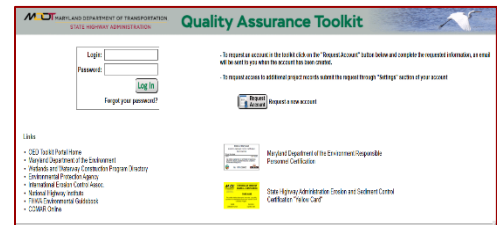


Information for logging into the Quality Assurance Toolkit

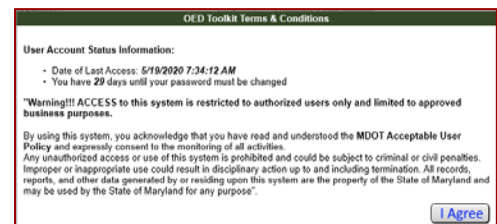
The OED Toolkits (QA, IEM and MDE) utilize security protocols as mandated by the Maryland Department of Transportation. The following are some tips to consider when accessing the Toolkits to help resolve any issues that may be encountered.

- Ensure that the correct Username and Password are entered.
 - The Toolkit system is case sensitive for both the Username and Password.
 - If unsure, a copy of the correct log in credentials can be obtained by selecting the option “Forgot your password?” and entering the E-mail Address associated with the Toolkit Account.



- Passwords require that a special character be used. It is recommended to avoiding using those characters at the beginning of the password when updating/changing.
- The Toolkit does utilize pop-ups, pop-up blockers must be disabled for the site.

- The “save password” option may need to be disabled or cleared in your browser settings when there is an issue of the log in process taking an individual back to the log in screen after hitting “I Agree” on the Terms and Conditions Pop-up.



- The following security protocols apply to all user accounts.
 - All users must change their password every 45 days.
 - The account will be locked for 15 mins after 3 incorrect login attempts.
 - The account will be disabled after 3 additional incorrect login attempts.
 - The account will be disabled if not accessed for 60 days.
 - Contact the system administrator listed below to have an account re-enabled (you must login to the account on the same day it is reset to have the 60-day period reset after your account is re-enabled).
- System Notifications will not be sent to a user when the account is disabled.

If issues with accessing the Toolkit occur, please contact Tad Daniel, QAD Assistant Division Chief at TDaniel@mdot.maryland.gov