


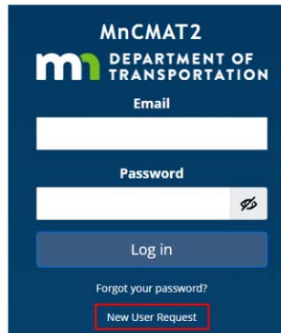
MnCMAT2 New User Registration Process

Perform the following actions to access the MnCMAT application and register as a User.

1. Enter the required application URL. Or [Click here](#) to get to the MnCMAT2 page.

	<p><i>Before you proceed any further, please obtain a valid email address of your sponsor:</i></p> <p>Agency Staff</p> <ul style="list-style-type: none"> • County Engineer – sponsors County Engineering staff and County Sheriff staff • City Engineer – sponsors City Engineering staff and City Police • District Traffic Engineer – sponsors MnDOT District Traffic Engineering staff and local State Patrol Station staff • State Traffic Safety Engineer – sponsors MnDOT Central Office staff and State Patrol Headquarters staff <p>For the Role of “Consultant”</p> <ul style="list-style-type: none"> • County or City Engineer - sponsors the consultant that is working for their specific agency on a specific project
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2. Click on ‘New User Request’ on the Login page.



3. Read the New User Information Page and click the Proceed button.

New User Information

Step 1
User Information
Step 2
Terms And Agreements
Step 3
Register As User

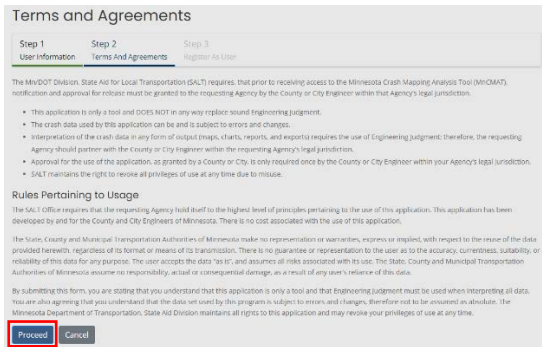
Attention! Please read the following information about registering a new account.

- The intended audience for MnCMAT is Traffic/Safety professionals.
- You must work for a Minnesota County/City or be contracted for a specific project.
- New users must have approval from a County or City Engineer (your Sponsor). You will need your sponsor's email address on page 3. Upon completion of this online form, we will send an email to your sponsor. Once we receive their approval, your account will be **activated** and you will be notified.
- Before you start this process you will need the Sponsor's email address.
 - County Engineer** -- sponsors County Engineering staff and County Sheriff staff.
 - City Engineer** -- sponsors City Engineering staff and City Police.
 - District Traffic Engineer** -- sponsors MnDOT district staff and local State Patrol Station staff.
 - State Traffic Safety Engineer** -- sponsors MnDOT central office staff and State Patrol Headquarters staff.
- For any questions, please contact mncmat.dot@state.mn.us

Proceed

Cancel

4. Read the Terms and Agreements and if in agreement click on Proceed button

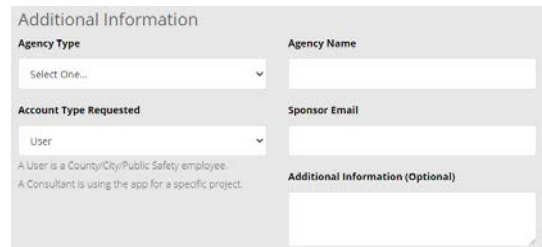


5. Fill out the applicable fields to register as a new user

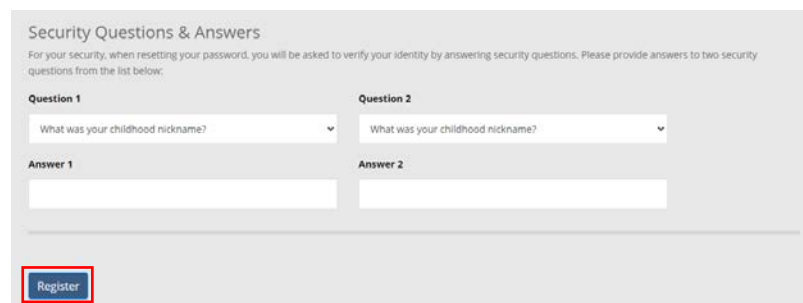
- a. **Basic Information:** Enter your name/password and business email in the appropriate field *Securely store your chosen password and choose a password that you can remember easily, as it might be several days before receiving approval.*



- b. **Additional Information:** follow the onscreen fields and provide as accurate information as possible. Access may be denied for incomplete field, missing sponsor info, etc.



- c. **Security Questions and Answers** – Complete the two security questions and click on Register button. These questions and answers will be used to reset your password. So, please remember them and store in a safe place



6. Wait for an email notification of Approval from MnDOT. This may take a day or two, as the sponsor will need to reply with their approval.
7. Upon receiving an email approval, open the application with the above URL or through a link in the email.