# In order to use eRODs to check ELDs you must have a Portal account. If you do not have one set up, follow these instructions to request it.

### **COMPASS Portal- Registration and Requesting Systems**

- 1. Begin by typing this address into the address bar of your browser. http:/portal.fmcsa.dot.gov (there are no www's in the address)
- 2. You will be taken to this page:



 Click where it says "To register for a portal account, please click <u>here</u>." <u>At the next page</u>, click on Enforcement User, and then click NEXT.

#### **COMPASS Portal- Registration and Requesting Systems**

Revised 05/2017

COMPASS Account Request For	rm - Step 2 - Micro	soft Internet Explorer provided by Colorado Dept of Public	Safety			
😋 😔 🗢 🙋 https://portal.fmcsa.dot.gov/Acco	ountRequest/AccountReques	tForm2.jsp	🔽 🔒 🚱 🐓 🗙	🔇 🚼 Google	<b>م</b>	
Elle Edit View Favorites Icols Help X 🍕 🕶						
× Google		Search 🗸 More »			🌙 Sign In 🔌	
🗼 Favorites   🦛 🖻 Home - Motor Carrier S 👔 Edit-View Challenge Data 🖹 New Tab 🔣 OpenFox''' Desktop We 🖻 BIU Help Desk (BIU Me 🖉 Web Sitce Gallery 💌						
28 + 🍘 COMPASS Account R × 🛅 Road Conditions, Speed						
U.S. Department of Transportation Federal Motor Carrier Safety Administration FMCSA Portal						
Account Request						
Step 1-2-3-4-5-6 Please enter the information below.		"Indicates Required Information Please Note: Special characters { } { } { } { } ] ]   " can not be used in personal information				
Personal Information	n 🥹		Secu	rity Identification 🥯		
*First Name:	John		*Que	estion 1: What was my high a	school mascot?	
Middle Name:			*Ar	nswer 1: kings		
"Last Name:	Smith		*Que	estion 2: What is my least fav	vorite vegetable?	
*Email:	xxx.xxx@xxx.xxx		*Ar	nswer 2: onions		
*Verity Email:	MINGHIM .		*Qu	estion 3: What is my pet's na	.me?	
			*Ar	nswer 3: fido		
"User ID:	jsmith	(between 2 and 50 characters, allowing and @ to be used)				
*Password:	•••••	(must include 3 of the 4 rules: combination of numbers, letters, special characters, and mixed case)				
*Verify Password:	•••••	]				
<< Back Next >> Cancel						
Feedback   Privacy Policy   USA.gov   Freedom of Information Act (FOIA)   Accessibility   OIG Hotline   Web Policies and Important Links   Site Map   Plug-ins						
Federal Motor Carrier Safety Administration 1200 New Jersey Avenue SE, Washington, DC 20590 • 1-800-832-6660 • TTY: 1-800-877-8339 • Field Office Contacts						
Jone				) Internet	🖓 • 🔍 100% •	

- 4. At this screen, complete all the fields as required. Your USERNAME can be anything you like; however, many people use either first initial/last name, or CO and their IBM (like CO1234). Anything can be used as long as it's between 2-50 characters. Then click NEXT.
  - <u>The PASSWORD has complexity requirements, so be sure to read the</u> requirements CAREFULLY.

NOTE: If your username has already been used previously by someone else (<u>this is a National system</u>), you may be prompted to choose a different one.)

#### **COMPASS Portal- Registration and Requesting Systems**

Revised 05/2017

COMPASS Account Reque	st Form - Step 3 - Microsoft Intern	net Explorer provided by Colorado Dept of Public Saf	íe ty				
🔄 🗢 🖉 https://portal.fmcsa.dot.	gov/AccountRequest/AccountRequestForm3e.jsp	▼	🔒 📴 😽 🗶 🚼 Google	P-9			
Elle Edit View Favorites Iools Help X 🌚 🔸							
× Google		Search 🕶 More »		🌙 Sign In 🔌 🗸			
😭 Favorites 👒 🖉 Home - Motor Carrier S 🖉 Edit-View Challenge Data 🖉 New Tab 🗟 OpenFox *** Desktop We 🖉 BIU Help Desk (BIU Me 🦉 Web Sike Callery 🔸							
😢 🛛 🖉 COMPASS Account R 🗴 🍘 barne Smith							
U.S. Department of Transportation Federal Motor Carrier Safety Administration FMCSA Portal							
Step 1-2-3-4-5-6 Please enter the information below.		Indicates Required Information					
Work Information 🥹							
*Address Line 1:	Colorado State Patrol	*Phone #: 1- 303 273-1875 Ext.#	Badge/SI #: CO1234	,			
Address Line 2:	Motor Carrier Safety	Fax #: 1- 303 273-1939	Preferred Contact Method	d Emai			
Address Line 3:	15075 South Golden Road	*FMCSA Affiliate State: Colorado	Preferred contact method				
Address Line 4:		*Organization Name: Colorado State Patrol					
*City:	Golden	Select a value Colorado Attomey Generals Office					
*State/P	rov: COLORADO	Colorado Port of Entry Colorado State Patrol EMCSA, CO					
*Postal Code:	80401	FMCSA - CO Field Office Organizat	tion Name				
	*Country: UNITED STATES						
			<< Back Next	>> Cancel			
	Feedback   Privacy Policy   USA.gov   Freedom of Information Act (FOIA)   Accessibility   OIG Hotline   Web Policies and Important Links   Site Map   Plug-ins						
Federal Motor Carrier Safety Administration 1200 New Jersey Avenue SF. Washington DC 20590 1 1.000.872-8339 * Field Office Contacts							
Annication Release Date May 7 2011 2:00 AM FDT Version 4:11 25							
			😜 Internet	🗌 • 🔍 100% • 🔡			

- 5. Complete this next screen. Please note the following:
  - a. The Address Line 1 should be Colorado State Patrol (or your own local agency).
  - b. Address Line 2 (and 3 if needed) should reflect your CURRENT assigned Troop or location.
  - c. When you enter the phone number, don't use any dashes only use numbers. It will automatically put in the dash.
  - d. Be sure to select <u>COLORADO</u> as the *FMCSA Affiliated State*, and <u>Colorado State Patrol</u> as the *ORGANIZATION NAME*. Do not use Colorado Port of Entry as it is no longer a separate agency.
  - e. The Badge/SI# is CO then your IBM, like CO1234. Port of Entry PERSONNEL YOU MUST USE PE, <u>THEN YOUR IBM NUMBER</u> as your Badge/SI#. Local Agency members should use their Inspector Code in this field.
  - f. Click NEXT.
- 6. \*\*\*At the next screen (screen 4), "Select Portal Roles", just click NEXT. You will not choose anything on that screen.\*\*\*

#### **COMPASS Portal- Registration and Requesting Systems**

Revised 05/2017

COMPASS Account Request Form - Step 5 - Microsoft Internet Explorer provid	ed by Colorado Dept of Public Safety						
🚱 🕞 💌 🙋 https://portal.fmcsa.dot.gov/AccountRequest/AccountRequestForm5e.jsp	Soogle						
Eile Edit View Favorites Iools Help X 🍕 🗸							
× Google Search - More >>	🌙 Sign In 🔌 🗸						
👷 Favorites 🛛 🎪 🖻 Home - Motor Carrier S 🖻 Edit-View Challenge Data 🔊 New Tab 🗷 OperFox <sup>™</sup> Desktop We 🖻 BU Help Desk (BU Me 🖉 Web Slice Gallery 🕶							
🔠 🔹 🏈 COMPASS Account R 🗴 🎉 Jeanne Smith 🛛 🚫 FMCSA Portal	🛅 - 🔂 - 🖸 👼 - Page - Safety - Tools - 🕢 - 🎽						
U.S. Department of Transportation Federal Motor Carrier Safety Administration FMCSA Portal							
Select the system from the drop down menu to see what roles are available. Click on a role from the list below to see the the request systems and roles table.	criteria for that role displayed in the box underneath. Select each role and hit the "Add Role" button to move it to						
Select a value 🔽 Requested Roles 3							
Select a value AAI Det Ga ABI Det Ga ABI Det Ga ABI Add Role Add Role Add Role Remove Role SAFER External Systems Role Selection Description							
	<< Back Next >> Cancel						
Feedback   Privacy Policy   USA gov   Freedom of Information Act (FOIA)   Accessibility   OID Hotline   Web Policies and Important Links   Site Map   Plug-ins Federal Motor Carrier Safety Administration 1200 New Jersey Avenue SE, Washington, DC 20590 • 11-800-832-5680 • TTV: 1-800-837-8339 • Field Office Contacts							
Application Release Date: M This web site is currently certified to work with Microsoft Internet Explorer Versions 6 and 7 and Mozilla Fir	ay 7, 2011, 2:00 AM EDT, Version: 4.1.1.25 refox Version 3 FMCSA cannot quarantee full web site functionality unless one of the certified browser versions is used						
Done	😜 🖓 🕶 🖓 100% 👻 💥						

- 7. On the "**Select Available <u>Systems</u>**" screen, click on the down arrow on the left side and choose the systems you would like access to.
  - a. If you are not sure about which roles you need. The Organizational Coordinator will assign your appropriate role.
- 8. Read the Rules of Behavior. You must check BOTH acknowledgement boxes in order to submit your request. MAKE SURE THAT YOU CLICK ON THE SUBMIT BUTTON OR THE REQUEST WILL NOT GO THROUGH.

If you have completed the registration process correctly, the system will place your request in my inbox. Once it has been approved, the system will notify you and you can begin using the Portal.

\*\*If you receive a DENIAL message, you may have chosen an Organizational Name OTHER than Colorado State Patrol.

## These instructions can also be found on the MCSAP CSPN site in the Inspector toolbox. It is a file that looks like:

FMCSA Portal\_QC Portal Instructions 0517 ... January 3

Jeremy Guddat