



Requesting a new MDOT eMMA Account for MDOT employees only

OVERVIEW

This Quick Reference Guide (QRG) is designed to help MDOT employees request a new eMMA user account.

This QRG is for MDOT employees only, if you are from another agency please contact the State eMMA Help desk by emailing eMMA.helpdesk@maryland.gov to request an eMMA account.

PROCESS: How to request a new eMMA account for MDOT employees only.

- Obtain email approval from your supervisor **AND** your TBU Director of Procurement, or your TBU Director of Finance for a new eMMA user account.
- Email the MDOT Service Desk mdotservice@mdot.maryland.gov requesting that they create a new Service Request and assign it to the **MDOT_EMMA_ADMIN Maximo group**.

Include the following information in your email:

- New User's name
- Phone number
- Email address
- State another eMMA user who you would like to model your permissions after
 - (ex. Please model my permissions after JaneDoe@mdot.Maryland.gov)
- A copy of the email approval from your TBU Director of Procurement, or your TBU Director of Finance