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INFORMATION BULLETIN NO. 10-01

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **INACTIVE CRYPTOCARD USER ACCOUNTS**

Effective immediately, the Arizona Department of Transportation (ADOT) Information Technology Group (ITG) **will disable** CryptoCard user accounts that have been inactive for more than 45 days (not recently logged on to the network).

Inactive CryptoCard user accounts represent a significant security and compliance exposure to ADOT because they are not actively maintained by users; and therefore, susceptible to compromise. Removing these user accounts from the network environment complies with GITA Statewide Standard P800-S810, Account Management and ADOT Account Management Standard (ITM-S4.01).

Failure to keep CryptoCard user accounts active by logging onto the network regularly could interfere with your firm's ability to submit SOQs and conduct other business with ECS through the electronic Contract Management System (eCMS).

Therefore, ECS recommends that all consultant CryptoCard users **log on to the network at least once every 30 days**. This action will keep CryptoCards active and prevent user accounts from being disabled.

Thank you in advance for your cooperation in maintaining a safe and secure network environment.

If you have any questions regarding this bulletin, please contact Engineering Consultants Section at (602) 712-7525 or by email at eCMSCryptocard@azdot.gov.

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