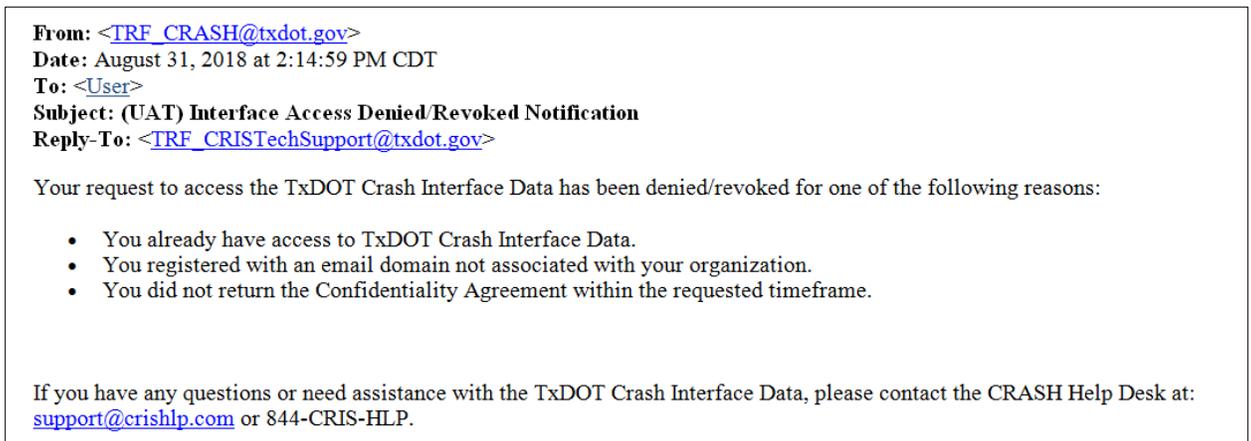
1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for 'Member of a Government Organization'.



2. If the user is already registered or registered with an invalid email domain, the user access must be denied.
3. Log into Configure
4. Select **Extract Users**
5. Within the New Extract Users panel, select the user to highlight
6. Select **Deny Access**
7. Receive the Confirm Selection window



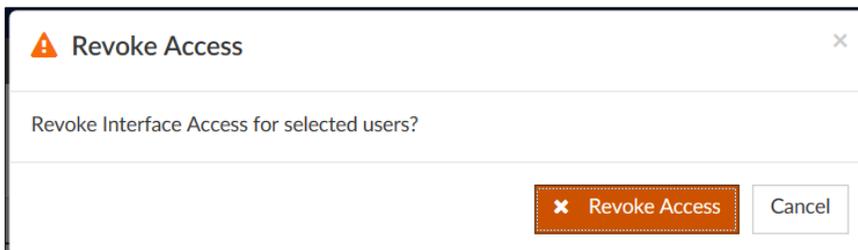
8. Select **Confirm** to deny interface access
9. User information is removed from the New Extract Users list
10. User information is removed from the All Extract Users list
11. User will receive an email that contains the data below:



Note: Deletion of a user's account is an overnight process. Once a user's access has been denied or revoked, the system will not allow them to re-register until the following day.

7.4 Revoke Access

1. Once access has been granted, the TxDOT Interface AM can revoke access if necessary.
2. Log into Configure
3. Select **Extract Users**
4. Select **All Extract Users** tab
5. Within the All Extract Users panel, select the user to highlight
6. Select **Revoke Access**
7. Receive the Revoke Access window
8. Select **Revoke Access**



9. User information is removed from the All Extract Users list
10. User will receive an email that contains the data below:

From: <TRF_CRASH@txdot.gov>

Date: August 31, 2018 at 2:14:59 PM CDT

To: <[User](#)>

Subject: (UAT) Interface Access Denied/Revoked Notification

Reply-To: <TRF_CRISTechSupport@txdot.gov>

Your request to access the TxDOT Crash Interface Data has been denied/revoked for one of the following reasons:

- You already have access to TxDOT Crash Interface Data.
- You registered with an email domain not associated with your organization.
- You did not return the Confidentiality Agreement within the requested timeframe.

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the CRASH Help Desk at: support@crishlp.com or 844-CRIS-HLP.

Note: *Deletion of a user's account is an overnight process. Once a user's access has been denied or revoked, the system will not allow them to re-register until the following day.*