



MOT Administrator Inc.

MOT Student Portal User Guide

Rev.1 031815

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(Click on Title and it will take you directly to that page)

Login:

To login visit www.motadmin.com and click on the “login” link at the top right of the screen.



Student Login and Password:

Only login after you have received notification of grade availability

*(Please **do not** create an account as this may delay the posting of your exam)*

Disclaimer

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

Username / TIN

Password

Remember Me

Login

User Name/TIN#: 9-numbers of Driver's License, State ID, or Passport *(If out of state ID with less than 9 numbers, add zero (0) to complete 9 numbers)*

- July 15, 2014-March 30, 2015 use last 9-numbers, no letter
- April 2015 forward use first 9-numbers, no letter

Password: first name (See below)

- **Password:** Use your first name in all lowercase letters i.e. Simon Peter , password is simon
 - Only if your first name has 3 letters: i.e. Jim Jones, password is jimj
 - Only if your first name has 2 letters: i.e. Xy Jones, password is xyjo
- Once successfully logged in- Go to the lower left hand corner and click on Exam Results
 - Passing grade is 70%
 - Click the download link to print your wallet card and certificate
- Important: Once you have logged in change your password

Access your profile: (Lower left-hand corner)

Students	
My Profile	← Update your information
Change Password	
My Certificates	
Exam Results	← Exam Score and Certificate (Passing score 70%)
Purchase A Flagger	
My Flaggers	

My Profile

Email

Telephone

Street Address

City

[Update Profile](#)

These are the fields that can be edited

My Certificate

My Certificates

Level	Expiration	Expired?	View / Print
Advanced	12/04/2018	No	View / Print

← Certificate; PDF Document
(Passing Score 70%)

Exam Results

Exam Results

Level	Cert #	TIN	Percentage	Passed	Provider	Instructor	Exam Packet #	Exam Date	Exp. Date	Cert
Advanced	3786	123456710	90	Yes	This is the name of the company you took the exam with.	Instructors Name	234567	12/04/2014	12/04/2018	Download
		Grade					Exam ID			

Certificate; PDF Document
(Passing Score 70%)

- Certificate is good for 4 years from the date of the exam
- You may take a refresher class to renew your certificate
 - Your certificate must be current when you attend the class
 - If certificate has expired even by one day, you are required to complete the entire class and not the refresher
- If you do not have a passing grade of 70%, you are required to complete the entire class again
- Go to Find a Provider to see what course dates are available when it is time to renew

Verify a Certificate

Name	Level	Cert #	Date of Exam	Date of Expiration
A. Shayne Ellerbee	Advanced	2097	09/18/2014	09/18/2018
Aaron Bellinger	Intermediate	3730	12/11/2014	12/11/2018
Aaron Chastain	Intermediate	1529	08/15/2014	08/15/2018
Aaron Estep	Intermediate (Refresher)	2797	10/23/2014	10/23/2018
Aaron Isley	Intermediate	1570	08/28/2014	08/28/2018
Aaron Johnson	Intermediate	2546	10/09/2014	10/09/2018
Aaron Johnson	Advanced (Refresher)	3043	11/14/2014	11/14/2018
Aaron Post	Intermediate	2942	11/07/2014	11/07/2018
Aaron Wells	Intermediate	3467	12/04/2014	12/04/2018
Abel Fox	Intermediate	1434	07/18/2014	07/18/2018

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An employer can verify a Current Certificate by searching:

- Your First name or Last name
- Certificate#
- If your name does not appear on this list, please contact the MOT Administrator

More Questions can be answered in Student FAQ's on the main page