

MULTI-FACTOR AUTHENTICATION FOR BTS CONFIDENTIAL DATA SYSTEMS USER GUIDE

CONTENTS

1. OVERVIEW	2
1.1. Multi-Factor Authentication	2
2. LOGGING INTO A BTS SYSTEM AS AN EXISTING USER.....	2
3. ACCOUNT REGISTRATION.....	4
3.1. Registering for Login.gov.....	4
4. RESOURCES	8
4.1. BTS Portals	8
4.2. Login.gov Links	8

LIST OF FIGURES

Figure 1. Login.gov Sign-in	2
Figure 2. Warning, Burden Statement, and Pledge of Confidentiality Pop-up.....	3
Figure 3. Existing Users Sign-in Page	3
Figure 4. PIV/CAC Sign-in Page	4
Figure 5. Create an Account Page.....	5
Figure 6. Check Email Page	5
Figure 7. Confirm Email Message.....	6
Figure 8. Create a Password Page	6
Figure 9. Authentication Setup Page	7

1. OVERVIEW

This user guide highlights how to use Login.gov to access the following BTS systems:

- FLOW Data Portal
- SafeOCS systems
- SafeMTS systems

NOTE: You must also request account access from BTS for these systems.

1.1. Multi-Factor Authentication

A multi-factor authentication (MFA) is a security measure that requires two or more methods, or factors, to verify your identity when accessing information technology systems. BTS has updated its data systems to require MFA using Login.gov, a secure sign-in service provided by the U.S. General Services Administration.

Through your single Login.gov account, you gain free, secure access to participating federal websites through the multiple authentication factors offered. Authentication methods include using a password and a one-time code sent via email, phone call, or SMS text message. Most websites within the U.S. Department of Transportation (USDOT), including BTS systems, require MFA to access certain applications.

Learn more about Login.gov: www.login.gov/about-us.

2. LOGGING INTO A BTS SYSTEM AS AN EXISTING USER

1. Visit the page of the BTS system you wish to access.
2. Select the 'Sign in with Login.gov' button (Figure 1). Note, the location of the Login.gov sign-in button may vary depending on the BTS system you choose to use.

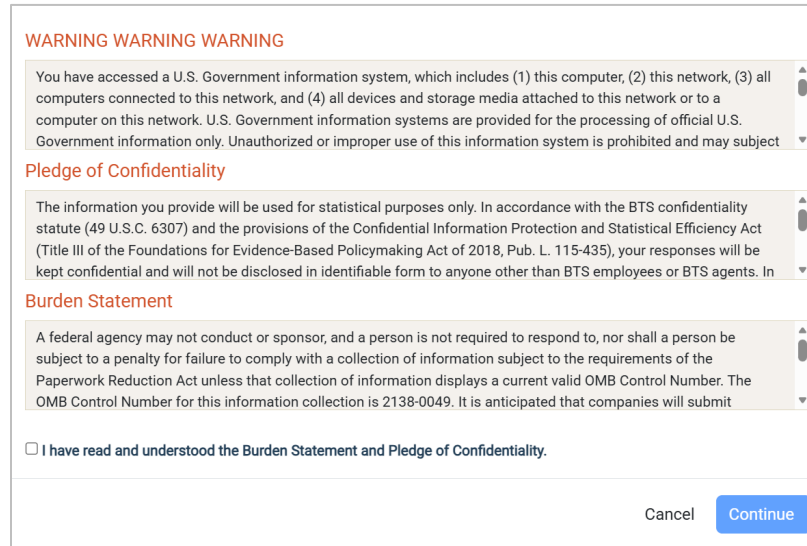
Figure 1. Login.gov Sign-in



Source: BTS.

3. Review the Warning, Pledge of Confidentiality, and Burden Statement, then check the box to confirm that you have read and understood the content. Select the 'Continue' button (Figure 2).

Figure 2. Warning, Burden Statement, and Pledge of Confidentiality Pop-up



A screenshot of a pop-up window with a white background and a thin grey border. At the top, the text "WARNING WARNING WARNING" is displayed in red. Below this, there are three sections, each with a red title and a scrollable text area. The first section, titled "WARNING WARNING WARNING", contains text about U.S. Government information systems. The second section, titled "Pledge of Confidentiality", contains text about the use of information for statistical purposes. The third section, titled "Burden Statement", contains text about federal agency requirements. Below these sections is a checkbox labeled "I have read and understood the Burden Statement and Pledge of Confidentiality." At the bottom right, there are two buttons: "Cancel" and "Continue".

WARNING WARNING WARNING

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject

Pledge of Confidentiality

The information you provide will be used for statistical purposes only. In accordance with the BTS confidentiality statute (49 U.S.C. 6307) and the provisions of the Confidential Information Protection and Statistical Efficiency Act (Title III of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. 115-435), your responses will be kept confidential and will not be disclosed in identifiable form to anyone other than BTS employees or BTS agents. In

Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0049. It is anticipated that companies will submit

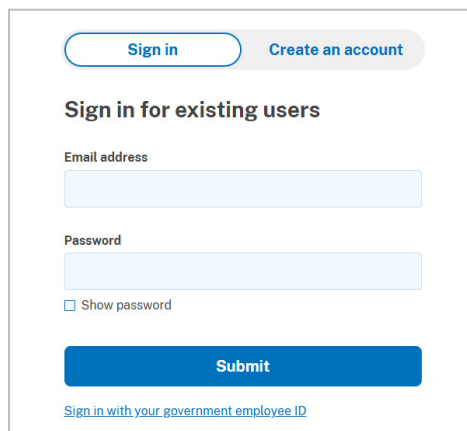
☐ I have read and understood the Burden Statement and Pledge of Confidentiality.

Cancel Continue

Source: BTS.

4. Enter the email address and password associated with the specific BTS system, then select 'Submit' (Figure 3). You should now have access to the data portal.

Figure 3. Existing Users Sign-in Page



A screenshot of a sign-in page with a white background and a thin grey border. At the top, there are two buttons: "Sign in" and "Create an account". Below these buttons, the text "Sign in for existing users" is displayed. Underneath, there are two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Show password". At the bottom, there is a large blue button labeled "Submit". Below the "Submit" button, there is a link that says "Sign in with your government employee ID".

Sign in Create an account

Sign in for existing users

Email address

Password

☐ Show password

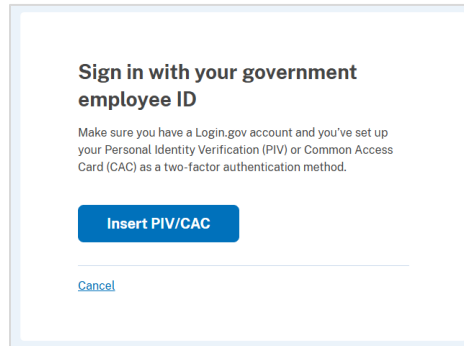
Submit

[Sign in with your government employee ID](#)

Source: BTS.

5. An alternative login method is to select the hyperlinked text 'Sign in with your government employee ID', then select the 'Insert PIV/CAC' button (Figure 4). Identify and select the correct card, input the PIN associated to that card, then select 'OK'.

Figure 4. PIV/CAC Sign-in Page



Source: BTS.

3. ACCOUNT REGISTRATION

If you do not already have an account for the BTS system you want to use, you must request access directly from the respective BTS team:

- For FLOW, email BTSDDataPortal@dot.gov
- For SafeOCS, email SafeOCS@dot.gov
- For SafeMTS, email SafeMTS@dot.gov

When requesting/registering a new account, use the email address that you will input for both Login.gov and the BTS system. The email address must be the same.

3.1. Registering for Login.gov

If you do not already have a Login.gov account, you must create one before you can access a BTS system. Registering for a Login.gov account (at <https://secure.login.gov/>) is a one-time task.

1. To begin, select the 'Sign in with Login.gov' button (Figure 1).
2. Select the 'Create an account' button once the Sign in window has opened.
3. Input the same email address that you used to request BTS system access.
4. Select your preferred language and check the box to acknowledge that you have read and accepted the Login.gov rules of use, then select the 'Submit' button (Figure 5).

Figure 5. Create an Account Page

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Source: BTS.

5. Go to the email address shown on the page (Figure 6).

Figure 6. Check Email Page

Check your email

We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.

Having trouble? Here's what you can do:

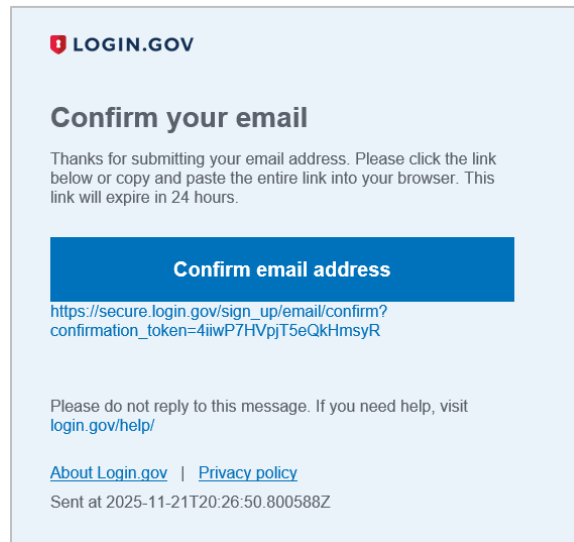
[Resend the confirmation email](#) >

[Use a different email address](#) >

Source: BTS.

6. Check your email inbox for a message from Login.gov and select the 'Confirm email address' button (Figure 7). If you don't receive your Login.gov account confirmation email and can't find it in your email's spam or junk folders, visit <https://login.gov/help>.

Figure 7. Confirm Email Message



Source: BTS.

7. Create your Login.gov password by entering one that is at least 12 characters long. Confirm the password, then select the 'Continue' button (Figure 8). To help prevent identity theft, please ensure that the password is different from others that you use, such as your bank account or email.

Figure 8. Create a Password Page

A screenshot of the "Create a strong password" page on Login.gov. At the top, a green notification bar says "You have confirmed your email address". The heading "Create a strong password" is followed by instructions: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". Below the "Confirm password" field is a checkbox labeled "Show password". A blue "Continue" button is positioned below the fields. At the bottom, there is a link for "Password safety tips" with a plus icon, and a link to "Cancel account creation".

Source: BTS.


8. Identify a secondary authentication method to keep your account secure. Check at least one box, then select the 'Continue' button (Figure 9). Follow steps as prompted. Consider additional methods for your account to have as backup if you lose access to your primary authentication method. Learn more: www.login.gov/help/get-started/authentication-methods


Figure 9. Authentication Setup Page


Authentication method setup


Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.


We recommend you select at least two different options in case you lose one of your methods.


☐  **Face or touch unlock**
Use your face or fingerprint to access your account without a one-time code.

☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

☐  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

[Cancel account creation](#)

Source: BTS.

9. Once you have set up your authentication methods you can now access your Login.gov account to:
 - A. Add other email addresses, manage your password, or delete your account.
 - B. Choose additional authentication methods.
 - C. Review which systems are connected to Login.gov.

Learn more: www.login.gov/help/manage-your-account/overview

4. RESOURCES

4.1. BTS Portals

- [FLOW Data Portal](#)
- [SafeOCS Portal](#)
- [SafeMTS Portal](#)

4.2. Login.gov Links

- [About Login.gov](#)
- [Login.com Help Page](#)
- [How to Create Your Account](#)
- [Authentication Methods](#)
- [Managing Your Login.gov Account](#)
- [Login.gov Password Assistance](#)