

Web Crash Account Setup Guide

Last Updated: January 26, 2024

This document includes instructions how to activate a new Web Crash guest account, set up two-factor authentication, log into Web Crash, and change your two-factor authentication method.

Please contact the VTrans Crash Program for more help.


AOT.CrashRequests@vermont.gov

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Accept Invite

1

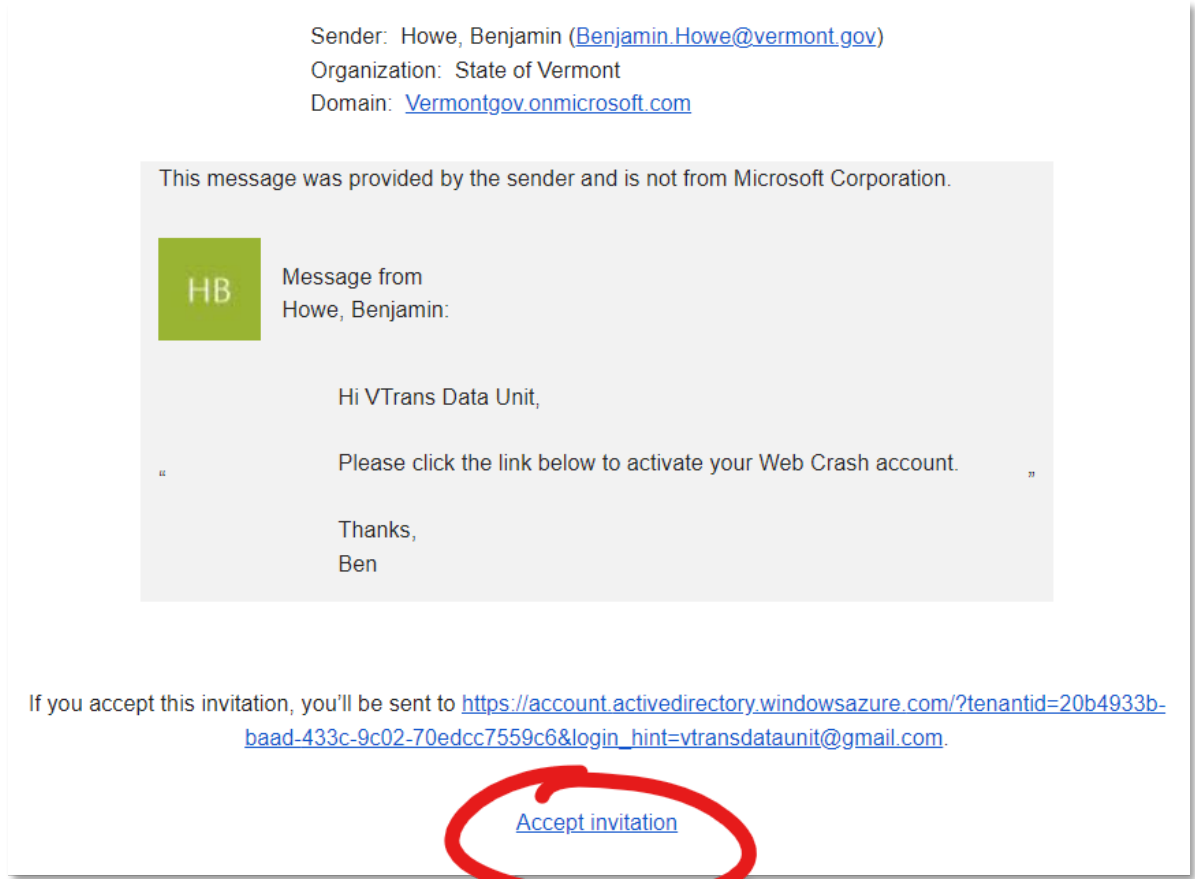
Check your inbox for an email from invites@microsoft.com.



Note: Check your spam folder if you don't see the email in your inbox.

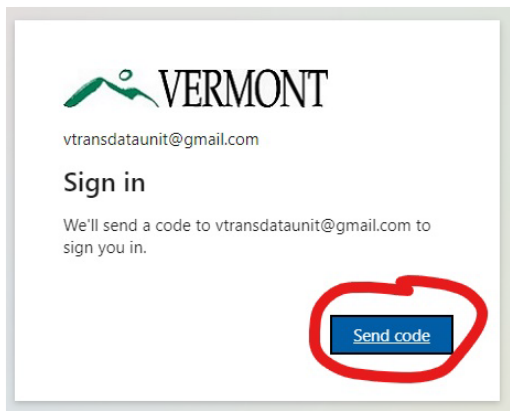
2

Click the Accept Invitation link at the bottom of the email.



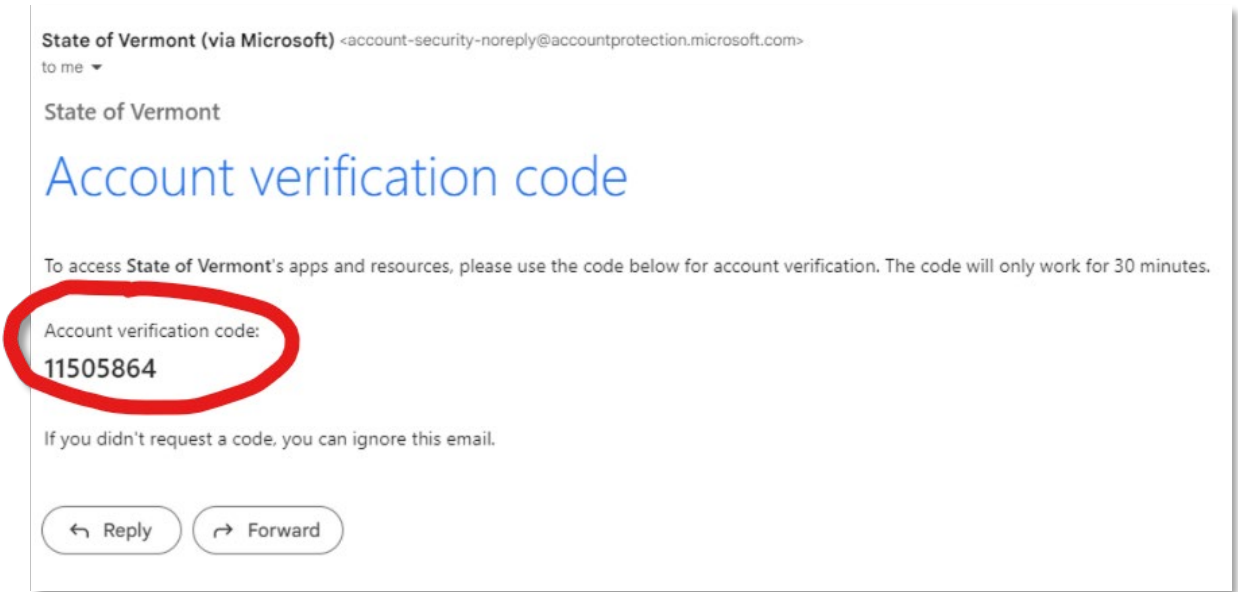
3

A new browser window will open. Click Send Code to send the verification code to your email.



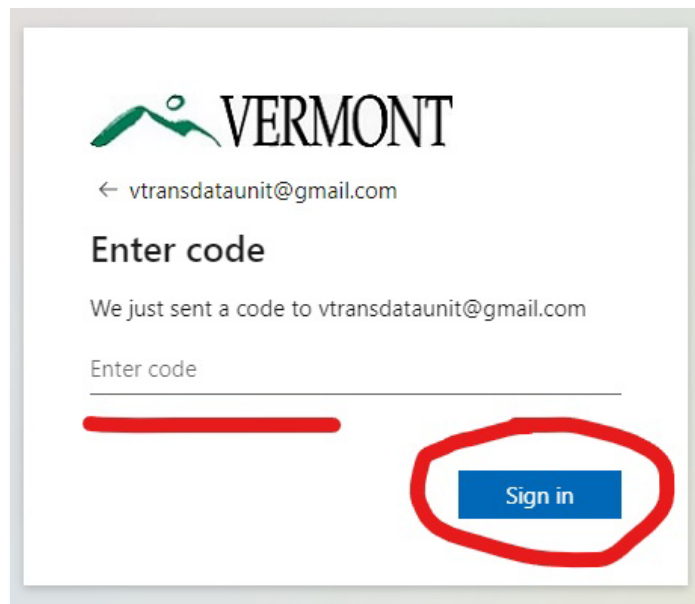
4

Check your inbox for the verification code email. The email will be from State of Vermont (via Microsoft).



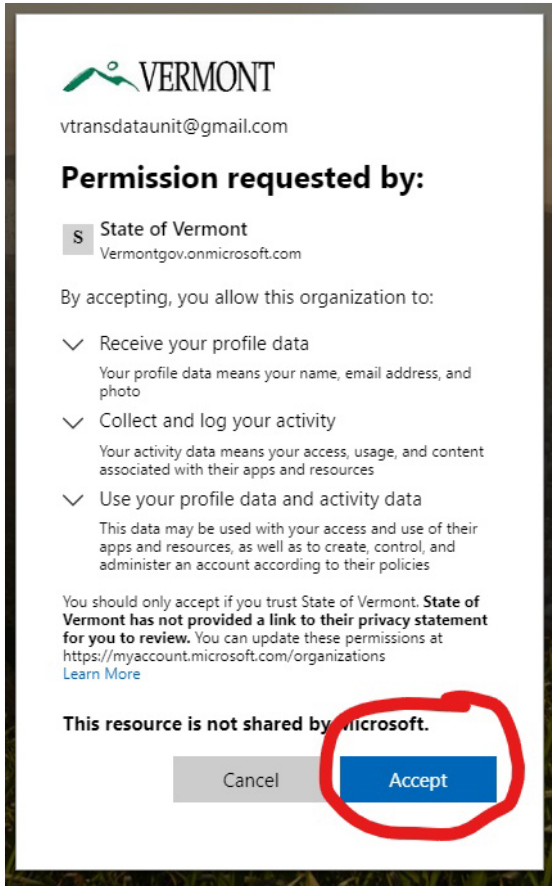
5

Enter the verification code from the email in the pop-up window and click Sign In.



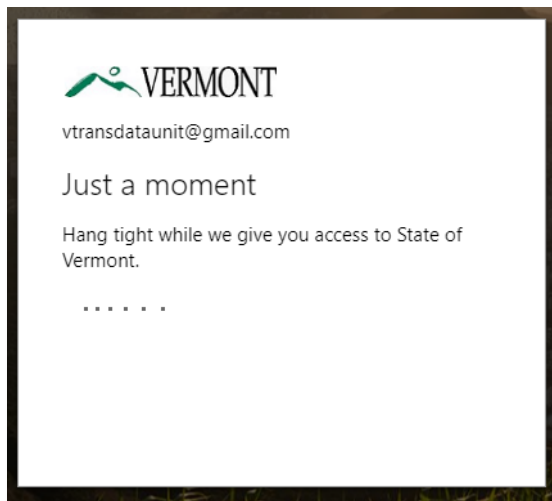
6

Click Accept in the next pop-up window.



7

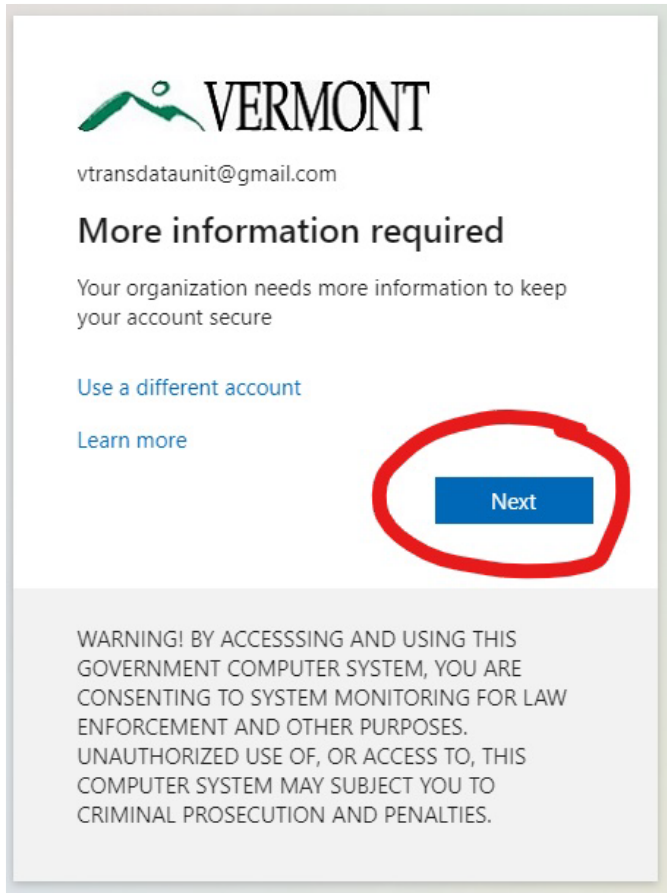
You will see this pop-up window.



Two-Factor Authentication

1

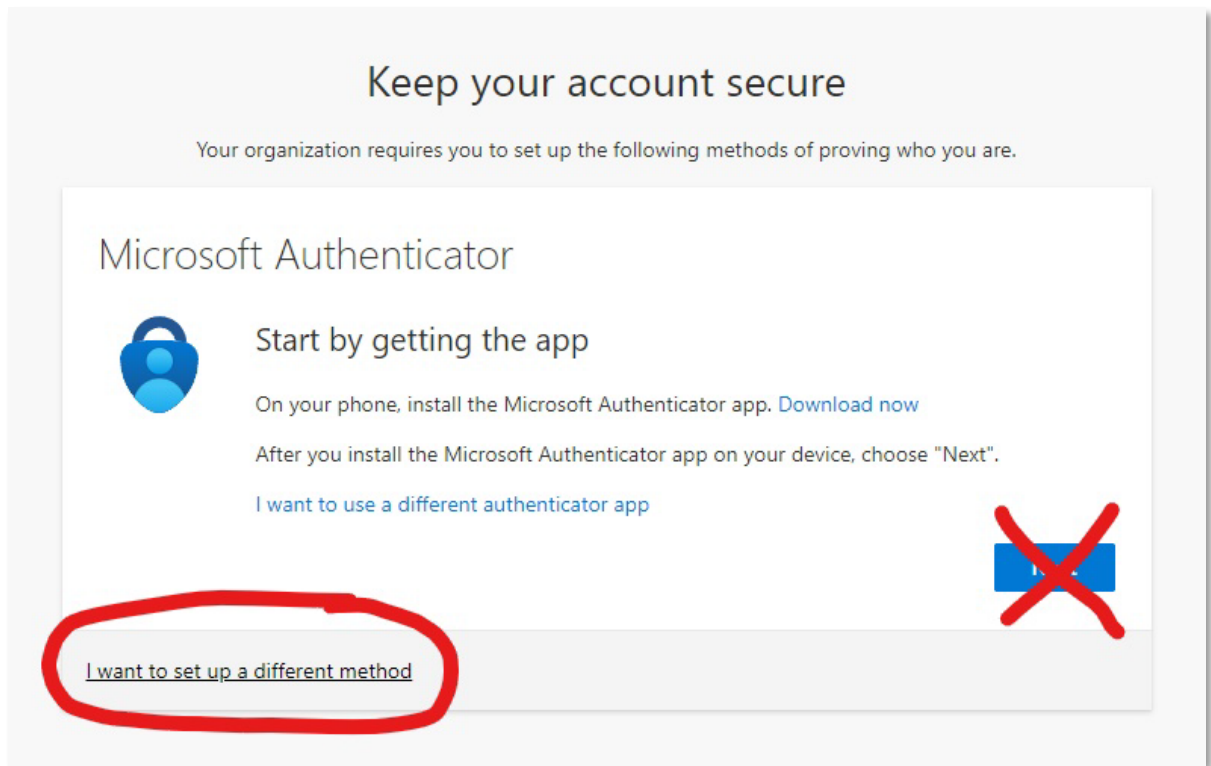
You will be prompted to set up two-factor authentication. Click Next to continue.



2

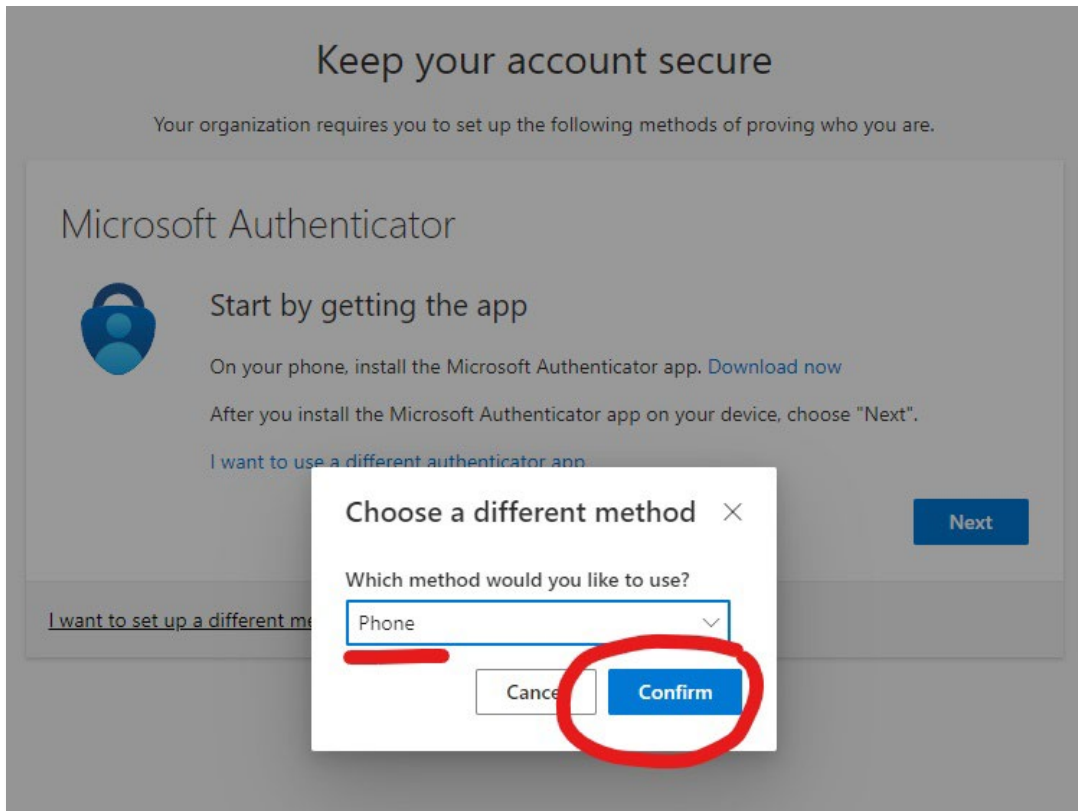
Do not use the default Microsoft Authenticator.

Instead, click [I want to set up a different method](#). This will let you use your work phone as your authentication method.



3

Select Phone from the dropdown menu, then hit Confirm.



4

Enter your work phone number and select Text Me a Code or Call Me. Text used more often, but either option is okay.

Click Next.

The rest of the instructions are for the text authentication method.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

[I want to set up a different method](#)



Note: Cell phones are recommended for two-factor authentication. Landlines can be used if needed, but they are not preferred.

5

A verification code will be sent to your phone. Enter the code into the pop-up window and click Next.

The screenshot shows a pop-up window titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, the text reads "We just sent a 6 digit code to +1 8029171455. Enter the code below." A text input field contains the code "098988" and is highlighted with a red underline. Below the input field is a blue link that says "Resend code". At the bottom right, there are two buttons: a white "Back" button and a blue "Next" button, with the "Next" button circled in red. At the bottom left, there is a link that says "I want to set up a different method".

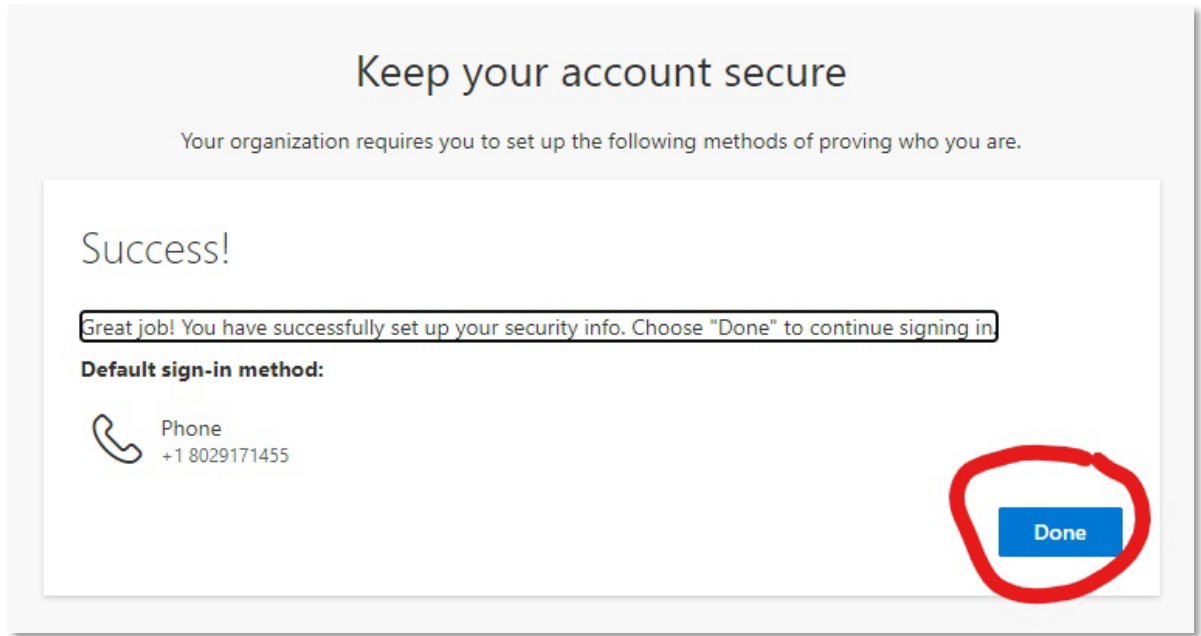
6

You will get a pop-up like this if the verification is successful. Click Next to continue.

The screenshot shows a pop-up window titled "Keep your account secure" with the subtitle "Your organization requires you to set up the following methods of proving who you are." The main heading is "Phone". Below it, there is a green checkmark icon followed by a message in a box: "SMS verified. Your phone was registered successfully". At the bottom right, there is a blue "Next" button circled in red.

7

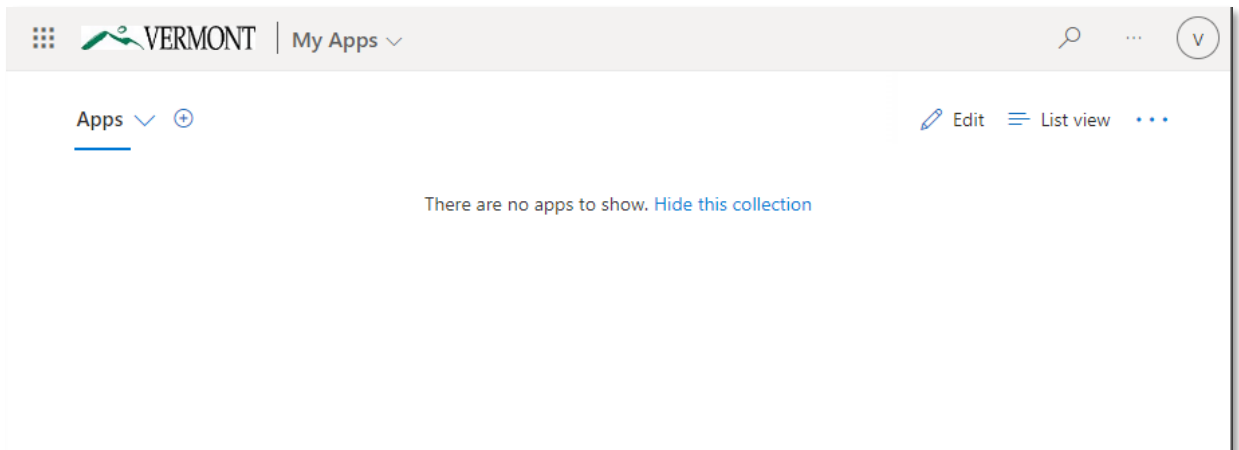
Click Done on the next pop-up to continue.



8

Your account has been activated and you will now be able to log into Web Crash using your work email credentials.

Close out of the window.



Log Into Web Crash

Now that you have activated your Web Crash account, you will be able to log into Web Crash using your work email credentials.




There is not a separate username or password for Web Crash. You will use your work email credentials to log in.

1

Use this link to go to Web Crash: <https://webcrash.vermont.gov/>

Enter your work email and click Next.


 VERMONT

Sign in

vtransdataunit@gmail.com

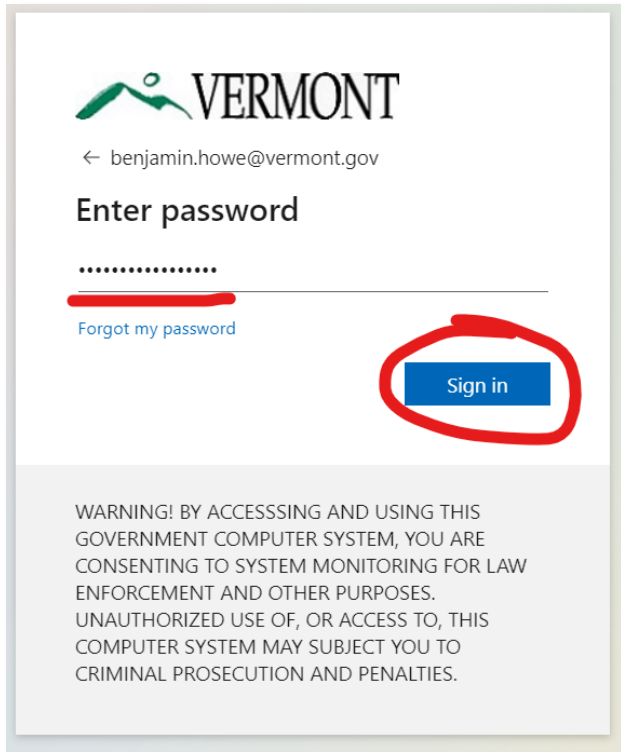
[Can't access your account?](#)


WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.

 Sign-in options

2

Enter your work email password and click Sign In.



 VERMONT

← benjamin.howe@vermont.gov

Enter password

.....

[Forgot my password](#)

[Sign in](#)


WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.



There is not a separate password for Web Crash. Use your work email password to log in.


3


Select your two-factor authentication method.

 VERMONT

benjamin.howe@vermont.gov

Verify your identity

 Text +X XXXXXXXX55

 Call +X XXXXXXXX55

[More information](#)

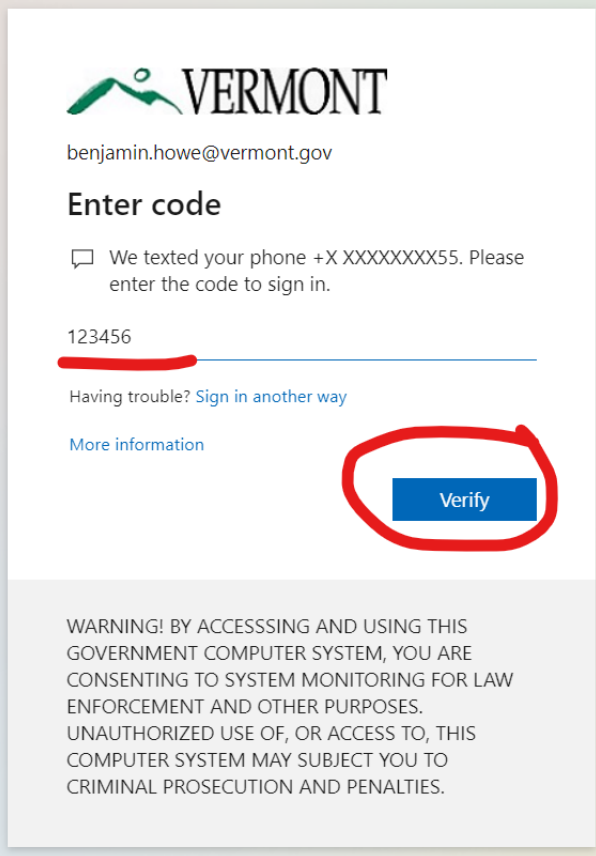
Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES.

4

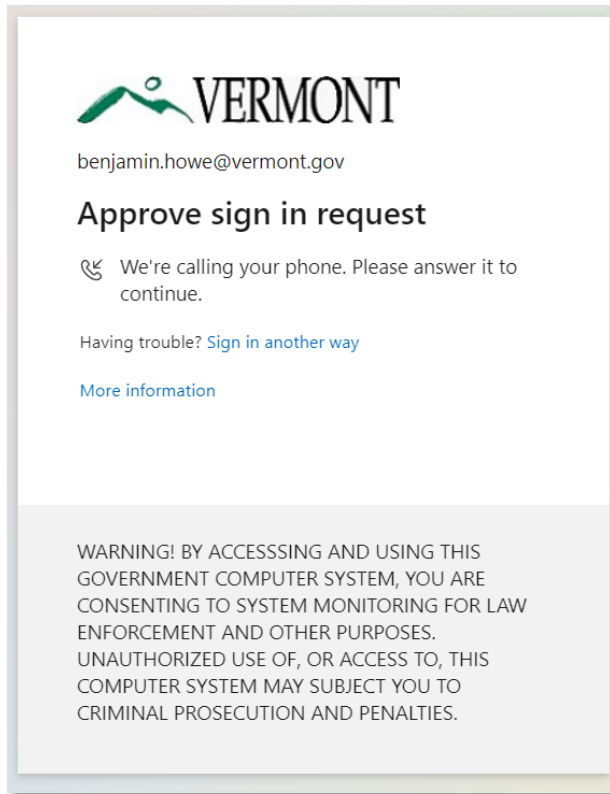
If using the text authentication method, a code will be sent to your cell phone. Enter the code and click Verify.



The screenshot shows a login interface for the Vermont government. At the top left is the Vermont state logo, a green mountain range with a person silhouette, followed by the word "VERMONT" in a serif font. Below the logo is the email address "benjamin.howe@vermont.gov". The main heading is "Enter code". A message icon is followed by the text: "We texted your phone +X XXXXXXXX55. Please enter the code to sign in." Below this is a text input field containing the code "123456". A red underline is drawn under the code. Below the input field are two links: "Having trouble? Sign in another way" and "More information". A blue "Verify" button is located to the right of the "More information" link and is circled in red. At the bottom of the page is a grey warning box with the following text: "WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES."

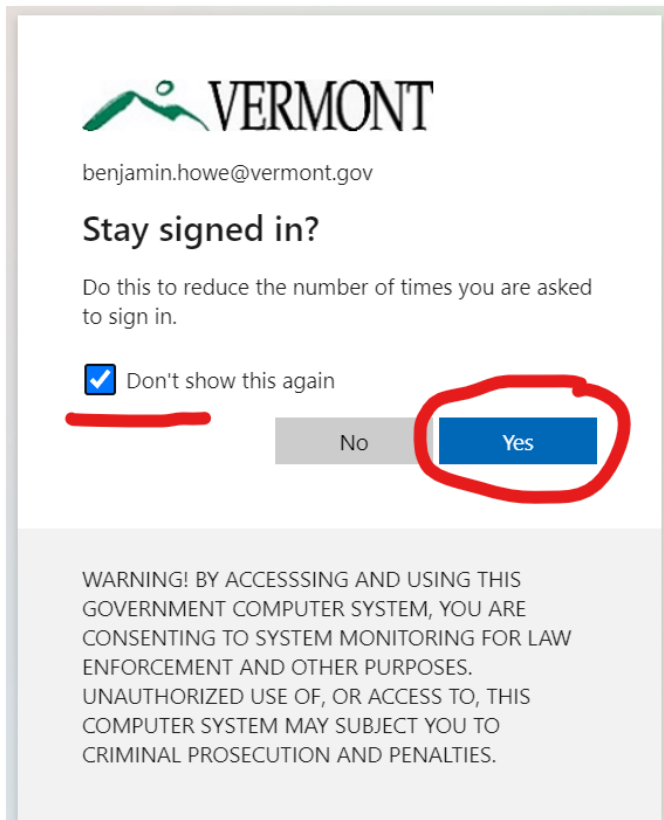
5

If using the phone call method, you will receive a call from Microsoft.
Answer the call and click the pound key (#) on your phone to complete the verification.



6

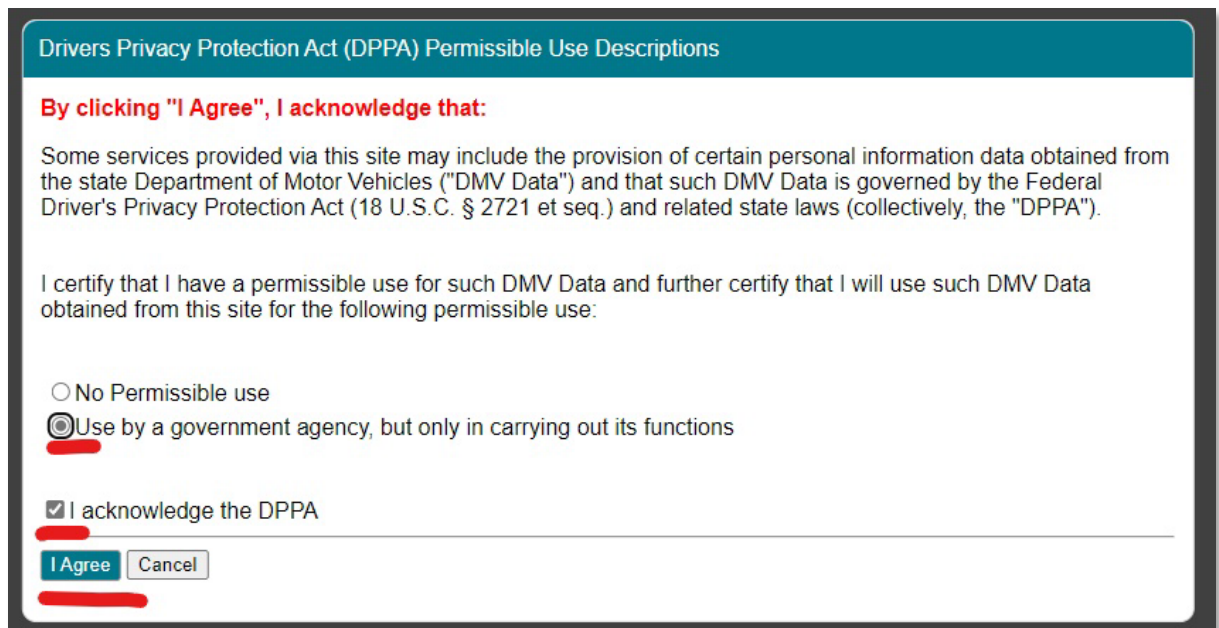
In the next pop-up window, you can select Don't Show This Again to stay signed in. Click Yes to continue.



The screenshot shows a pop-up window with the Vermont state logo and the text "VERMONT". Below the logo is the email address "benjamin.howe@vermont.gov". The main heading is "Stay signed in?". Underneath, it says "Do this to reduce the number of times you are asked to sign in." There is a checked checkbox labeled "Don't show this again" with a red underline. To the right of the checkbox are two buttons: a grey "No" button and a blue "Yes" button, which is circled in red. At the bottom of the window, there is a grey box containing a warning: "WARNING! BY ACCESSING AND USING THIS GOVERNMENT COMPUTER SYSTEM, YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY SUBJECT YOU TO CRIMINAL PROSECUTION AND PENALTIES."

7

Accept the DPPA acknowledgement pop-up and click I Agree to finish logging in.



The screenshot shows a pop-up window titled "Drivers Privacy Protection Act (DPPA) Permissible Use Descriptions". The text reads: "By clicking 'I Agree', I acknowledge that: Some services provided via this site may include the provision of certain personal information data obtained from the state Department of Motor Vehicles ('DMV Data') and that such DMV Data is governed by the Federal Driver's Privacy Protection Act (18 U.S.C. § 2721 et seq.) and related state laws (collectively, the 'DPPA'). I certify that I have a permissible use for such DMV Data and further certify that I will use such DMV Data obtained from this site for the following permissible use:" Below this text are two radio button options: "No Permissible use" and "Use by a government agency, but only in carrying out its functions", with the second option selected and underlined in red. At the bottom, there is a checked checkbox labeled "I acknowledge the DPPA" with a red underline. Below the checkbox are two buttons: "I Agree" and "Cancel", with the "I Agree" button underlined in red.

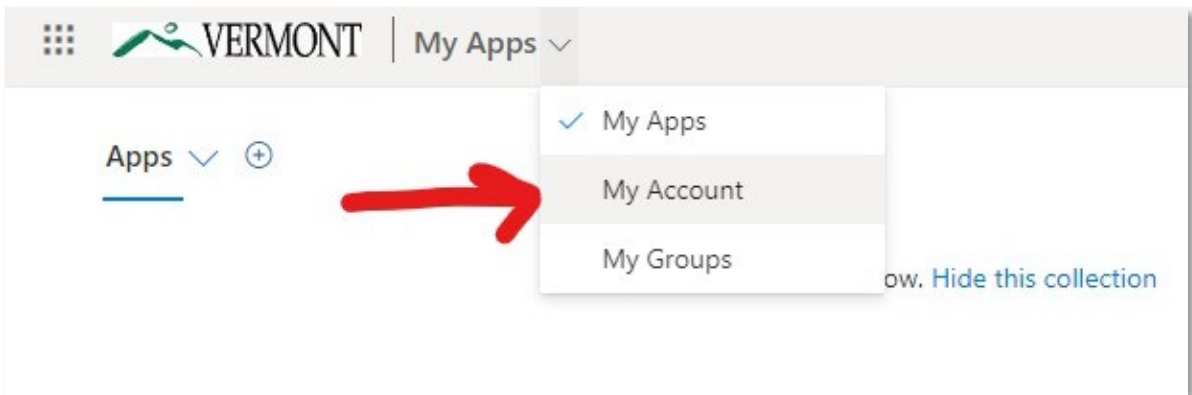
Change Two-Factor Authentication Method

If needed, you can change your two-factor authentication method.

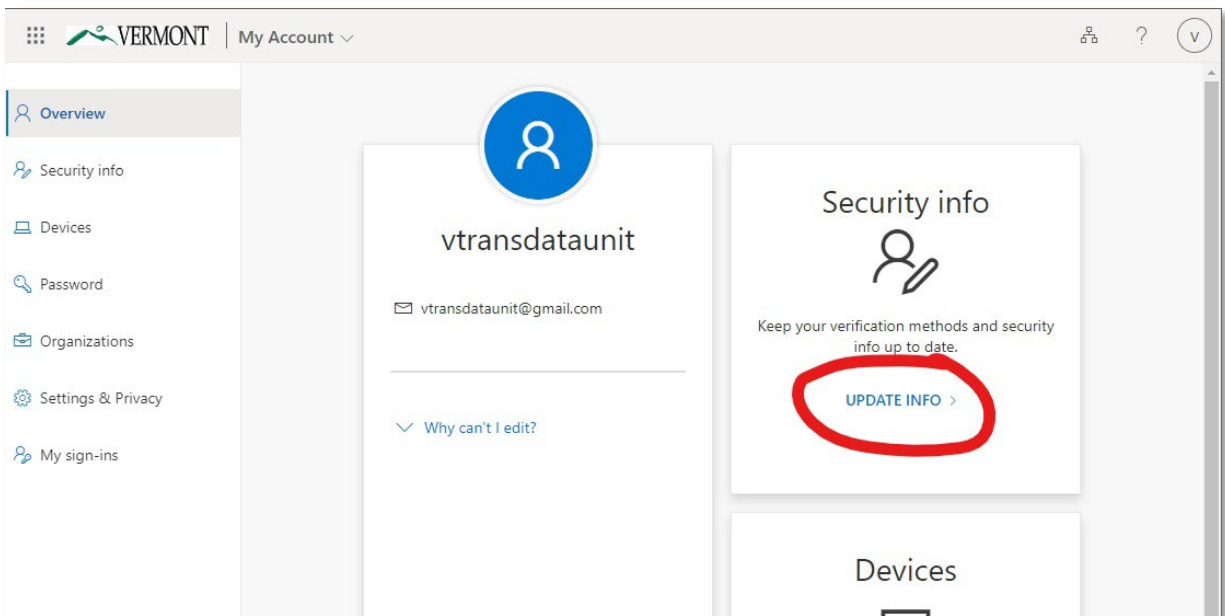
1 Go to your account page: <https://aka.ms/mfasetup>

Note: You may be required to log in again.

Go to My Apps -> My Account.



2 In the Security Info card, click Update Info.



3

From here you can view the current authentication method and change the method if needed.


The screenshot shows the 'Security info' section of a user account settings page. At the top, the title 'Security info' is displayed. Below it, a subtitle reads: 'These are the methods you use to sign into your account or reset your password.' The current 'Default sign-in method' is listed as 'Phone - text +1 8029171455' with a 'Change' link. Below this is a list of sign-in methods, starting with a '+ Add sign-in method' button. The first method listed is 'Phone' with the number '+1 8029171455'. To the right of the number are 'Change' and 'Delete' links. At the bottom of the section, there is a link for 'Lost device? Sign out everywhere'.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 8029171455 [Change](#)

+ Add sign-in method

 Phone	+1 8029171455	Change	Delete
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Lost device? [Sign out everywhere](#)