AUTOMATED INTERFACE GUIDE FOR PUBLIC AND STANDARD EXTRACTS

v17.0

August 31, 2018
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1. Document Information

1.1 Version Control

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<td>L. Trevino</td>
<td>3, 4, 5</td>
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<td>Added note for IAM to request justification from TxDOT and NTT users</td>
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<td>L. Cox</td>
<td>All</td>
<td>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.</td>
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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](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

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<tr>
<th>OS</th>
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<th>Firefox</th>
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<td>11.0 or newer</td>
<td>26.0.1410.43 or newer</td>
<td>20.0 or newer</td>
<td>Not Supported</td>
</tr>
<tr>
<td></td>
<td>*Microsoft Edge is Not Supported</td>
<td></td>
<td></td>
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<tr>
<td>Windows 8</td>
<td>11.0 or newer</td>
<td>26.0.1410.43 or newer</td>
<td>20.0 or newer</td>
<td>Not Supported</td>
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<tr>
<td>Windows 7</td>
<td>11.0 or newer</td>
<td>26.0.1410.43 or newer</td>
<td>20.0 or newer</td>
<td>Not Supported</td>
</tr>
</tbody>
</table>

### 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

![Discovery Page](image)

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

![Login Page](image)

5. Select “Create An Account”
6. 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.
7. Receive the CRIS User Registration page
8. Select the radio button “I want to use CRIS to download Crash Report Interface Information”
9. Select “I'm not a robot” reCAPTCHA and follow verification steps
10. Select “Continue”

11. 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. Confirm Email Address – 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 on for 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.

i. **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

12. Select “Continue”

13. New CRIS users will receive the ‘Enter CRIS Security Information’ screen
14. 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”

15. Re-enter the secure password in the ‘Confirm Password’ field
    Note: both password instances must match exactly

16. 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 need to create a new password with the ‘Forgot Password’ link. One of the three questions will be provided for verification.

18. Select “Continue”
19. 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)

From: TRF_CRASH@txdot.gov [mailto:TRF_CRASH@txdot.gov]
Sent: Monday, August 20, 2018 4:31 PM
To: User Name
Subject: Access to TxDOT Crash Interface Data has been granted

You have been granted access to request TxDOT Public 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@crisship.com or (844) CRIS-HLP.

   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)

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 Public 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@crisship.com or (844) CRIS-HLP.

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.
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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)

   ![CRIS Interface Request](image)

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 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_CRSITechSupport@txdot.gov>
   Date: August 22, 2018 at 3:45:07 PM CDT
   To: User Name
   Subject: Extract File Ready Notification
   Reply-To: <TRF_CRSITechSupport@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@cris.hpl.com or (844) CRIS-HLP.

2. 
3. Select the link provided within the email
4. Enter Username and Password  
5. Select “Login”  
6. Receive 'Download your interface request' screen  
7. The download file window will appear  
8. 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 make:  
   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](https://cris.txdot.gov)
2. Receive the ‘Discovery’ screen

![Image](https://cris.txdot.gov)

3. From the ‘Discovery’ screen, the user will select or type “Texas Department of Transportation” as their agency
4. Select “Continue”
6. 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 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/CURIS.html](http://crossroads/org/trf/TRFCDA/CURIS.html)

7. Receive the CRIS User Registration screen

8. Select the radio button “I want to use CRIS to download Crash Report Interface Information”

9. Select “I’m not a robot” reCAPTCHA and follow verification steps

10. Select “Continue”
11. 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. **Confirm Email Address** – 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 on for 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

12. Select “**Continue**”

13. 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.

14. 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”

15. Re-enter the secure password in the ‘Confirm Password’ field

   **Note:** both password instances must match exactly
16. 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 need 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

![CRIS User Registration Successful](image)

19. 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 receive 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 two options in which a user can access the standard interface to begin creating requests:

1. Option 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)
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)
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.

4. Select “Continue”
5. Receive the CRIS Interface Request screen (Date Section)

   ![CRIS Interface Request screenshot]

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 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:
2. 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.

3. Select the link provided within the email

4. Enter Username and Password

5. Select “Login”

6. Receive ‘Download your interface request’ screen

7. The download file window will appear

![Download Window](image)

8. 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 make:
   a. Select “Open” to begin downloading the file
      i. Receive the WinZip screen
      ![WinZip Screen](image)
      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 “Forgot Password?” link from the CRIS Login screen

2. Receive the ‘CRIS Password Reset’ screen
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 ‘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 ink 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
      
      ![CRIS Password Reset Successful](image)

      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 Authorization Manager 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 Authorization Manager will receive an email notification when a user registers and selects Yes for ‘Member of a Government Organization’. The TxDOT AM will receive the following email notification:

   **From:** TRF_CRASH@txdot.gov ([mailto: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](mailto:support@crishlp.com) or (444) 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 user will provide public interface only
3. Log into Configure
4. Select “Interface Users”

5. Within the ‘New Interface Users’ panel, select the user and highlight

6. Select ‘Grant Public Access’
7. Receive ‘Confirm Selection’ window

8. Select “Confirm”
9. User information is removed from the list of ‘New Interface Users’ and remains listed within the ‘All Interface Users’ tab

7.2 Grant Automated Interface Access – Standard
1. TxDOT Interface Authorization Manager will receive an email notification when a user registers and selects Yes for ‘Member of a Government Organization’. The TxDOT AM will receive the following email notification:
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 user will provide public interface only.
   a. If the email domain provided for the user is not the domain for their organization then the TxDOT 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 AM receives the completed Confidentiality Letter, they will provide access to the user

5. Log into Configure

6. Select “Interface Users”

7. Within the ‘New Interface User’ panel, select the user and highlight

8. Select “Grant Standard Access”

9. Receive ‘Confirm Selection’ window
10. Select “Confirm” to grant Standard Interface access
11. User information is removed from the list of ‘New Interface Users’ and remains listed within the ‘All Interface Users’ tab

7.3 Deny Access
1. TxDOT Interface Authorization Manager will receive an email notification when a user registers and selects Yes for ‘Member of a Government Organization’. The TxDOT AM will receive the following email notification:

   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 user is already registered or registered with an invalid email domain, the user access must be denied.
3. Log into Configure
4. Select “Interface Users”

5. Within the ‘New Interface User’ panel, select the user and highlight
6. Select “Deny Access”

7. Receive ‘Confirm Selection’ window
8. Select “Confirm” to deny interface access
9. User information is removed from the ‘New Interface Users’ list
10. User information is removed from the ‘All Interface Users’ list
11. 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.

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

9. User information is removed from the ‘New Interface Users’ list
10. User information is removed from the ‘All Interface Users’ list
11. 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_CRTechSupport@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.