## CyberLocks in FDOT

## Welcome

Welcome to the CyberLock CBT. This CBT contains audio, so please adjust your speakers accordingly. An alternate version is available on the resources page. To begin, select the start button or press Shift + N on your keyboard.

## **Activating CyberLock Key**

CyberLock Keys are used for access control of various FDOT ITS buildings, closets, roadside cabinets and other infrastructure devices. Individuals are personally assigned keys to ensure that only those authorized to access the secure areas are able to do so. These keys should be treated the same as personal user accounts.

After all, you wouldn't want to share your email account or banking logon information with a coworker, and CyberLock Keys should be protected the same way. Sharing CyberLock Keys is prohibited and can lead to termination.

You will need to fill out proper Forms for review and appropriate access will be designated

Once you are issued a CyerLock Key and associated passcode from an FDOT Employee, please keep the key and passcode in a secure location. This Key and/or Passcode should never be shared or distributed, even to direct supervisors or managers.

These keys need to be 'verified' often by physically connecting it to a Cyberlock Kiosk and confirming a designated numeric passcode associated with the exact key. This needs to be completed every 24-72 Hours depending on the type of work being done. Failure to 'confirm' the key will automatically deactivate all access.

When an individual is attempting to 'confirm' a CyberKey at a CyberLock Kiosk, please present your FDOT issued ID to the CCTV camera near the Kiosk. Please remove all accessories from head and face, which includes items such as a hat, sunglasses, bandana, scarf etc.... for proper identification.

Insert the Cyberkey into the CyberLock Key Kiosk keypad and wait for the on-screen prompt PIN#. Enter your private 5 digit code then hit number or pound sign [#]

Wait for the "KEYREADY" prompt before removing the key.

Your Cyberlock Key is ready to use for 24-72 hours, depending on the assigned length of time allowed.

This concludes the CyberLock CBT. Thank you for your time and attention.