



INDOT Application for Buried Facilities – User Guide
Updated 1/8/2024

Access and Login Instructions for INDOT Employees and Users Outside of INDOT That Have an ITAP Account

In order to use the Buried Facility Application, the user will need to request the application from within the INDOT Technical Applications Pathway (ITAP).

You can get to ITAP by visiting: <https://itap.indot.in.gov/>

Alternatively, for INDOT employees, on the Employee Resource Internal News ([ERIN webpage](#)), scroll down to the “Popular Applications” section of the page and click the “ITAP” link:

Employee Resources, Internal News
Our INDOT ▾ Agency Links ▾ PeopleSoft ▾ Contact Us ▾

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Popular Applications

- **ITAP**
- [SPMS](#)
- [WMS](#)
- [Chronolog](#)
- [CAPWise](#)
- [Collaborative GIS](#)
- [LRS](#)
- [EPS](#)
- [PayWise](#)
- [TravelWise](#)
- [SharePoint Directory](#)

Employee Resources

- [Time & Labor](#)
- [SuccessFactors](#)
- [SPD Website](#)
- [State Holidays](#)
- [BONUS Program](#)
- [Whistleblower Form](#)
- [New Faces & New Places](#)
- [INDOT Jobs Feed](#)
- [Innovation at INDOT](#)
- [Information for Central Office Visitor](#)

If prompted, log into ITAP using your state or ITAP credentials.

On the ITAP homepage, under the “Action Links” box on the right side of the page, click the “Enroll New Application” link.

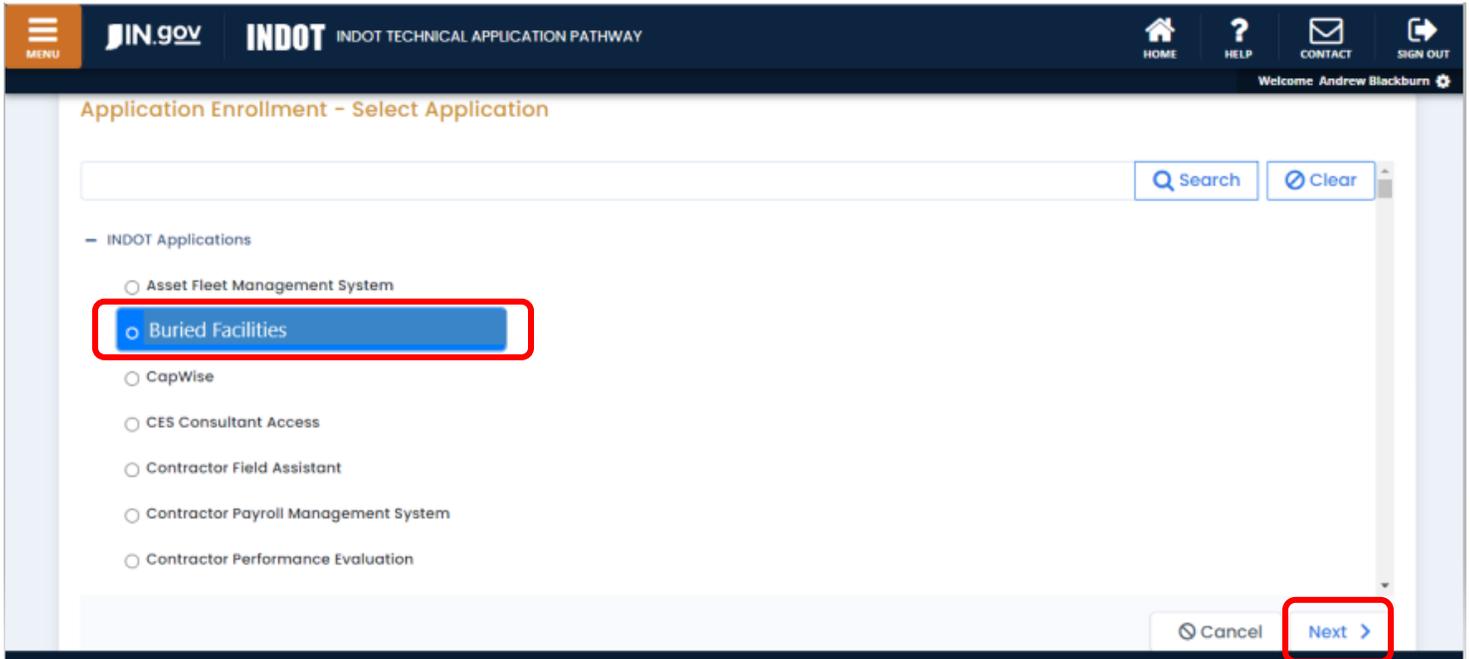
Applications

Applications	Links
▼ INDOT Applications	
ArcGIS Enterprise	Launch
Budget Forecasting Tool	Launch
Buried Facilities	Launch ⓘ
Clean Answers	Launch ⓘ

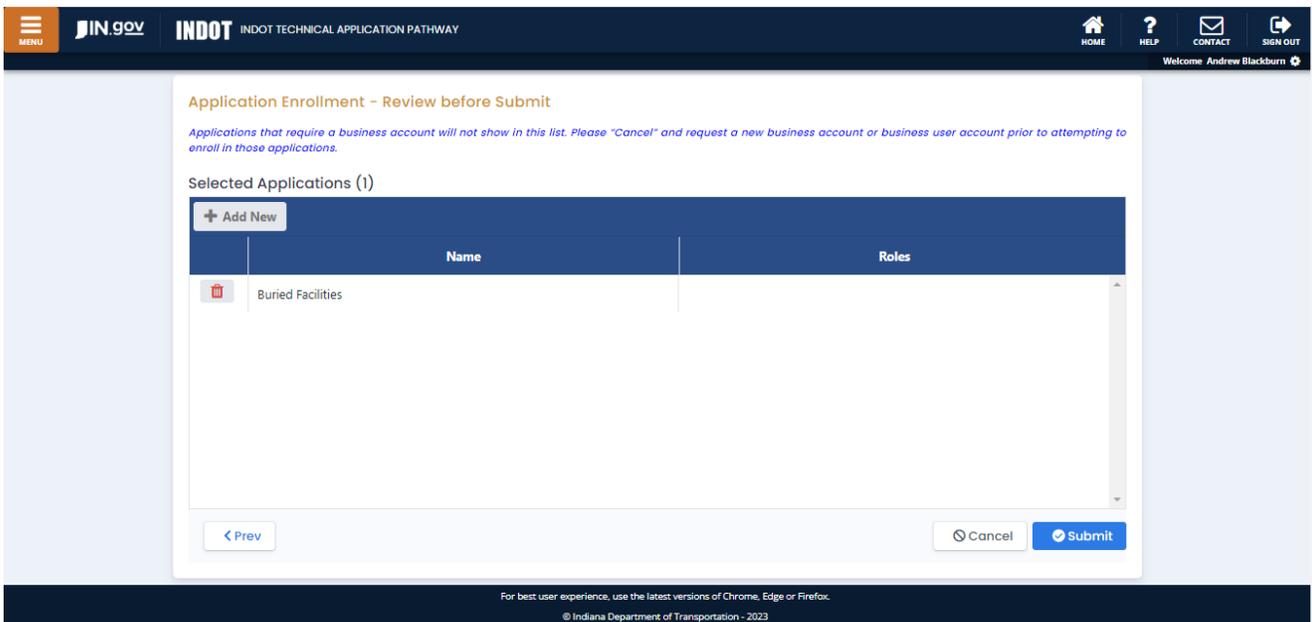
Action Links

- Quick Start Guide
- Track Request Status
- Enroll New Application**
- Notifications

Find “Buried Facilities” in the list of applications, click the circle button for the Buried Facilities selection, and then scroll to the bottom of the window and click the “Next” button. A request will be sent to your supervisor and to the Buried Facilities app administrator to approve the creation of your account in the app. When the request has been approved by both your supervisor and the Buried Facilities administrator, you will receive an email that your request has been approved, and you will then have an account in the Buried Facilities app.



Click the “Submit” button on the next window; this will finalize your request for the application. A request will be sent to your supervisor and to the Buried Facilities app administrator to approve the creation of your account in the app. When the request has been approved by both your supervisor and the Buried Facilities administrator, you will receive an email that your request has been approved, and you will then have an account in the Buried Facilities app.



Logging In

The INDOT Buried Facilities application can be accessed through the INDOT Technical Application Pathway (ITAP). The ITAP web address is <http://itap.indot.in.gov>. After navigating to the ITAP homepage, sign in with your INDOT credentials if prompted, then find Buried Facilities under the list of applications. Click the “Launch” button to the right side of the Applications table to open the Buried Facilities app.

Applications	Links
INDOT Applications	
ArcGIS Enterprise	Launch
Budget Forecasting Tool	Launch
Buried Facilities	Launch
Clean Answers	Launch
ERMS	

Access and Login Instructions for Users Outside INDOT That Do Not Have an ITAP Account

Creating an Access Indiana Account and Requesting Access to the Buried Facilities App

Users are required to create an Access Indiana account in order to use the Buried Facilities app. To create an Access Indiana Account:

1. Go to <https://access.in.gov/signin/>. Click the gold “Sign Up for Access Indiana” button.’

IN.GOV | ACCESS INDIANA | Access Indiana - Portal

About | Getting Started | Available Services | FAQ & Help

Language Translation

Welcome to Access Indiana
The State of Indiana's Single Sign-On Portal
Conduct business with ease and security

Don't have an account?
Sign Up for Access Indiana

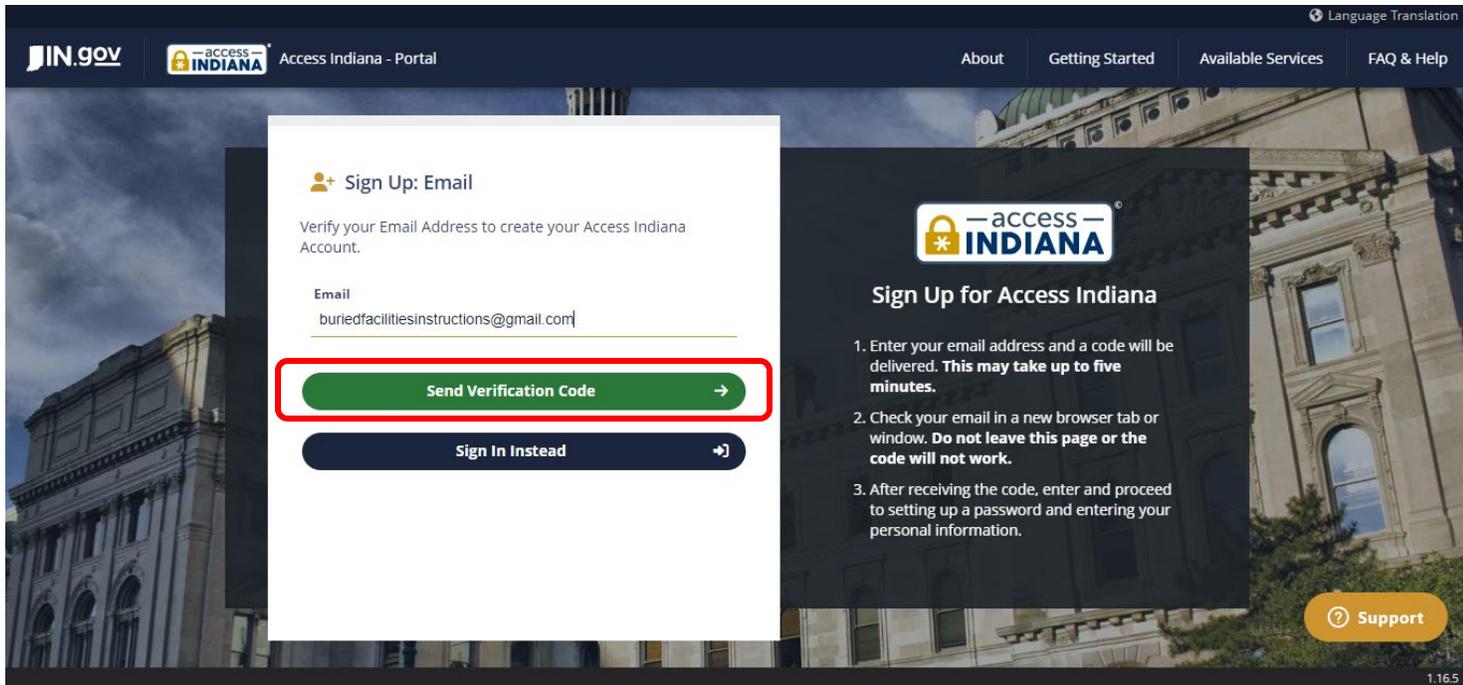
Sign In with Access Indiana
[Don't have an Access Indiana account?](#)

Email
Continue

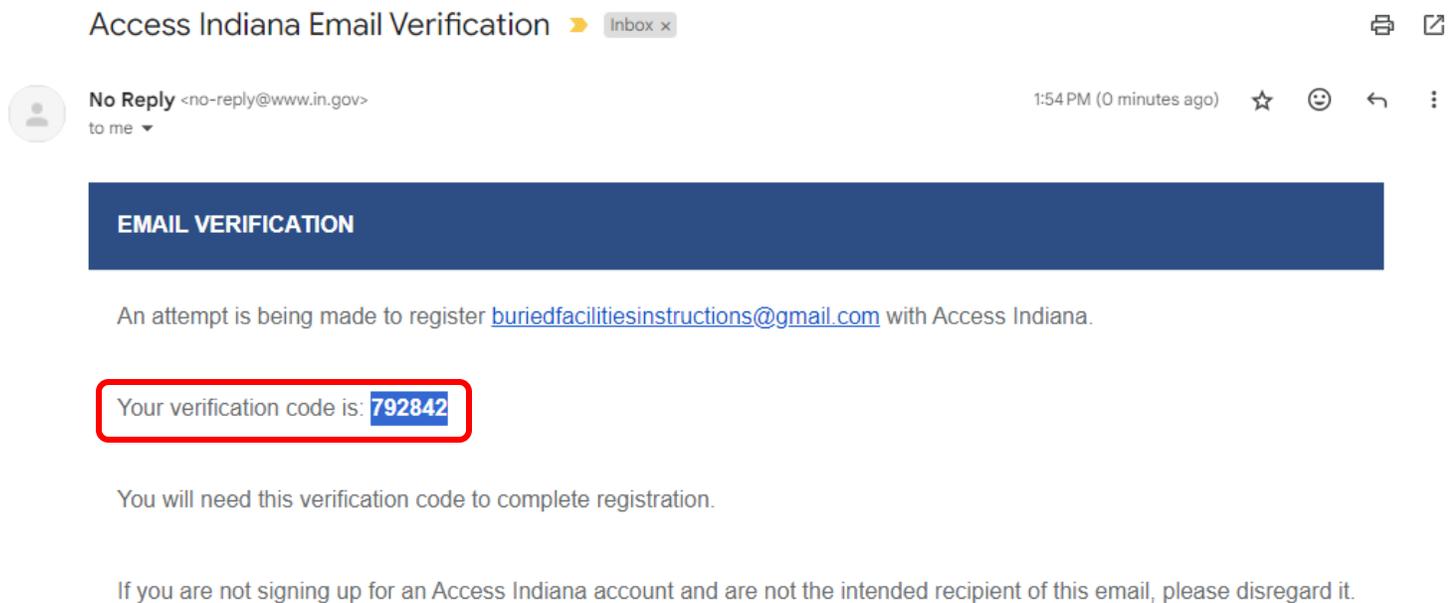
Support

1.165

2. Enter your email address and click the green “Send Verification Code” button.



3. An email with a verification code will be sent to the email entered. Copy and paste the verification code from the email to the “Verification Code” field, then click “Continue”.



IN.gov **access INDIANA** Access Indiana - Portal [About](#) [Getting Started](#) [Available Services](#) [FAQ & Help](#)

Sign Up: Email
buriedfacilitiesinstructions@gmail.com

We have sent a verification code to your email. Please check your email.

Email
buriedfacilitiesinstructions@gmail.com

Verification Code
792842

Last confirmation sent on January 3rd, 2024, 1:54 pm.

Continue →

Resend Code ✉

Back ←

—access— INDIANA

Sign Up for Access Indiana

1. Enter your email address and a code will be delivered. **This may take up to five minutes.** ✓
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.** ✓
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

[Support](#)

4. Create a password for your Access Indiana account. The requirements for Access Indiana account passwords are listed on the password creation page. Enter your password in the “Password” field, then enter it again in the “Confirm Password” field, and then click “Continue”.

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Sign Up: Password
buriedfacilitiesinstructions@gmail.com

Password
.....

Confirm Password
.....

ATTENTION: Your password is the key to your Access Indiana account and, like your offline life, you should be careful about who you give your keys to. If you share your Access Indiana password with anyone, even family members or coworkers, they may have access to all of your applications and information in Access Indiana.
[Hide this message](#)

Continue →

Cancel ←

—access— INDIANA

Sign Up for Access Indiana

Password Requirements:

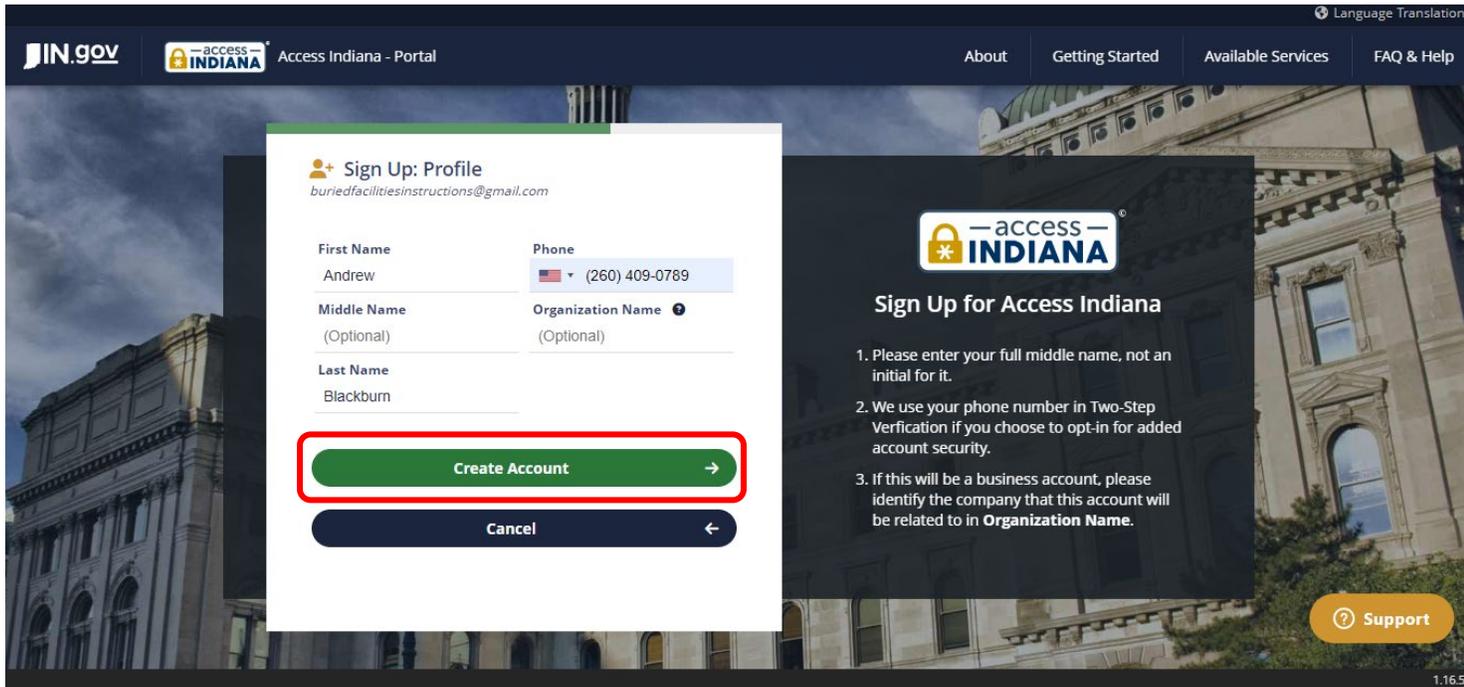
- ✓ Minimum 8 characters
- ✓ Lowercase character
- ✓ Uppercase character
- ✓ Digits (0-9)
- ✓ One or more of the following symbols:
!@#\$%^&*~_+=[]{}|\'`~"()-;
- ✓ Cannot include your username

Additional Information:

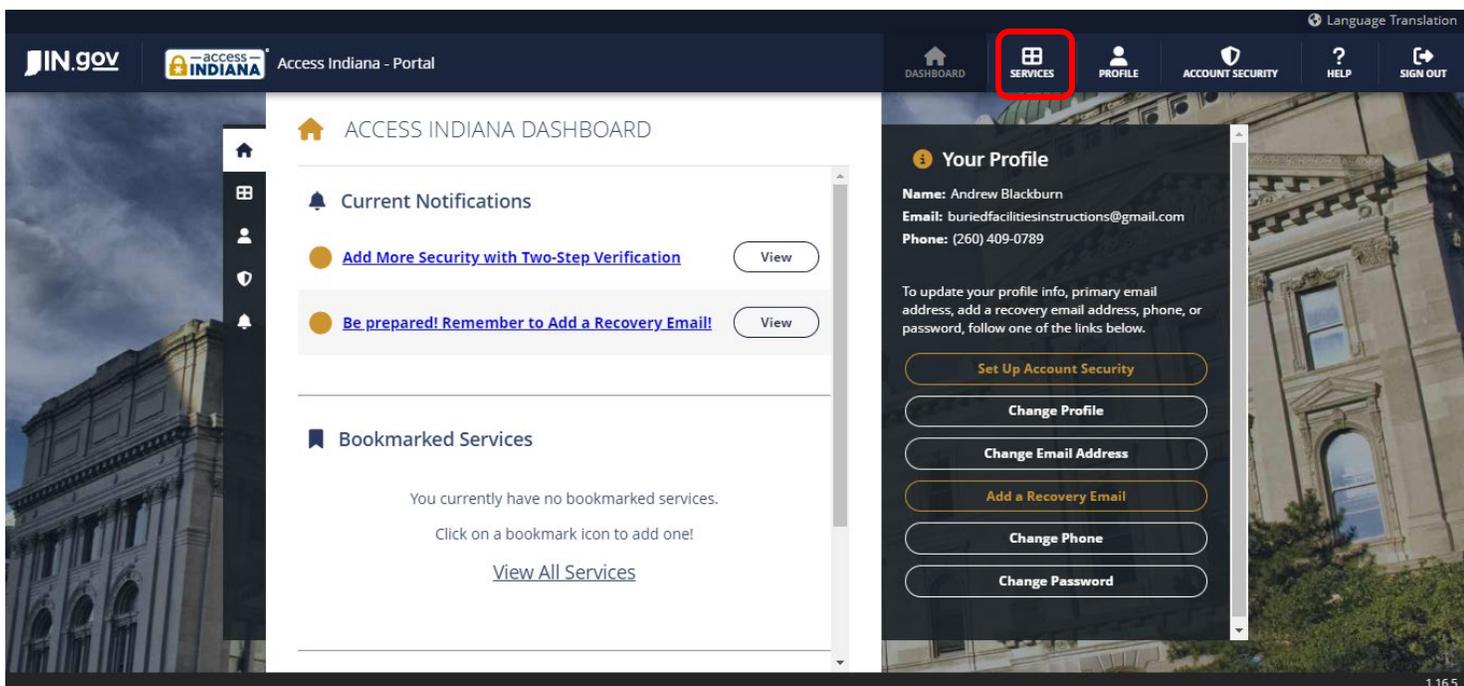
For your protection, your password must be determined to not be simple enough to guess or frequently used in other systems.

[Support](#)

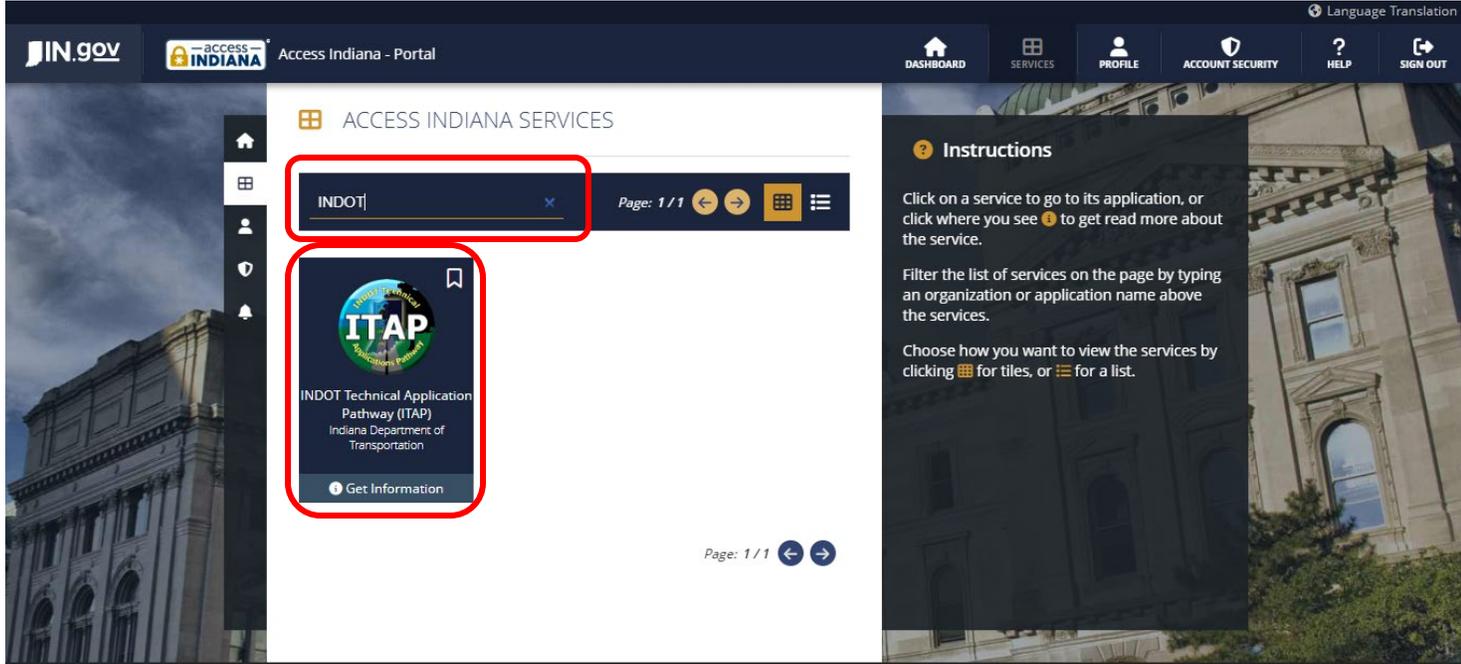
5. Enter your first name, last name, and phone number in the corresponding fields. You may also enter your middle name and company name, but these fields are optional. Click “Create Account” when you have entered the information on this page.



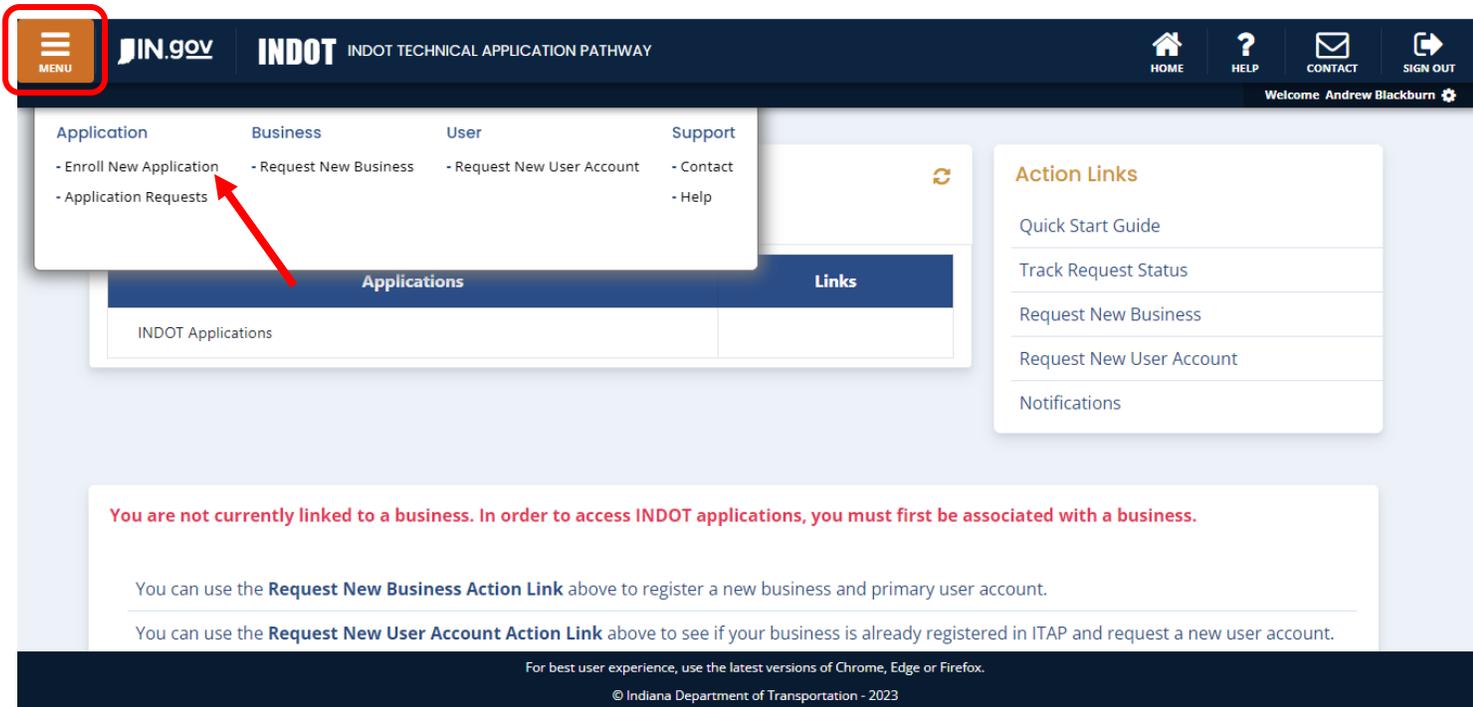
6. After clicking “Create Account”, you will be taken to the Access Indiana Dashboard page. After this step, your Access Indiana account has been created and you can now access ITAP and request access to the Buried Facilities app. To do this, first click on the “Services” button on the top bar of the page



7. Locate “INDOT Technical Application Pathway” in the list of services. An easy way to find ITAP in the list is to type “INDOT” in the “Search Services” field. Click the blue “ITAP” icon once you have located it in the list.



8. On the ITAP homepage, click the gold “Menu” button at the top left corner of the screen, and then select “Enroll New Application” from the drop-down menu.



9. Find “Buried Facilities” in the list of available applications, select it by clicking the radio button to the right of the “Buried Facilities” text, then click the “Next” button. You may need to scroll down to see the “Next” button.

Application Enrollment - Select Application

Applications that require a business account will not show in this list. Please “Cancel” and request a new business account or business user account prior to attempting to enroll in those applications.

Search Clear

INDOT Applications

- Buried Facilities
- Historic Bridge

Cancel Next >

For best user experience, use the latest versions of Chrome, Edge or Firefox.
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10. Click the “Submit” button on the next window. After you click submit, your request for the app is complete.

Application Enrollment - Review before Submit

Applications that require a business account will not show in this list. Please “Cancel” and request a new business account or business user account prior to attempting to enroll in those applications.

Selected Applications (1)

+ Add New

Name	Roles
Buried Facilities	

< Prev Cancel Submit

For best user experience, use the latest versions of Chrome, Edge or Firefox.
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11. After your request is submitted, it will be reviewed by the application administrators. When your account request has been approved, you will receive an email confirming the approval. After you receive this email, you will have access to the Buried Facilities application.

113633.356597 - Application Request Approved > Inbox x



itapweb@indot.in.gov

to me ▾

Thu, Dec 14, 2023, 2:12 PM



PLEASE DO NOT REPLY TO THIS E-MAIL. This is an automated email notification.

Your request for Buried Facilities and roles(if applicable) has been approved.

This application may be accessed from **ITAP** (INDOT Technical Application Pathway).

Thank you,

ITAP Customer Support

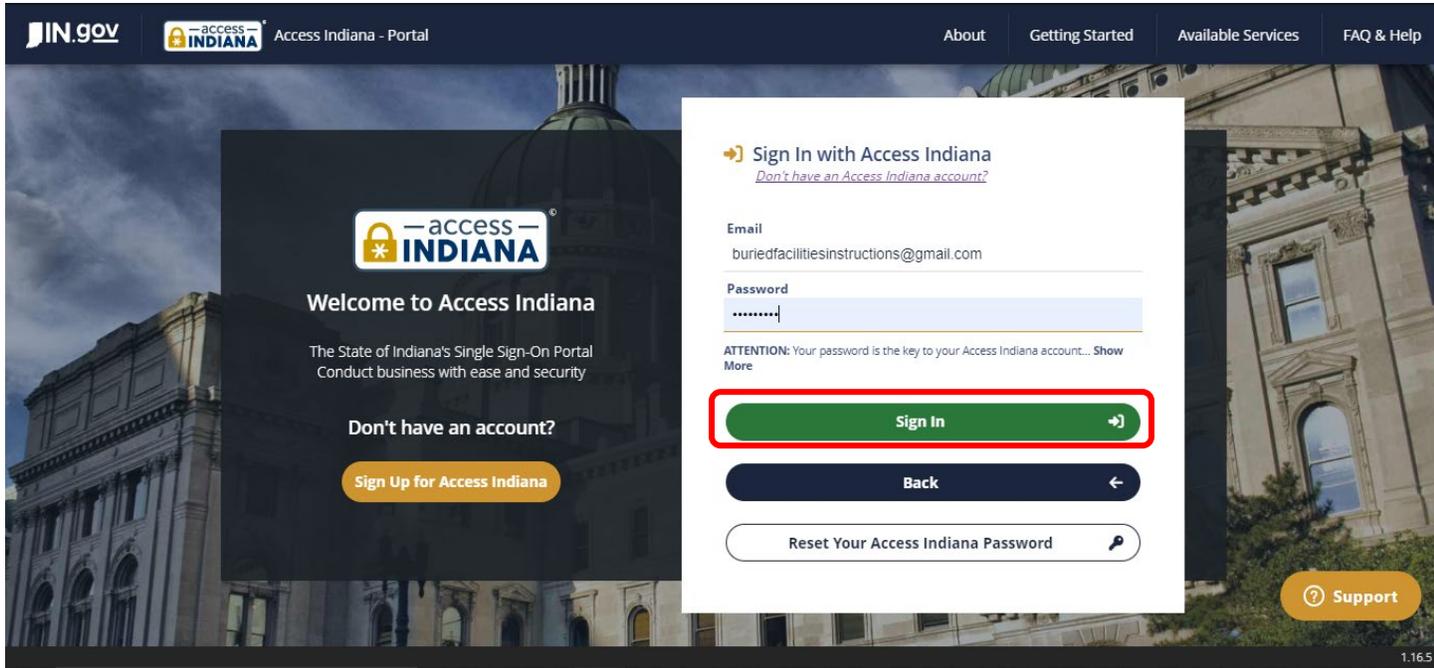
If you have questions or concerns with your request please contact **ITAP** support <https://itap.indot.in.gov/help>.

Logging In to the Buried Facilities Application Using an Access Indiana Account

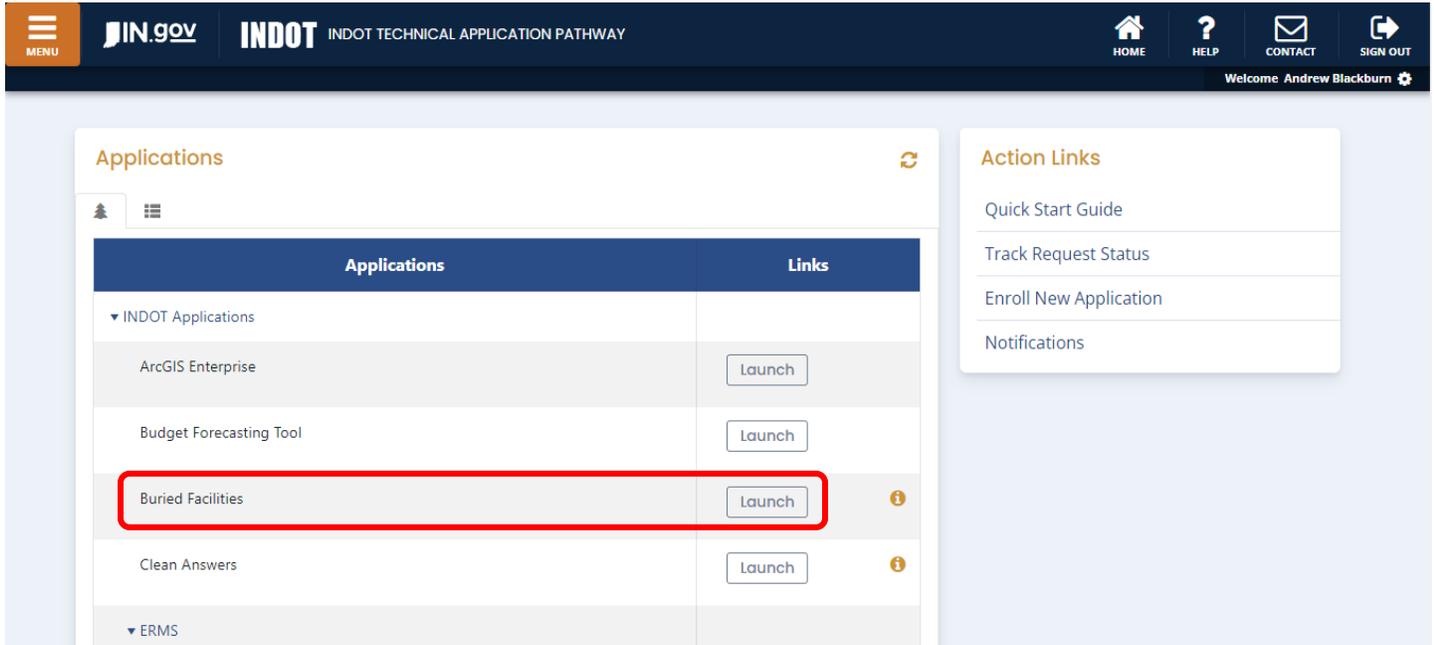
1. Go to <https://itap.indot.in.gov/>. You will be directed to the Access Indiana sign in page. Enter the email address associated with your account and click “Continue”.

The screenshot shows the Access Indiana sign-in page. At the top, there are logos for 'IN.GOV' and 'Access Indiana - Portal', along with navigation links: 'About', 'Getting Started', 'Available Services', and 'FAQ & Help'. The main content area has a dark background with the 'Access Indiana' logo and the text 'Welcome to Access Indiana' and 'The State of Indiana's Single Sign-On Portal'. Below this is a 'Sign Up for Access Indiana' button. A white sign-in form is overlaid on the right, with the text 'Sign In with Access Indiana' and a link for users who don't have an account. The form includes an 'Email' field with the address 'buriedfacilitiesinstructions@gmail.com' and a green 'Continue' button with a right-pointing arrow, which is highlighted with a red border. A 'Support' button is visible in the bottom right corner.

2. Enter your password and click “Sign In”.’



3. After signing in you will be taken to the ITAP Dashboard home page. On this page, find “Buried Facilities” in the list of applications and click the “Launch” button.



Buried Facilities App Homepage

Loc...	Dis...	Planned ...	ITS S...	Traf...	EPS...	D...	Co...	WMS W...	Cre...	Create...	Email
3921	Crawfor...	12/04/2023	Located	Located				12345	11/29/20...	Blackburn, ...	blackbu44@...
3920			Draft	Draft					11/29/20...	Blackburn, ...	
3919			Draft	Draft					11/29/20...	Blackburn, ...	
3918			Draft	Draft					11/29/20...	Blackburn, ...	
3917	Crawfor...	12/06/2023	Pending	Pending				12345	11/29/20...	Blackburn, ...	ablackburn1...
3916			Draft	Draft					11/29/20...	Blackburn, ...	
3915			Draft	Draft					11/22/20...	Blackburn, ...	

The Buried Facilities app homepage has three tabs at the top with a table view under each:

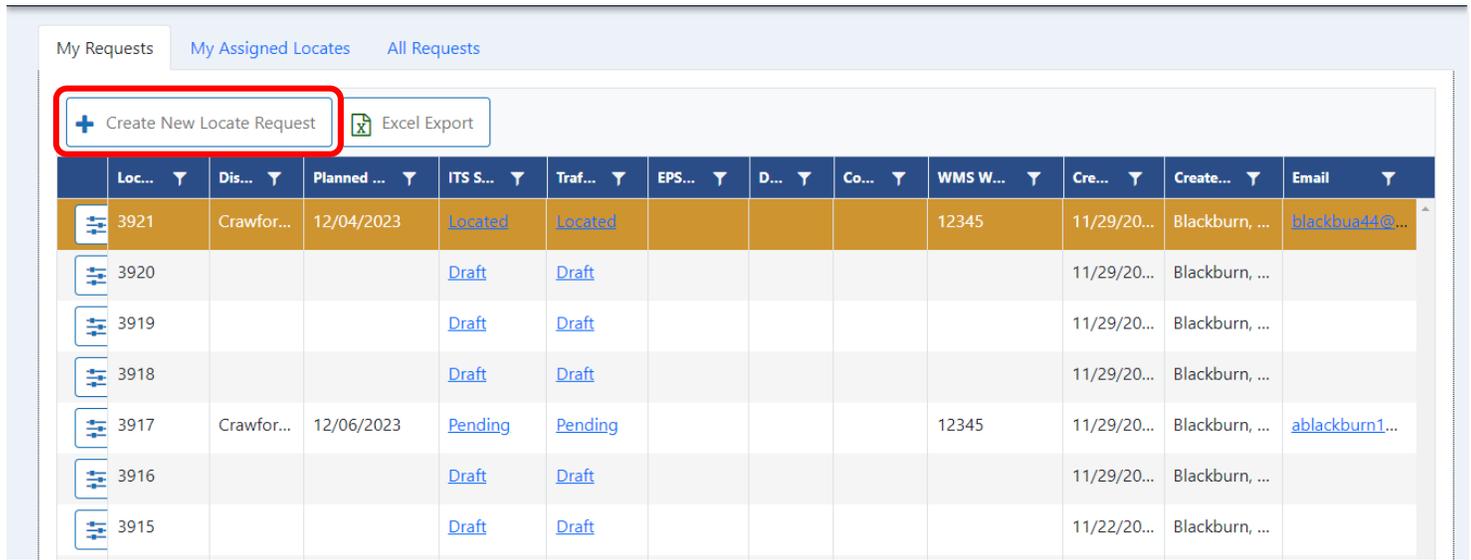
- My Requests: This tab includes all requests you have created.
- My Assigned Locates: This tab includes all locate requests created in the districts in which you are assigned as a locator. ITS locators can see requests from all districts here. This tab will only be visible if you are assigned as a district or ITS locator.
- All Requests: This tab includes all locates that have been submitted in the Buried Facilities app.

The table under each tab has columns with actions or information about each locate requests. The columns include (from right to left):

- Actions Button: this button contains options to select to see different information about each request:
 - View: opens a locate request and displays the request status and project information about the request.
 - Edit: this allows a user to edit the information included in a locate request.
 - Attachments: this allows a user to open any attachment files that were added to the locate request when it was created.
- Locate Request Number: this is a sequential identification number assigned to a locate request when it is created.
- District: the district in which a locate request area is located.
- Planned Work Date: the date for which the work that requires a locate request is planned.
- ITS Status: the status of the locate on INDOT ITS facilities.
- Traffic Status: the status of the locate on INDOT district traffic facilities.
- EPS Permit Number: EPS permit number for the project requiring a locate.
- DES Number: DES number for the project requiring a locate.
- Contract Number: contract number for the project requiring a locate.
- WMS Work Order Number: work order number for the project requiring a locate.
- Created Date: the date on which a locate request was created.
- Created By: the name of the user that created the locate request.
- Email: email address of the user that created the locate request.

Create a New Request

To create a new locate request, click the “Create a New Locate Request” button at the top of the Buried Facilities App homepage table.



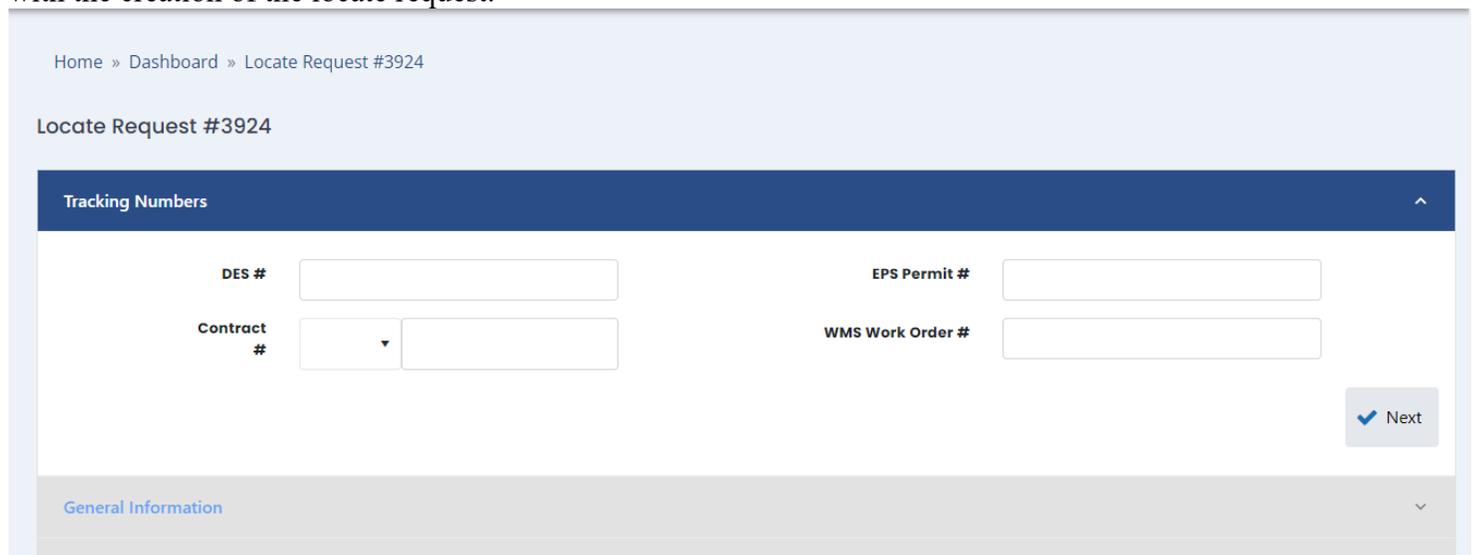
The screenshot shows a table with columns: Loc..., Dis..., Planned..., ITS S..., Traf..., EPS..., D..., Co..., WMS W..., Cre..., Create..., and Email. The 'Create New Locate Request' button is highlighted with a red box. The table contains several rows of data, including request numbers 3921, 3920, 3919, 3918, 3917, 3916, and 3915.

	Loc...	Dis...	Planned ...	ITS S...	Traf...	EPS...	D...	Co...	WMS W...	Cre...	Create...	Email
	3921	Crawfor...	12/04/2023	Located	Located				12345	11/29/20...	Blackburn, ...	blackbus44@...
	3920			Draft	Draft					11/29/20...	Blackburn, ...	
	3919			Draft	Draft					11/29/20...	Blackburn, ...	
	3918			Draft	Draft					11/29/20...	Blackburn, ...	
	3917	Crawfor...	12/06/2023	Pending	Pending				12345	11/29/20...	Blackburn, ...	ablackburn1...
	3916			Draft	Draft					11/29/20...	Blackburn, ...	
	3915			Draft	Draft					11/22/20...	Blackburn, ...	

When creating a new locate request, the first page that opens asks for identifying information on the project that is requiring a locate. There are spaces to enter one of the following identifying numbers:

- **DES Number:** the designation number for an INDOT project. A DES number is a 7-digit number.
- **EPS Permit Number:** the number assigned to a permit in INDOT’s Electronic Permitting System. This number begins with a T followed by an 11-digit number (ex. T0000097176).
- **Contract Number:** this is the number assigned to an INDOT contract. This number is 1 or 2 letters, followed by a dash, and then a 5-digit number (ex. M-44050). In the app, the letter can be found in a drop-down menu, and the numerical digits can be entered in the box to the right of the drop-down (the dash is not entered).
- **WMS Work Order Number:** this is the number assigned in the INDOT Work Management System software to the work order that requires a locate to be performed. This entry is only numeric and can have a varying number of digits.

The Buried Facilities application requires at least one of these identifying numbers to be entered when a locate request is created. After entering one or more of these identifying numbers, click the Next button to continue with the creation of the locate request.



The screenshot shows the 'Locate Request #3924' form. The 'Tracking Numbers' section contains four input fields: DES #, EPS Permit #, Contract # (with a dropdown arrow), and WMS Work Order #. A 'Next' button is visible at the bottom right.

Home » Dashboard » Locate Request #3924

Locate Request #3924

Tracking Numbers

DES #

EPS Permit #

Contract #

WMS Work Order #

Next

General Information

The next window in the locate request creation screen is for entering your contact information and some information about the work requiring a locate. On this screen, boxes with a pink highlight are required to be completed. The system also requires either a business or cell phone number to be entered. When you are finished entering all required information on this screen, click the “Next” button to proceed to the next window. Click the “Back” button to go back to the first screen for entering identification numbers.

General Information

First Name	<input style="background-color: #f9cb9c;" type="text"/>	Last Name	<input style="background-color: #f9cb9c;" type="text"/>	Company	<input style="background-color: #f9cb9c;" type="text"/>
Business Phone	<input type="text"/>	Business Phone Ext	<input type="text"/>	Cell Phone	<input type="text"/>
Email	<input style="background-color: #f9cb9c;" type="text"/>	Planned Work Date	<input style="background-color: #f9cb9c;" type="text"/>	Locate Date Required	<input style="background-color: #f9cb9c;" type="text"/>
Work Description	<input style="background-color: #f9cb9c;" type="text"/>				
Location Description	<input style="border: 2px solid #add8e6;" type="text"/>				

If the request is submitted today, the locate will take place within 3 business days, or by 12/07/2023.

* Fields with this color background are required

The third screen in the locate request creation window is for entering the area where locate need to be performed on a map. To do this, find the location for your locate request on the map, click the “Extent” button, and then draw a rectangle around the area for your locate request. You can delete any area you have drawn on the map by clicking the “Clear” button. After clicking “Clear,” another area can be drawn by clicking the “Extent” button. When your locate area has been successfully drawn on the map, click the “Next” button at the bottom of the page to move to the next window.

Instructions

1. Zoom in on the area where you will be digging.
2. Click the “Extent” button and then click and drag a rectangle around the area where you plan to dig.
3. When you are satisfied with how it looks, click “Next”



The final window in the locate request screen is the Attachments window. This allows you to attach any files that may contain additional information about your locate request that would help the locators to complete the locate work for your project. It is not required to add any attachment files to a locate request. To attach a file, click the “Add New” button. After clicking that, the “Upload Documents” box will appear that allows you to upload any files to attach to the request. Click the “Select Files” button to open your computer’s file explorer window, select the file that you want to attach, and click the “Open” button. The file you have selected will appear in the table in the “Upload Documents” box. You can select more files to attach by clicking the “Select Files” button again, then selecting the file to attach and clicking the “Open” button. When all files to attach have been selected, click the “Upload Files” button at the bottom of the box.

The screenshot shows the 'Locate Request #3924' interface. The 'Attachments' section is active, displaying a table with columns for 'Document Name', 'Uploaded By', and 'Uploaded Date'. A '+ Add New' button is visible. An 'Upload Documents' modal is open, featuring a table with columns for 'Document Name', 'File Content Type', and 'Upload S...'. The modal includes 'Select Files' and 'Clear Files' buttons at the top, and 'Upload Files' and 'Close' buttons at the bottom. The modal also shows a pagination control indicating 'Page 0 of 0' and '10 items per page', with the message 'No items to display'.

If you are finished entering information for your locate request, click the “Submit” button at the bottom of the page to finalize and submit your locate request. You can also click the “Save” button to save your work without submitting your request if you would like to save your place and come back later to edit and finish your request. The “Delete” button can be selected if you want your locate request to be discarded. After your locate request has been submitted, you will receive a confirmation email of the submission of the request. You will also receive an email every time the status of your locate request has changed.

Instructions for Buried Facilities Locators

Each locate request has two locate statuses on its information page that should be updated by the district and ITS locators after locate work has been completed for a request or if more information is required to perform the locate work for the request. There is one status for the ITS locate and another status for the district traffic locate. A summary of each status is below.

1. Pending: The locator is still in the process of working on the locate. All locate requests are automatically assigned the Pending status when they are submitted to the system.
2. None Required: The locator has determined that there were no utilities in the designated locate area and that no marking will need to be done in the field. **The locate is complete if this status has been assigned to a locate request.**
3. Located: The locator has marked all utility locations in the designated locate area. **The locate is complete if this status has been assigned to a locate request.**
4. More Information Required: The locator requires more information from the requestor to complete the locate. If this status has been marked, the locator will send an email to the requestor of the locate informing them of the information that the requestor needs to provide in order for the locate to be completed.
5. Awaiting Reply: If the requestor has not responded to the locator’s email request for information within three business days, the locator will change the status to “Awaiting Reply” and send a follow up email to the requestor asking for the relevant information again. If the status of a locate is “Awaiting Reply,” it is very important for the requestor to make sure that they have provided the locator with the information needed to complete the locate.

To update the status of a locate request, first click the “My Assigned Locates” tab in the Buried Facilities app homepage to display a table of all locates assigned to the district that you are a locator for. ITS locators will see requests from all districts. Click the “Actions” button in the leftmost column of the table and select “View” from the menu that appears.

Locate ...	District	Planned Work...	ITS Status	Traffic S...	EPS Per...	DES #	Contra...	WMS Work O...	Created...	Created By	Email
3921	Crawfordsv...	12/04/2023	Located	Located				12345	11/29/2023	Blackburn, And...	blackbua44@gma...
	Crawfordsv...	12/06/2023	Pending	Pending				12345	11/29/2023	Blackburn, And...	ablackburn1@ind...
	Crawfordsv...	11/25/2023	Awaiting Reply	Awaiting Re...				12354	11/16/2023	Blackburn, And...	blackbua44@gma...
3893	Crawfordsv...	11/22/2023	Pending	Pending			M - 44050		11/13/2023	Blackburn, And...	blackbua44@gma...
3891	Crawfordsv...	10/23/2023	None Required	None Requir...			R - 43512		10/17/2023	System, BURIE...	tkaser@rieth-riley...
3890	Crawfordsv...	10/25/2023	None Required	Located	T0000178575				10/16/2023	System, BURIE...	jefft@alwaysug.org
3850	Crawfordsv...	10/13/2023	Located	None Requir...			R - 45072		10/09/2023	System, BURIE...	jkellam@rieth-rile...
3830	Crawfordsv...	03/01/2024	None Required	Pending	T0000180730				10/03/2023	System, BURIE...	szanoni@cbbel.co...
3810	Crawfordsv...	10/05/2023	None Required	Located			R - 43512		10/02/2023	System, BURIE...	tannerl@jbsignal...
3790	Fort Wayne	10/05/2023	None Required	Pending	T0000158599				09/29/2023	System, BURIE...	awade@bnxc.net

Clicking “View” will open the Locate Request Overview page. The statuses of the locate request is displayed in a box on the right side of the overview page. There is a drop-down menu for each status; one for ITS and one for district traffic. Click the drop-down menu for the status that you want to update and select the desired status from the menu. To save the status change click the “Submit” button, and to discard any changes click the “Cancel” button. After you have changed the status of a locate, an email will be sent to the user who has created the locate request informing them of the change to the status of their locate request.

The screenshot displays the IN.gov INDOT BURIED FACILITIES QA (Test) interface. On the left, a table lists details for a locate request:

Company	ininnn,
Business Phone	(260) 409 0789
Cell Phone	
Email	blackbua44@gmail.com
Work Description	mn,nm,
Location Description	
Planned Work Date	12/4/2023 12:00:00 AM
Locate Date Required	12/5/2023 12:00:00 AM

On the right, there are two status update sections, each with a dropdown menu set to "Located" and a "Submit" button. The top section is for "ITS Status" and the bottom for "Traffic Status". Both sections show "Last Updated By: Blackburn, Andrew" and "Email: ablackburn1@indot.in.gov". The "Last Updated Date" for both is "11/29/2023 2:51:07 PM". A red circle highlights these two status update sections. To the right of these sections, there is explanatory text: "The locate is complete if this status has been assigned to a locate request." and "The locator has marked all utility locations in the designated locate area. The locate is complete if this status has been assigned to a locate request." Below this, there are sections for "More Information Required" and "Awaiting Reply" with their respective descriptions.