



Automated Interface Guide

Public and Standard Extracts v28.0

Crash Data and Analysis, Traffic Safety Division

1. Table of Contents

1.	Table of Contents	2
1.	Document Information	4
1.1	Version Control	4
2.	Overview	6
3.	CRIS Operating System and Browser Support Matrix	6
4.	Public Interface	7
4.1	Self-Registration	7
4.2	Accessing Public Interface	12
4.3	Create Interface Request	13
4.4	Download Extracts	20
5.	Standard Interface	22
5.1	Self-Registration	22
5.2	Accessing Standard Interface	27
5.3	Extract File Delivery Methods	28
5.4	Create Interface Request	30
5.5	Download Extracts	38
6.	My Extract Requests Screen Options	43
6.1	Delivery Options	44
6.2	Manage My Account	44
6.3	Add	44
6.4	Edit	44
6.5	Delete	44
6.6	Download	44
7.	Reset Password	45
7.1	Reset	45
8.	Notification of Failed Extract Delivery	49
8.1	Request To Receive Notification of Failed Extract Delivery	49
9.	TxDOT Interface Authorization Manager	50
9.1	Grant Automated Interface Access – Public	50
9.2	Grant Automated Interface Access – Standard	51
9.3	Deny Access	52
9.4	Revoke Access	53
9.5	Processing Automated Interface User Requests to Receive Notifications of Failed Extract Deliveries	54

1. Document Information

1.1 Version Control

Date	Version	Author(s)	Section(s)	Update(s)
06/27/2013	1	L. Trevino, L. Kovar	All	New
08/13/2013	2	L. Kovar, L. Trevino	Sections 3.1.10e, 3.3.2, 3.3.3a-d, 3.3.6a-c, 3.3.12b, 3.4, 3.4.1, 4.1.10e, 4.1.17, 4.3.2, 4.3.3a-d, 4.3.6a-c, 4.3.12b, 4.4, 4.4.1, 6.3.13, 7	7.2 Release
5/6/2014	3	L. Kovar, L. Trevino, C. Kelley	2.3, 2, 3, 3.1, 3.1, 3.1.12, 3.1.13, 3.1.14, 3.2.2, 3.2.3, 3.2.5, 3.3.3 3.3.6, 3.4.6b, 4, 4.1.10, 4.1.11, 4.1.12, 4.1.13, 4.1.14, 4.1.20, 4.2.2, 4.2.3, 4.4.6b, 4.2.6a, 4.2.6b, 4.2.12b, 4.3.1, 6.1, 6.2, 6.3, 6.3.13, 7	8.0 & 8.1 Releases
08/8/2014	4	L. Kovar, L. Trevino	3.1.5, 4.1.5, 7, 8, 9, 10	9.0, 9.0.0.1 & 9.1
10/06/2014	5	L. Kovar, L. Trevino	3.3.3.a, 3.3.3.d, 3.3.3.e, 3.3.6.a, 3.3.6.e, 3.3.6.f, 4.3.3.a, 4.3.3.e, 4.3.3.f, 4.3.3.6.a, 6.3.11, 7, 8	10.0 CRIS Release
01/01/2015	6	L. Kovar, L. Trevino	2, 3.3.3.e, 3.3.6, 4.3.3.e, 4.3.6	11.0 CRIS Release
03/23/2015	7	L. Kovar, L. Trevino	3.2.2, 3.3.3.a, 3.3.6, 3.3.6.a, 4.1.20, 4.2.1, 4.3.3.a, 4.3.6, 4.3.6.a, 7	12.0 CRIS Release
08/26/2015	8	C. Kelley, L. Trevino	5	Added Pavement Analysis Interface section
11/19/15	9	L. Trevino	3, 4, 5	Removed the reference of TTC from Public interface and added the reference of TTC 550.065(b) to the Standard and Pavement interface

1/14/16	10	L. Kovar, L. Trevino	3	Updated the Public interface release information
9/25/17	11	C. Kelley	5.1.20	Added note for IAM to request justification from TxDOT and NTT users
8/7/2018	17.0	L. Cox	All	Updated version to current release 17.0 per new version controls, renamed document, updated screenshots for system updates, updated to remove internal only roles, updated all formatting.
7/5/2019	18.0	K. Fields	All	Updated version to current 18.0 Release
1/27/21	19.0	B. Benavides	2 4.4.3 5.5.3	Updated Crash Year from 2010 to 2011, per retention period.
08/17/21	20.0	L. Kovar	All	Updated version to current 20.0 Release. Updated supported browsers
11/29/21	23.0	L. Kovar	All	Updated version to current 23.0 Release. Updated Crash Year from 2011 to 2012, per retention period.
08/22/21	24.0	L. Kovar	All	Updated version to current 24.0 Release.
09/01/22	25.0	L. Kovar	All	Updated version to current 25.0 Release.
01/17/24	27.0	L. Kovar	All	Updated version to current 27.0 Release.

03/18/2024	27.0.5	L. Kovar V. Koya		Updated version to current 27.0.5 Release- Added screenshots and instructions on crash report images option addition for Standard users.
08/26/2024	28.0	L Kovar		Updated version to current 28.0 Release.

2. Overview

TxDOT has automated the process for requesting and distributing the public and standard extracts. This guide will assist users in the following:

1. A self-registration process for users who desire to receive the public or standard extracts.
2. A selection process that allows users to request the public or standard extract based on various criteria.
3. Distribution of extract data.

User will also need the file specification to assist with the extract files. These files are located on TxDOT's website, <http://www.txdot.gov/government/enforcement/data-access.html>

1. Public Extract File Specification – Crash years 2014 to current
2. Standard Extract File Specification – Crash years 2014 to current

3. CRIS Operating System and Browser Support Matrix

OS	Microsoft Edge	Chrome	Firefox	Safari
Windows 10 or newer	84 or newer	84 or newer	80 or newer	Not supported
MAC OS Mohave 10.14	N/A	84 or newer	80 or newer	13 or newer
MAC OS Catalina 10.15	N/A	84 or newer	80 or newer	13 or newer

MAC OS Big Sur 11	N/A	84 or newer	80 or newer	13 or newer
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*** Internet Explorer is no longer supported; effective release 22.0 (6/7/2021).**

4. Public Interface

The TxDOT CRIS Public Extract contains the data collected from the Texas Peace Officer's Crash Report (CR-3) that may be released to the public as per Texas Transportation Code (TTC) §550.065. In addition to the CR-3 data all crash records include interpreted data fields. Roadway attributes and location specific data for crashes occurring on the state highway system is also appended to each crash record.

4.1 Self-Registration

The following steps are intended for Self-Registration for the Public Interface.

Note: *If a user has not logged in to their account within 30 days, the user will be deleted automatically by the system. The user will be required to complete the self-registration process again if automated interface access is needed.*

1. Enter CRIS URL: <https://cris.txdot.gov>
2. Receive the Discovery page.
3. From the Discovery page, user will select **I only use CRIS to download Interface Requests**

4. On the TxDOT Login page, select **Create An Account**

Note: TxDOT users will not see the 'Forgotten or Expired Password' and 'Create An Account' links on the TxDOT login page. Internal TxDOT employees do not need, nor will they be provided access to the extract files. If they have a business need to access crash data, they will need to complete and submit the CRIS access request forms available at

<https://crossroads/divisions/trf/crash-data-analysis-cda/crash-records-information-system-cris.html>

Select the **Request for CRIS Access**, PDF link.

The screenshot shows the 'TxDOT Login' page. At the top, there is a dark blue header with the Texas Department of Transportation logo and the text 'C.R.I.S. BY TxDOT Crash Records Information System'. Below the header, the main heading is 'TxDOT Login'. Underneath, it says 'Please enter your username and password to continue'. There are two input fields: 'Username' and 'Password'. The password field has an eye icon to toggle visibility. Below the password field is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom of the form area, there are three links: 'Login' (a blue button), 'Forgotten or Expired Password', and 'Create An Account'. At the very bottom of the page, there is a grey footer bar with a help icon and the text: 'Need assistance? [Chat with a support technician!](#) The help desk can also be reached at (844) CRIS-HLP.'

5. Receive the CRIS Registration page.
6. Select the radio button **Download interface data from Crash Reports for statistical purposes**.

The screenshot shows the 'CRIS Registration' page. At the top, there is a dark blue header with the Texas Department of Transportation logo and the text 'C.R.I.S. REGISTER Crash Records Information System'. In the top right corner of the header, there is a 'Help' link with a question mark icon. Below the header, the main heading is 'CRIS Registration'. Underneath, it says 'Select the type of CRIS account you would like to create'. There is a section titled 'I want to use CRIS to do the following:' with two radio button options. The first option is 'Create, supplement, search or analyze Crash Reports. (Law Enforcement; registering to use CRASH, City, MPO, Federal, etc. registering to use CRIS)'. The second option is 'Download interface data from Crash Reports for statistical purposes', which is selected. Below the radio buttons is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom of the form area, there is a blue 'Continue' button. At the very bottom of the page, there is a grey footer bar with a help icon and the text: 'Need Help? Call 844-CRIS-HLP or [Chat with a support technician!](#)

7. Select **I'm not a robot** reCAPTCHA and follow verification steps.

8. Select **Continue**

C.R.I.S. REGISTER
Crash Records Information System

Help

CRIS Registration

Enter the following information in order to create your CRIS User Profile

Enter User Information

* Indicates Required Field

First Name * Middle Name Last Name *

Email Address * Email Confirmation *

Phone Number

▶ Required only for members of Government Organizations

Agency Information

* Indicates Required Field

Member of a Government Organization

Organization Name

▶ Required when Member of a Government Organization is selected

Continue

Need Help? Call 844-CRIS-HLP or [Chat with a support technician!](#)

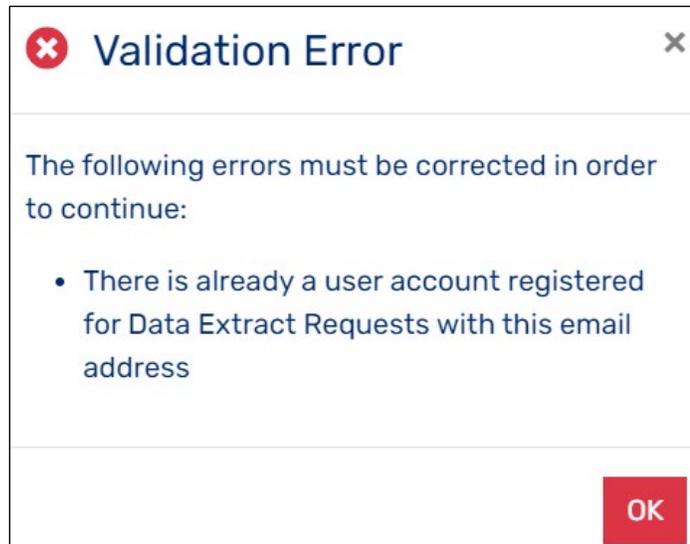
9. Enter the fields listed. The required fields are listed in **bold**:
- First Name** – this field is required and allows up to 255 characters.
 - Middle Name – this field is optional and allows up to 255 characters.
 - Last Name** – this field is required and allows up to 255 characters.
 - Email Address** – this field is required and allows up to 255 characters.
 - Email Confirmation** – this field is required and allows up to 255 characters.
Note: *Both email instances must match exactly*
 - Phone Number – this field is optional unless the Member of a Government Organization checkbox is checked.
 - Member of a Government Organization – Check if Member of a Government Organization, leave blank if not a Member of a Government Organization
 - Organization Name – this field is optional unless the Member of a Government Organization is set to Yes, then field is required. Allows up to 255 characters.
Note:
 - When “Member of a Government Organization” is set to No, the user will be granted access to the public interface.
 - When “Member of a Government Organization is set to Yes, the user’s information will be verified by TxDOT and will be granted access to the public or standard interface.

-
- iii. "Member of a Government Organization" is intended for individuals associated with an agency of the United States, this State, or a local government of this state that has use for the information for accident prevention purposes.

10. Select **Continue**

11. New CRIS users will receive the Enter CRIS Security Information screen.

Note: If the user is an existing user they will receive 'Validation Error' notification stating "The following errors must be corrected in order to continue: There is already a user account registered for Data Extract Requests with this email address"





C.R.I.S. REGISTER
Crash Records Information System

[Help](#)

CRIS Registration

Enter password and security question information to complete your CRIS registration

Password Information * Indicates Required Field

⚠ Password must contain a minimum of 16 characters and must include an upper case character, a lower case character, a number, and a symbol.

Password *

Password Confirmation *

🔑 Enter Password to determine if it meets the security requirements.

Security Question Information * Indicates Required Field

Security Question 1 *

Security Answer 1 *

Security Hint 1

Security Question 2 *

Security Answer 2 *

Security Hint 2

Security Question 3 *

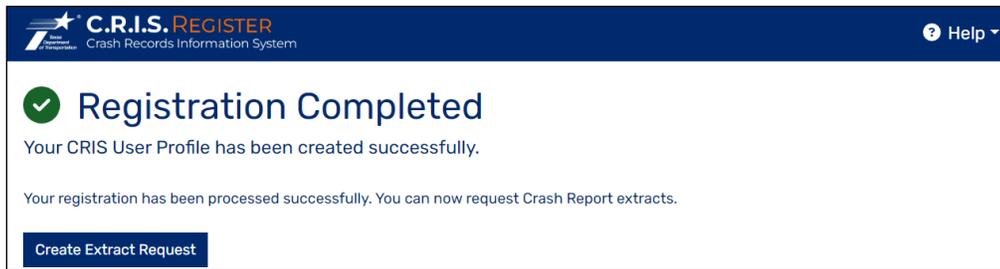
Security Answer 3 *

Security Hint 3

🔑 Need Help? Call 844-CRIS-HLP or [Chat with a support technician!](#)

12. Create and enter a secure password. The password convention is as follows:
 - a. Must contain at least 16 characters.
 - b. Must contain at least one lowercase character.
 - c. Must contain at least one uppercase character.
 - d. Must contain at least one number.
 - e. Must contain at least one special character.
 - f. Must rank as secure or better.
 - g. Cannot contain whitespace.
 - h. Cannot contain Non-Printable Characters such as tab or Carriage Return

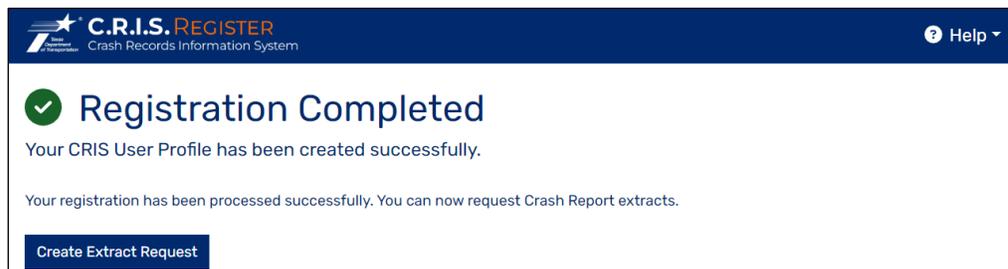
- i. Cannot contain 3 or more repeating numbers or characters.
 - j. Cannot contain sequential numbers or characters.
- Note:** As the password is being created each requirement will display below and be checked off as the requirement is met. The requirements not yet met will display an x in front of them until the requirement is met.
13. Re-enter the secure password in the **Password Confirmation** field.
Note: Both password instances must match exactly
 14. Select three security questions from dropdown options and provide answers.
Note:
 - a. The answer to each question must be a minimum of two characters each.
 - b. The answers to the security questions are case sensitive.
 - c. In the event the user forgets their password and needs to create a new password with the 'Forgotten or Expired Password' link, one of the three questions will be provided for verification.
 15. Select **Continue**
 16. Receive the Registration Completed screen.



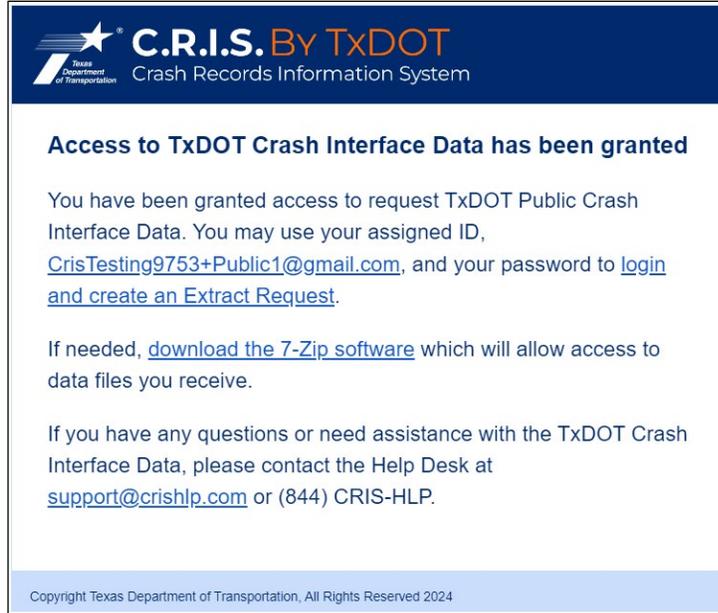
4.2 Accessing Public Interface

There are three options in which an external user can access the public interface to begin creating requests:

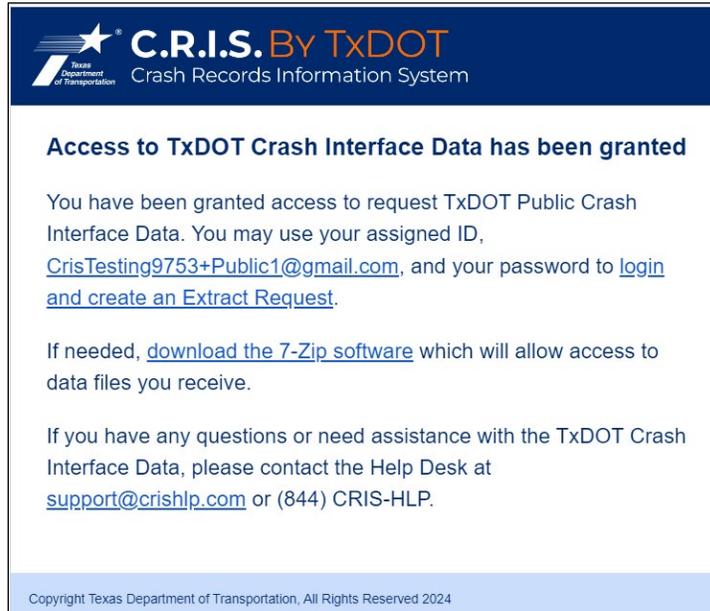
1. Option 1: After self-registering successfully, user is provided a button to Create Extract Request
 - a. Select **Create Extract Request** (one-time option)



2. Option 2: User receives an email notification after successfully registering for public interface. The mail notification contains the data below. (User can continually use link from email)
 - a. Select the **login and create an Extract Request** link.



3. Option 3: User receives an email notification when they register and provide their organization and TxDOT Interface Authorization Manager grants public interface access. The email notification contains the data below. (User can continuously use link from email)
 - a. Select the **login and create an Extract Request** link.



4.3 Create Interface Request

The following steps are intended to guide users in completing a public interface request.

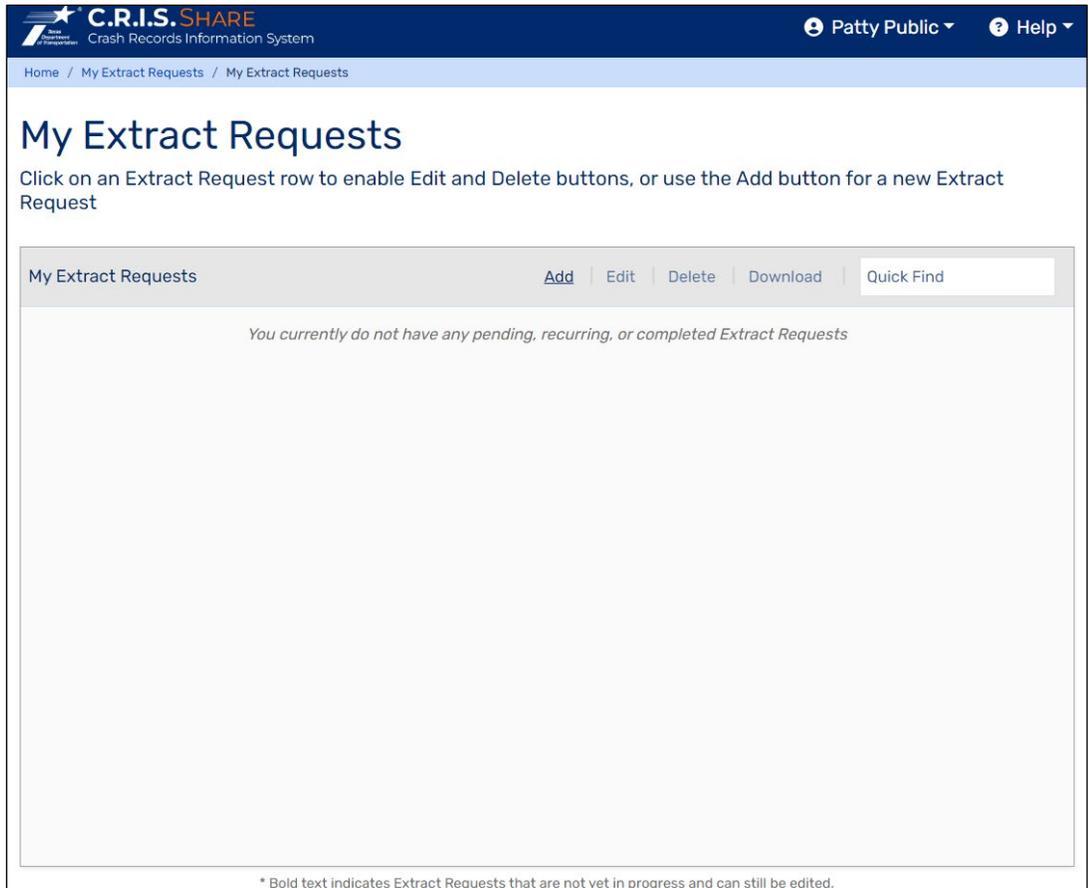
1. Receive the TxDOT Login screen.
2. Enter username and password.
3. Select **I'm not a robot** reCAPTCHA and follow verification steps.
4. Select **Login**

The screenshot shows the TxDOT Login page. At the top, there is a dark blue header with the Texas Department of Transportation logo and the text "C.R.I.S. By TxDOT" and "Crash Records Information System". Below the header, the main content area has a white background. The title "TxDOT Login" is displayed in a large, dark blue font. Underneath, a message reads "Please enter your username and password to continue". There are two input fields: "Username" and "Password". The "Password" field includes a small eye icon for toggling visibility. Below the password field is a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA" logo. At the bottom of the form area, there are three links: "Login" (a dark blue button), "Forgotten or Expired Password", and "Create An Account". A grey footer bar at the bottom contains a help icon and the text "Need assistance? Chat with a support technician! The help desk can also be reached at (844) CRIS-HLP."

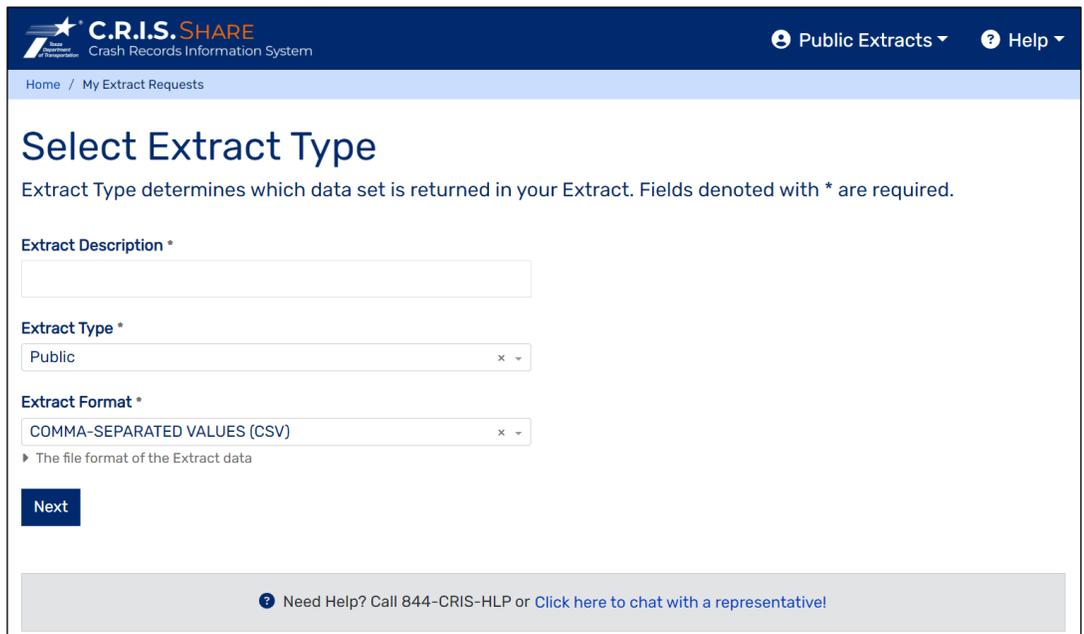
5. Receive the CRIS Security Question screen.
6. Enter the answer to the security question that was selected during registration.

The screenshot shows the CRIS Security Question screen. It features a dark blue header with the Texas Department of Transportation logo and the text "C.R.I.S. By TxDOT" and "Crash Records Information System". The main content area has a white background. The title "CRIS Security Question" is displayed in a large, dark blue font. Below the title, a message reads "Please answer the following question in order to gain access to CRIS." The "Security Question" is "What was the last name of your third grade teacher?". Below the question is an "Answer" input field. A "Hint" section shows the word "Usual". At the bottom, there is a dark blue "Continue" button.

7. Receive the My Extract Requests screen.
8. Select **Add**



9. Receive the Select Extract Type screen.



10. User must enter an Extract Description

Note: The Extract Description field is used to distinguish between each extract request.

11. User must select the format that they want to receive the extract file(s) in:
 - a. COMMA-SEPARATED VALUES (CSV)
 - b. XML
12. Select **Next**
13. Receive the CRIS Extract Request Location screen

14. User must select one of the radio buttons to specify the location criteria of crash data to be included:
 - a. Include Crash Reports From All of Texas
 - b. Include Crash Reports From Specific Counties
 - i. Select one county or multiple counties by clicking on each county name individually in the values drop-down list. When a county name is selected the value will be added to the county list.
Note: The list of counties will not be made available until after the Specific Counties radio button is selected.
 - c. Include Crash Reports From Specific Cities
 - i. Select one city or multiple cities by clicking on each city name individually in the values drop-down list. When a city name is selected the value will be added to the city list.
Note: The list of cities will not be made available until after the Specific Cities radio button is selected.
 - d. Include Crash Reports From Specific Agencies
 - i. Select one agency or multiple agencies by clicking on each agency name individually in the values drop-down list. When an agency name is selected the value will be added to the agency list.
Note 1: The list of agencies will not be made available until after the Specific Agencies radio button is selected.
Note 2: In the agency values list there are MPOs, and Regional Mobility Authorities listed. Do not select these values as criteria for crash data. The results returned, if any, are not guaranteed to be accurate. If a user would like to base their criteria for crash data based on MPO, the value should be selected from the Metropolitan Planning Organization list.
 - e. Include Crash Reports From Specific Metropolitan Planning Organizations

- i. Select one Metropolitan Planning Organization or multiple Metropolitan Planning Organizations by clicking on each value individually in the drop-down list. When a Metropolitan Planning Organization name is selected the value will be added to the Metropolitan Planning Organizations list.

Note: The list of Metropolitan Planning Organizations will not be made available until after the Specific Metropolitan Planning Organizations radio button is selected.

15. Select **Next**

16. Receive the CRIS Extract Request Date screen

17. User must select one of the radio buttons to specify the date criteria of crash reports to be included.

- a. Include Crash Reports From a specific Crash Date range.

- i. Crash Begin Date
- ii. Crash End Date

Note:

1. *Begin and End Dates cannot be future dates.*
2. *User can request for crash dates which include crash year 2014 to current.*
3. *End Date must be within one year of Begin Date*
4. *The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years.*

- b. Include Crash Reports From a specific Process Date range:

- i. Process Begin Date
- ii. Process End Date

Note:

1. *Begin and End Dates can be previous, current, or future process dates.*
2. *Processed date means the date in which the crash data has been processed through the system. This includes the date the data was first received and any time the data was modified by TxDOT through a reprocessing task or correction effort.*

c. *Include Crash Reports From a specific Crash Date range and Process Date range:*

i. *Crash Date Range*

Note:

1. *Crash Begin Date and Crash End Date cannot be future dates.*
2. *End Date for Crash Date must be within one year of Begin Date*
3. *The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years.*

ii. *Process Date Range*

Note:

1. *Begin and End Process Dates cannot be future dates.*

18. Select **Next**

19. Select **Previous** to return to the Location Section

20. Receive Extract Password screen.

Note:

1: The password entered by the user will be used to access the data files for the specific extract request in progress.

2: The user can either choose to enter the same password that was used during registration, or a different password can be used.

21. Enter a secure Extract Password in the **Extract Password** field.

The screenshot shows the 'Extract Password' screen in the C.R.I.S. SHARE system. The header includes the system name and navigation links for 'Public Extracts' and 'Help'. The main heading is 'Extract Password' with a subtitle explaining its purpose. A light blue box contains a password requirement message. Below this are two input fields for the password and its confirmation, each with a toggle icon. A message below the fields prompts the user to enter the password to check security requirements. At the bottom, there are 'Previous' and 'Next' buttons. A footer message provides contact information for help.

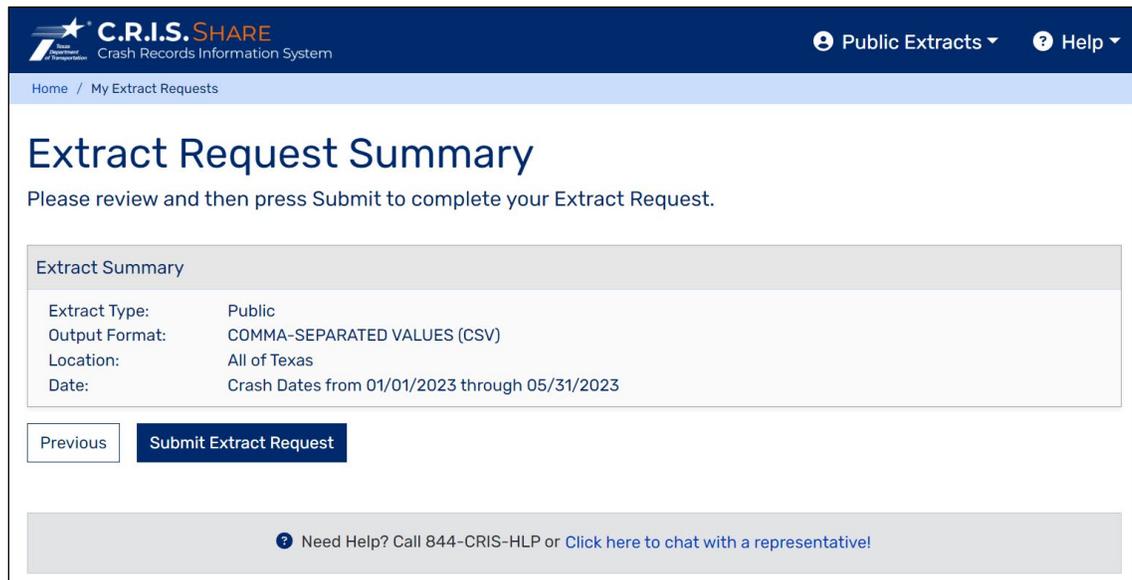
22. The password convention is as follows:

- a. Must contain at least 16 characters.
- b. Must contain at least one lowercase character.
- c. Must contain at least one uppercase character.
- d. Must contain at least one number.
- e. Must contain at least one special character.
- f. Must rank as secure or better.

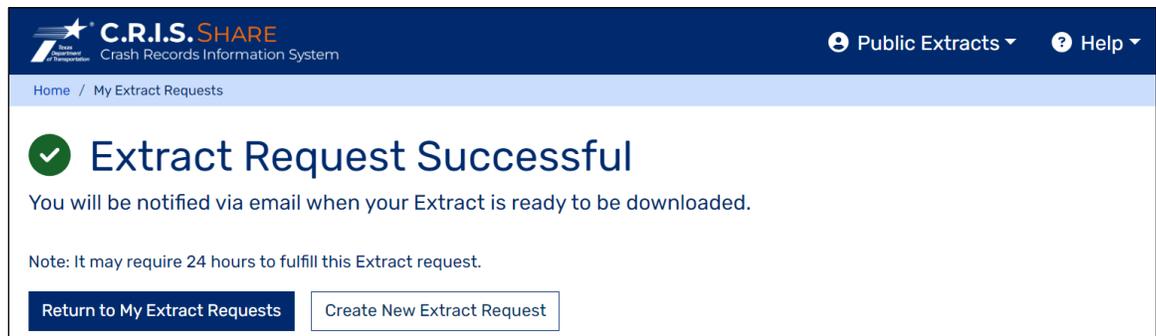
- g. Cannot contain whitespace.
- h. Cannot contain Non-Printable Characters such as tab or Carriage Return.
- i. Cannot contain 3 or more repeating numbers or characters.
- j. Cannot contain sequential numbers or characters.

Note: As the password is being created each requirement will display below and be checked off as the requirement is met. The requirements not yet met will display an x in front of them until the requirement is met.

23. Re-enter the secure password in the **Extract Password Confirmation** field.
Note: Both password instances must match exactly
24. Select **Next**
25. Receive Extract Request Summary screen.



26. Review and ensure the Location and Date criteria selected are displayed.
 - a. Select **Previous** to return to the Date Section to update, or
 - b. Select **Previous** again to update the Location Section, or
 - c. Select **Submit Extract Request** to continue to the interface request.
27. Receive Interface Request Successful screen.



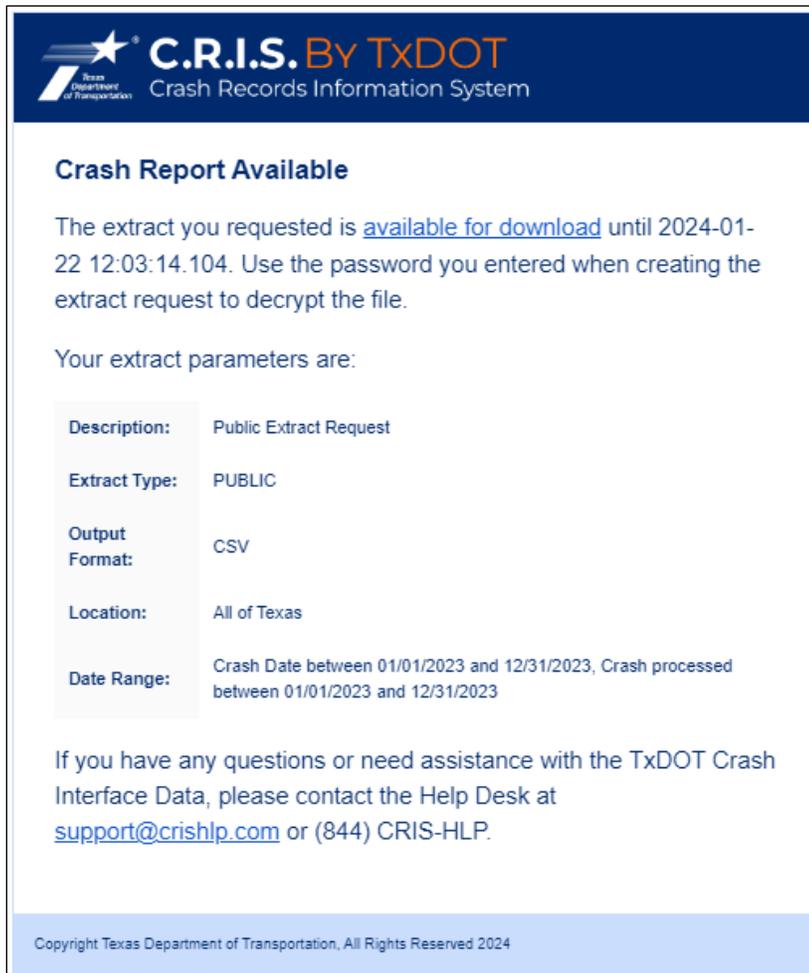
28. User has the option to create another request, return to their extract requests queue or end the session.

- a. Select **Create New Extract Request** and follow previous steps to create another interface request.
- b. Select **Return to My Extract Requests** to review a list of user's existing extract requests. (See section 6 for more information on the **My Extract Requests** page.)
- c. Select **Logout** to end the session.
Note: The Logout option is in the drop-down under the user's name at the top right-hand side of the screen.

4.4 Download Extracts

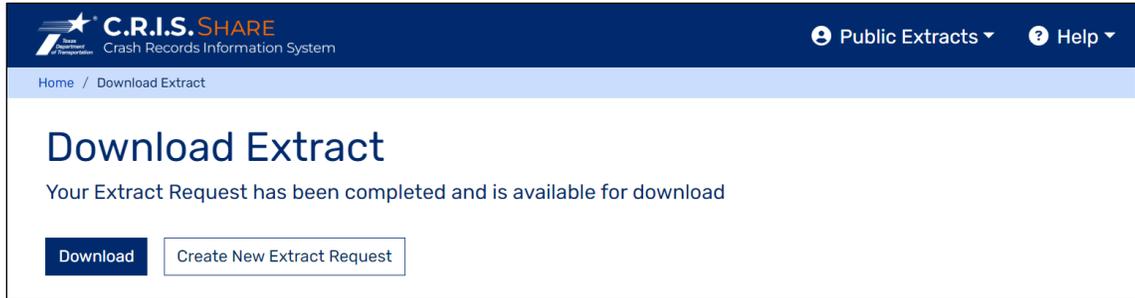
The extract file will be provided in a CSV or XML format. The request will take approximately 24 hours before the user receives the email that the extract is ready.

1. User receives an email notification that contains the data below when the extract is ready.



The screenshot shows an email notification from the Texas Department of Transportation's C.R.I.S. BY TxDOT system. The header includes the logo and text: "C.R.I.S. BY TxDOT Crash Records Information System". The main content is titled "Crash Report Available" and states: "The extract you requested is [available for download](#) until 2024-01-22 12:03:14.104. Use the password you entered when creating the extract request to decrypt the file." Below this, it lists the extract parameters: Description: Public Extract Request; Extract Type: PUBLIC; Output Format: CSV; Location: All of Texas; Date Range: Crash Date between 01/01/2023 and 12/31/2023, Crash processed between 01/01/2023 and 12/31/2023. At the bottom, it provides contact information for the Help Desk: "support@crishlp.com" or (844) CRIS-HLP. A footer note reads: "Copyright Texas Department of Transportation, All Rights Reserved 2024".

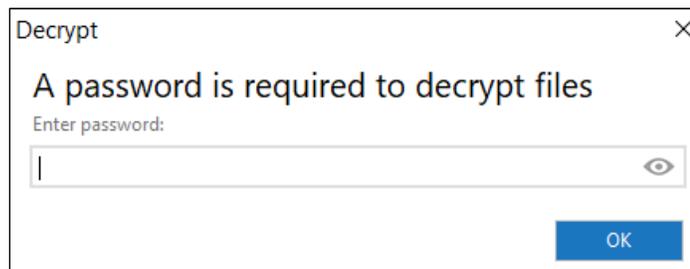
2. Select the **available for download** link provided within the email.
3. Enter username and password.
4. Select **Login**
5. Receive the Download Extract screen.



6. Select **Download** to download extract files.
 - a. Receive the WinZip screen.

extract_public_2023_20240117102323798_47		
<input type="checkbox"/>	extract_public_2018_20240117102323_charges_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 18.8 KB → 2.96 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_crash_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 75.1 KB → 14.2 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_damages_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 3.25 KB → 784 bytes
<input type="checkbox"/>	extract_public_2018_20240117102323_endorsements_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 6.61 KB → 1.15 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_lookup_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 381 KB → 92.9 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_person_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 7.78 KB → 1.03 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_primaryperson_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 35.5 KB → 4.09 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_restrictions_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 6.87 KB → 1.20 KB
<input type="checkbox"/>	extract_public_2018_20240117102323_unit_20230101-2023123120230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 77.7 KB → 10.3 KB
<input type="checkbox"/>	extract_public_2023_20240117102323_charges_20230101-2023123120230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 40.1 KB → 5.33 KB
<input type="checkbox"/>	extract_public_2023_20240117102323_crash_20230101-2023123120230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 1/17/2024 11:08 AM Size: 209 KB → 37.1 KB

- b. User can extract the files.
 - i. In WinZip, select 'Unzip To,' select a location to place the data files and then select Unzip.
 - ii. User will receive the 'Decrypt' window. and will be required to enter a password to access the files.
Note: Enter the password that was created during the extract request process.



- iii. Enter password and select **OK**.
- iv. The file(s) will be extracted.
Note:
 1. If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.

2. If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip
- c. Close out of WinZip
- d. The WinZip screen will close and return to the Download Extract screen.

5. Standard Interface

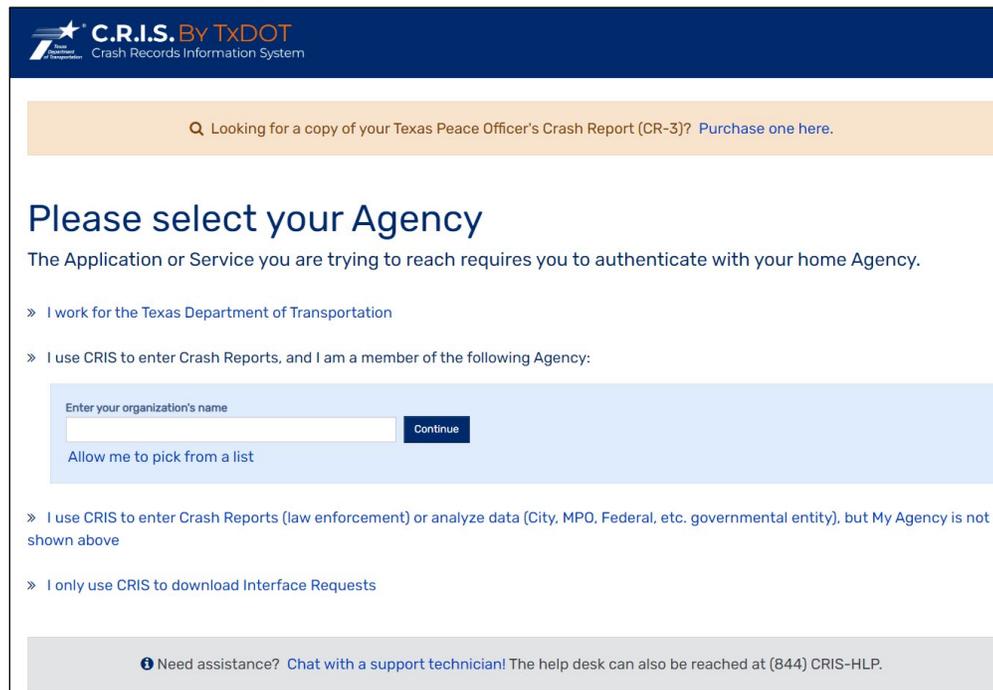
The TxDOT CRIS Standard Extract contains all the data collected from the Texas Peace Officer's Crash Report (CR-3). In addition to the CR-3 data, all crash records include interpreted field data. Roadway attributes and location specific data for crashes occurring on the state highway system is also appended to each crash record. Per Texas Transportation Code (TTC) §550.065(b), the extract file is only available to individuals associated with an agency of the United States, this state, or a local government of this state that has use for the information for accident prevention purposes. The extract files include data for crash reports that have been submitted to TxDOT and processed through CRIS. Users who are granted access to Standard Extract also have the option to submit Public Extract requests.

5.1 Self-Registration

The following steps are intended for Self-Registration for the Standard Interface.

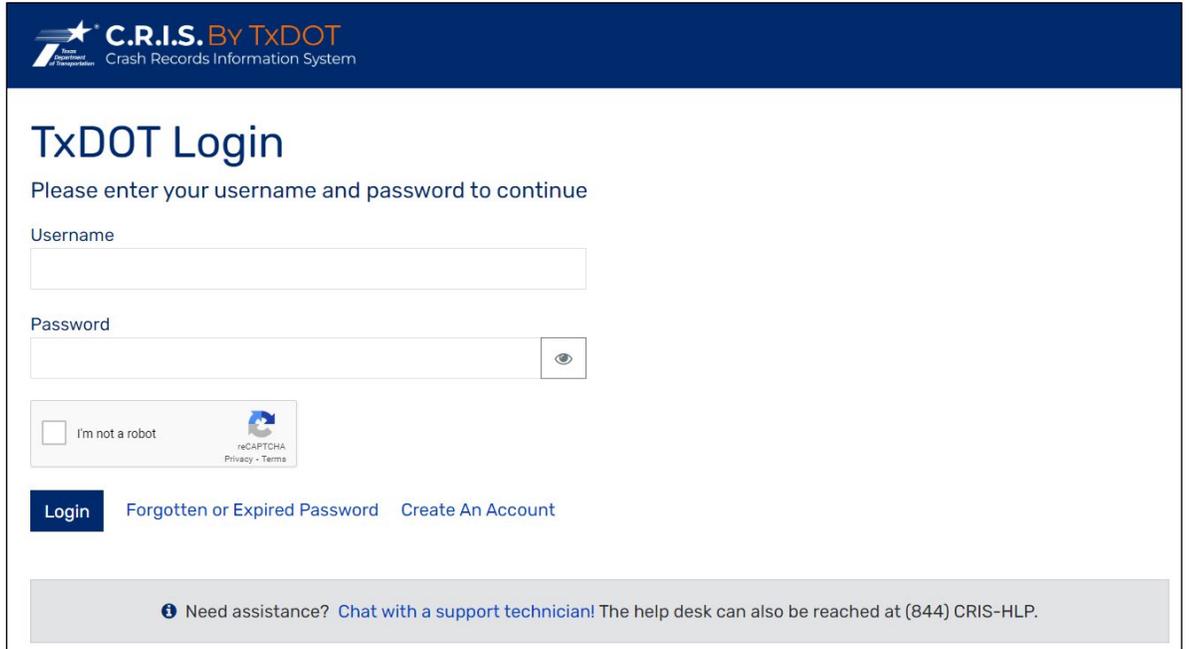
Note: If a user has not logged in to their account within 30 days, the user will be automatically deleted from the system. The user will be required to complete the self-registration process again if interface access is needed.

1. Enter CRIS URL: <https://cris.txdot.gov>
2. Receive the Discovery page.
3. From the Discovery page, user will select **I only use CRIS to download Interface Requests**

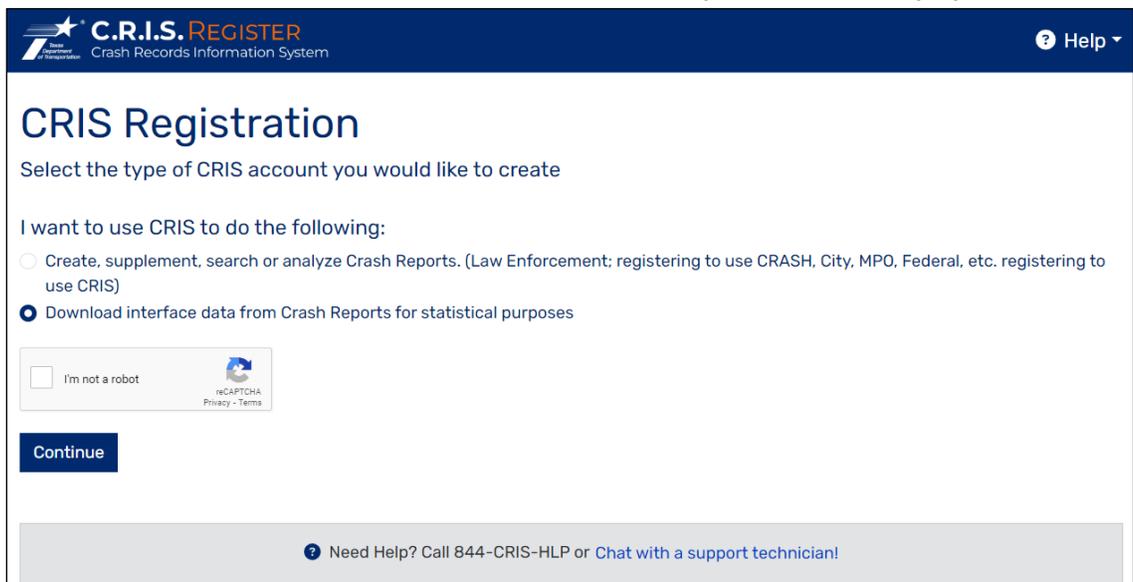


The screenshot shows the C.R.I.S. By TxDOT interface. At the top, there is a header with the Texas Department of Transportation logo and the text "C.R.I.S. By TxDOT Crash Records Information System". Below the header, there is a search bar with the text "Looking for a copy of your Texas Peace Officer's Crash Report (CR-3)? Purchase one here." The main content area is titled "Please select your Agency" and includes the instruction "The Application or Service you are trying to reach requires you to authenticate with your home Agency." There are three radio button options for agency selection: "I work for the Texas Department of Transportation", "I use CRIS to enter Crash Reports, and I am a member of the following Agency:" (which is selected), and "I use CRIS to enter Crash Reports (law enforcement) or analyze data (City, MPD, Federal, etc. governmental entity), but My Agency is not shown above". The selected option has a form field for "Enter your organization's name" with a "Continue" button and a link "Allow me to pick from a list". At the bottom, there is a footer with the text "Need assistance? Chat with a support technician! The help desk can also be reached at (844) CRIS-HLP."

4. On the TxDOT Login page, select **Create An Account**
Note: TxDOT users will not see the 'Forgotten or Expired Password' and 'Create An Account' links on the TxDOT login page. Internal TxDOT employees do not need, nor will they be provided access to the extract files. If they have a business need to access crash data, they will need to complete and submit the CRIS access request forms available at <https://crossroads/divisions/trf/crash-data-analysis-cda/crash-records-information-system-cris.html> .
 Select the **Request for CRIS Access**, PDF link.



5. Receive the CRIS Registration page.
6. Select the radio button **Download interface data from Crash Reports for statistical purposes**.



7. Select **I'm not a robot** reCAPTCHA and follow verification steps.
8. Select **Continue**

C.R.I.S. REGISTER
Crash Records Information System

Help

CRIS Registration

Enter the following information in order to create your CRIS User Profile

Enter User Information * Indicates Required Field

First Name * Middle Name Last Name *

Email Address * Email Confirmation *

Phone Number
▶ Required only for members of Government Organizations

Agency Information * Indicates Required Field

Member of a Government Organization

Organization Name
▶ Required when Member of a Government Organization is selected

Continue

[Need Help? Call 844-CRIS-HLP or Chat with a support technician!](#)

9. Enter the fields listed. The required fields are listed in **bold**:
 - a. **First Name** – this field is required and allows up to 255 characters.
 - b. Middle Name – this field is optional and allows up to 255 characters.
 - c. **Last Name** – this field is required and allows up to 255 characters.
 - d. **Email Address** – this field is required and allows up to 255 characters.
 - e. **Email Confirmation** – this field is required and allows up to 255 characters.
Note: *Both email instances must match exactly*
 - f. Phone Number – this field is optional unless the Member of a Government Organization checkbox is checked.
 - g. Member of a Government Organization – Check if Member of a Government Organization, leave blank if not a Member of a Government Organization
 - h. Organization Name – this field is optional unless the Member of a Government Organization is set to Yes, then field is required. Allows up to 255 characters.
Note:
 - i. When “Member of a Government Organization” is set to No, the user will be granted access to the public interface.
 - ii. When “Member of a Government Organization is set to Yes, the user’s information will be verified by TxDOT and will be granted access to the public or standard interface.
 - iii. “Member of a Government Organization” is intended for individuals associated with an agency of the United States, this State, or a local government of this state that has use for the information for accident prevention purposes.
 - i. Select **Continue**
 - j. New CRIS users will receive the Enter CRIS Security Information screen.


C.R.I.S. REGISTER
Crash Records Information System

[Help](#)

CRIS Registration

Enter password and security question information to complete your CRIS registration

Password Information * Indicates Required Field

ⓘ Password must contain a minimum of 16 characters and must include an upper case character, a lower case character, a number, and a symbol.

Password *

Password Confirmation *

🔴 Enter Password to determine if it meets the security requirements.

Security Question Information * Indicates Required Field

Security Question 1 *

Security Answer 1 *

Security Hint 1

Security Question 2 *

Security Answer 2 *

Security Hint 2

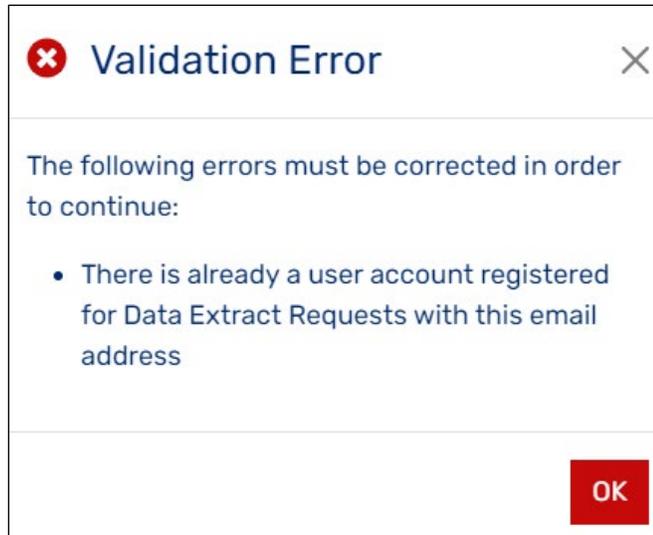
Security Question 3 *

Security Answer 3 *

Security Hint 3

🔴 Need Help? Call 844-CRIS-HLP or [Chat with a support technician!](#)

Note: If the user is an existing user they will receive 'Validation Error' notification stating "The following errors must be corrected in order to continue: There is already a user account registered for Data Extract Requests with this email address"



10. Create and enter a secure password. The password convention is as follows:
 - a. Must contain at least 16 characters.
 - b. Must contain at least one lowercase character.
 - c. Must contain at least one uppercase character.
 - d. Must contain at least one number.
 - e. Must contain at least one special character.
 - f. Must rank as secure or better.
 - g. Cannot contain whitespace.
 - h. Cannot contain Non-Printable Characters such as tab or Carriage Return
 - i. Cannot contain 3 or more repeating numbers or characters.
 - j. Cannot contain sequential numbers or characters.

Note: As the password is being created each requirement will display below and be checked off as the requirement is met. The requirements not yet met will display an x in front of them until the requirement is met.
11. Re-enter the secure password in the **Password Confirmation** field.

Note: Both password instances must match exactly
12. Select three security questions from dropdown options and provide answers.

Note:

 1. The answer to each question must be a minimum of two characters each.
 2. The answers to the security questions are case sensitive.
 3. In the event the user forgets their password and needs to create a new password with the 'Forgotten or Expired Password' link, one of the three questions will be provided for verification.
13. Select **Continue**
14. Receive the CRIS User Registration Completed screen.
15. If user wants the option to receive extracts via SFTP delivery method, they will select the Optionally Generate SFTP Public Key button.

16. If the user meets the criteria to receive Standard Interface access, they will receive a 'Request for access to the Standard Interface Data' email from TxDOT with a CRIS Automated Interface Confidentiality Agreement attached. This agreement will need to be signed and returned to TRF_CRASH@txdot.gov. Once the form is received and reviewed by TxDOT, the user will receive access to the Standard Interface.

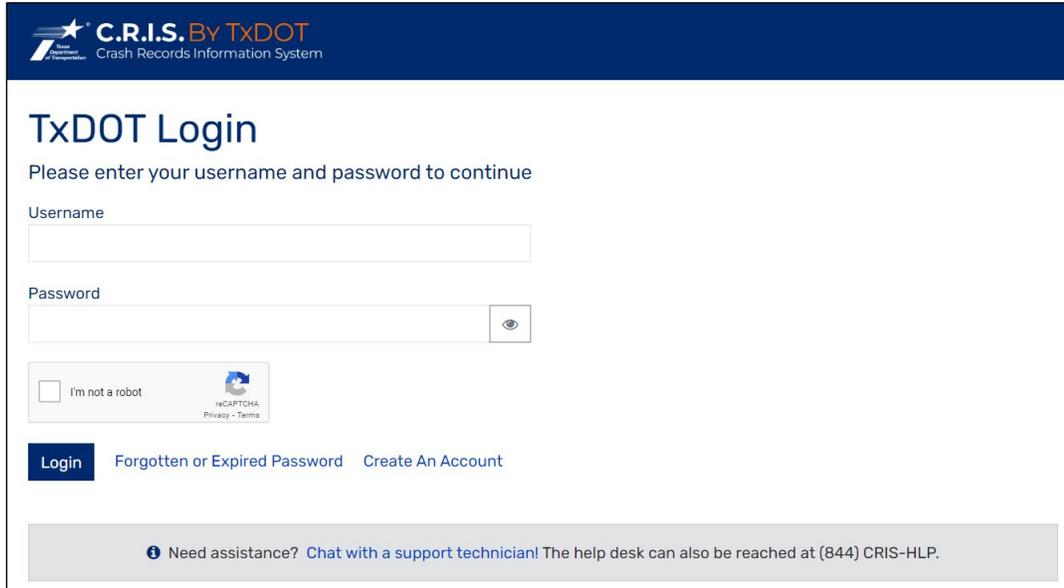
Note: *If a user who requests access to the Standard Interface does not return the Confidentiality Agreement within 10 days of receiving the agreement, their Interface access request will be denied. The user will be required to complete the self-registration process again if share access is needed.*

5.2 Accessing Standard Interface

There are two options in which a user can access the standard interface to begin creating requests:

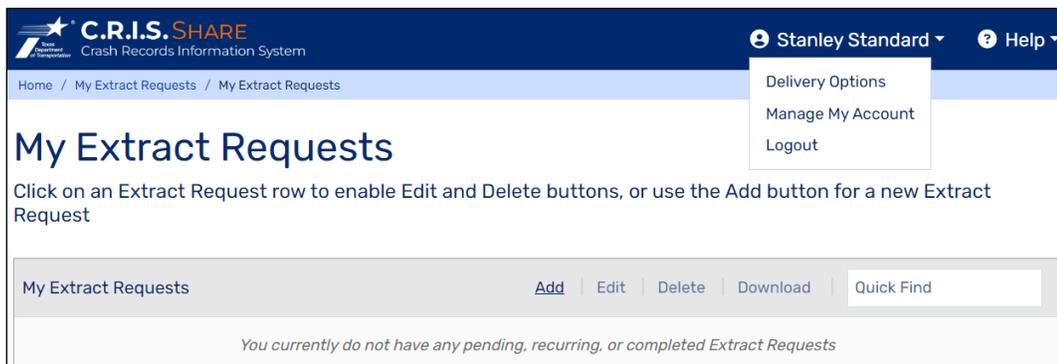
1. Option 1: User receives an email notification when they register, provide their organization information, and the TxDOT Interface Authorization Manager grants Standard Interface access. The email notification contains the data below (User can continuously use link from email)

2. Option 2: Enter Username and Password
 - Note:** Username is the email address that was entered during the registration process unless the user is an existing CRIS/CRASH user and enters the same email during registration as was entered for their CRIS/CRASH account. In this case, the username will be included in the 'Access to TxDOT Crash Interface Data has been granted' email notification.
 - a. Select **Login**

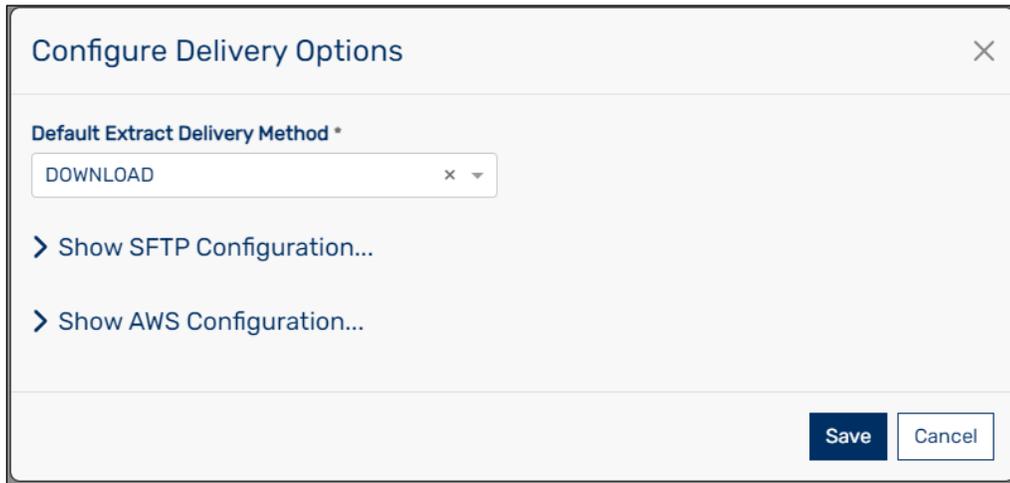


5.3 Extract File Delivery Methods

There are three different extract delivery options for Standard Extract users. To change delivery methods, log into user's extract account, click on the user's name at the top of the page, and select **Delivery Options**.



1. Download
 - This is the extract delivery method default. Unless a user changes the delivery method within their extract account, any data files for extract requests that are submitted will be received via the email account that the user entered during registration.



2. SFTP

For a user to receive the extract via SFTP delivery method, the following information is required to be entered/selected:

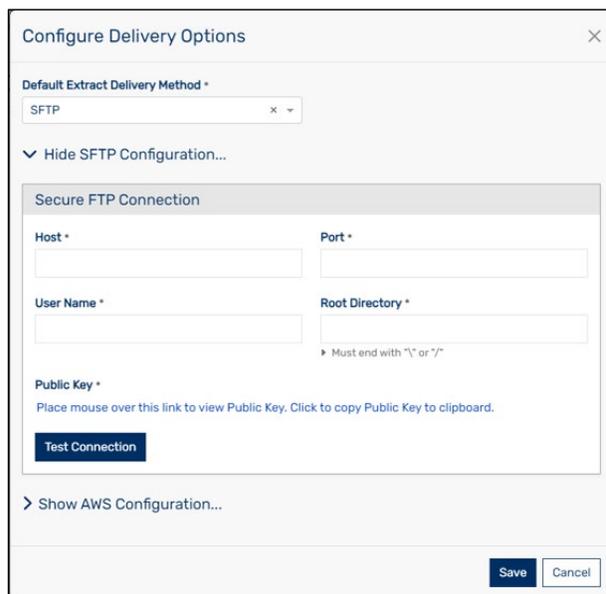
- a. Host
- b. Port
- c. User Name
- d. Root Directory
- e. Public Key

Note: This is the Public Key that was generated when the Optionally Generate SFTP Public Key button was selected at the end of the registration process.

- f. Select the Test Connection Key

Note: User should receive a notification that the Test Connection was successful

- g. Select **Save**



3. AWS

For a user to receive the extract via AWS delivery method, the following information is required to be entered/selected:

- a. Access Key
- b. Secret Key
- c. Bucket Name
- d. Region Code
- e. Key Name Prefix
- f. Test AWS Connection

Note: User should receive a notification that the Test Connection was successful

- g. Select **Save**

The screenshot shows a dialog box titled "Configure Delivery Options" with a close button (X) in the top right corner. Below the title bar, there is a dropdown menu for "Default Extract Delivery Method" currently set to "AWS". Below this are two expandable sections: "Show SFTP Configuration..." (expanded) and "Hide AWS Configuration..." (collapsed). The "AWS Connection" section is expanded and contains several input fields: "Access Key *" and "Secret Key *" (top row), "Bucket Name *" and "Region Code *" (middle row), and "Key Name Prefix *" (bottom row). A small tip below "Region Code *" says "See AWS User Guide. Example: 'us-east-1'". A tip below "Key Name Prefix *" says "Must end with '/'". A blue "Test AWS Connection" button is located below the "Key Name Prefix" field. At the bottom right of the dialog box are "Save" and "Cancel" buttons.

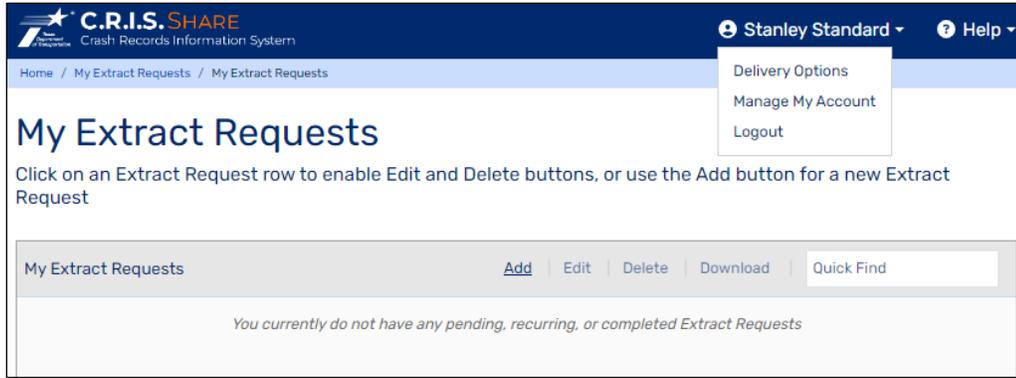
5.4 Create Interface Request

The following steps are intended to guide users in completing a standard interface request.

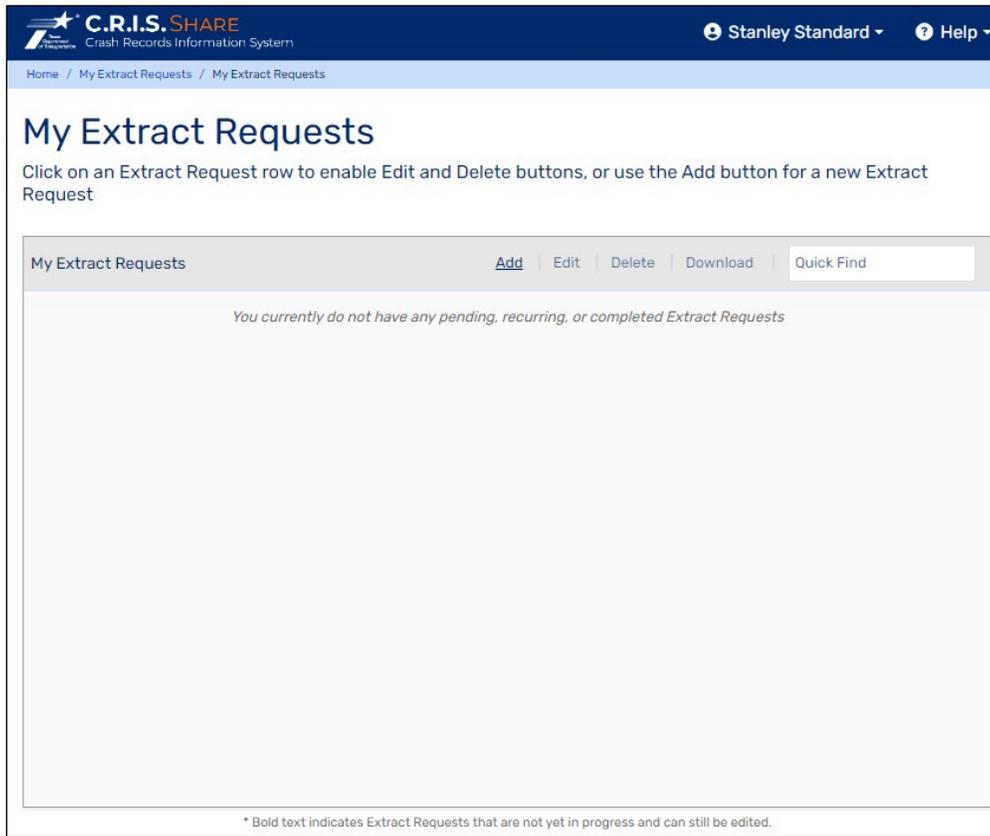
1. Receive the TxDOT Login screen.
2. Enter username and password.
3. Select **I'm not a robot** reCAPTCHA and follow verification steps.
4. Select **Login**

5. Receive the CRIS Security Question screen.
6. Enter the answer to the security question that was selected during registration.
7. Select **Continue**

8. Receive the My Extract Requests screen.
Note: For Standard users, the option to add SFTP and AWS delivery method information and to change between delivery methods is available in the top right of each of the user's C.R.I.S. SHARE screens (see section 6.1).



9. Select **Add**



10. Receive the Select Extract Type screen.

C.R.I.S. SHARE
Crash Records Information System

Home / My Extract Requests

Select Extract Type

Extract Type determines which data set is returned in your Extract. Fields denoted with * are required.

Extract Description *

Extract Type *
Standard

Extract Format *
COMMA-SEPARATED VALUES (CSV)
The file format of the Extract data

Include CR-3 Crash Report PDF files in Extract

Next

Need Help? Call 844-CRIS-HLP or [Click here to chat with a representative!](#)

11. User must enter an Extract Description
Note: The Extract Description field is used to distinguish between each extract request.
12. User must select the Extract Type that they want to receive the data files for:
 - a. Standard
 - b. Public
13. User must select the format that they want to receive the extract file(s) in:
 - a. COMMA-SEPARATED VALUES (CSV)
 - b. XML
14. The 'Include CR-3 Crash Report PDF files in Extract' checkbox must be checked if user wants to receive crash report images for crashes that are included in the extract files. Leave the box unchecked if crash report images are not needed.
15. Select **Next**
16. Receive the CRIS Extract Request Location screen.

C.R.I.S. SHARE
Crash Records Information System

Home / My Extract Requests

Extract Request Location

Crash Reports from the selected location will be included in the Extract. Fields denoted with * are required.

Include Crash Reports From:

All of Texas
 Specific Counties
 Specific Cities
 Specific Agencies
 Specific Metropolitan Planning Organizations

Previous **Next**

Need Help? Call 844-CRIS-HLP or [Click here to send an email!](#)

-
17. User must select one of the radio buttons to specify the location criteria of crash data to be included:
- a. Include Crash Reports From All of Texas
 - b. Include Crash Reports From Specific Counties
 - i. Select one county or multiple counties by clicking on each county name individually in the values drop-down list. When a county name is selected the value will be added to the county list.
Note: The list of counties will not be made available until after the Specific Counties radio button is selected.
 - c. Include Crash Reports From Specific Cities
 - i. Select one city or multiple cities by clicking on each city name individually in the values drop-down list. When a city name is selected the value will be added to the city list.
Note: The list of cities will not be made available until after the Specific Cities radio button is selected.
 - d. Include Crash Reports From Specific Agencies
 - i. Select one agency or multiple agencies by clicking on each agency name individually in the values drop-down list. When an agency name is selected the value will be added to the agency list.
Note 1: The list of agencies will not be made available until after the Specific Agencies radio button is selected.
Note 2: In the agency values list there are MPOs and Regional Mobility Authorities listed. Do not select these values as criteria for crash data. The results returned, if any, are not guaranteed to be accurate. If a user would like to base their criteria for crash data based on MPO, the value should be selected from the Metropolitan Planning Organization list.
 - e. Include Crash Reports From Specific Metropolitan Planning Organizations
 - i. Select one Metropolitan Planning Organization or multiple Metropolitan Planning Organizations by clicking on each value individually in the drop-down list. When a Metropolitan Planning Organization name is selected the value will be added to the Metropolitan Planning Organizations list.
Note: The list of Metropolitan Planning Organizations will not be made available until after the Specific Metropolitan Planning Organizations radio button is selected.
18. Select **Next**
19. Receive the CRIS Extract Request Date screen.

The screenshot shows the 'Extract Request Date' page in the C.R.I.S. SHARE system. At the top, there is a navigation bar with the system name and user 'Stanley Standard'. Below the navigation bar, the page title is 'Extract Request Date'. A sub-header states: 'Crash Reports within the selected date range will be included in the Extract. Fields denoted with * are required.' The main section is titled 'Include Crash Reports From:' and contains three radio button options: 'A specific Crash Date range' (selected), 'A specific Process Date range', and 'A specific Crash Date and Process Date range'. A link is provided: '>> What is the difference between Crash Date and Process Date?'. Below these options are two date input fields: 'Crash Begin Date *' and 'Crash End Date *'. Each field has a 'Select a Date' placeholder and a calendar icon. A tooltip below each field reads: 'Use MM/DD/YYYY format such as 09/01/2020 for September 1, 2020'. At the bottom of the form are 'Previous' and 'Next' buttons. A footer bar contains a help link: 'Need Help? Call 844-CRIS-HLP or Click here to send an email!'.

20. User must select one of the radio buttons to specify the date criteria of crash reports to be included.

a. Include Crash Reports From a specific Crash Date range.

- i. Crash Begin Date
- ii. Crash End Date

Note:

1. *Begin and End Dates cannot be future dates.*
2. *User can request for crash dates which include crash year 2014 to current.*
3. *End Date must be within one year of Begin Date*
4. *The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years.*

b. Include Crash Reports From a specific Process Date range:

- i. Process Begin Date
- ii. Process End Date

Note:

1. *Begin and End Dates can be previous, current, or future process dates.*
2. *Processed date means the date in which the crash data has been processed through the system. This includes the date the data was first received and any time the data was modified by TxDOT through a reprocessing task or correction effort.*

c. Include Crash Reports From a specific Crash Date range and Process Date range:

- i. Crash Date Range

Note:

1. *Crash Begin Date and Crash End Date cannot be future dates.*
2. *End Date for Crash Date must be within one year of Begin Date*

3. The records retention schedule approved by the Texas State Library and Archives Commission for crash data and reports is the current calendar year plus the ten previous calendar years.
- ii. Process Date Range

Note:

1. Begin and End Process Dates cannot be future dates.

21. Select **Next**
22. Select **Previous** to return to the Location Section
23. Receive Extract Password screen.

Note 1: The password entered by the user will be used to access the data files for the specific extract request in progress.

Note 2: The user can either choose to enter the same password that was used during registration, or a different password can be used.

24. Enter a secure Extract Password in the **Extract Password** field. The password convention is as follows:

- a. Must contain at least 16 characters.
- b. Must contain at least one lowercase character.
- c. Must contain at least one uppercase character.
- d. Must contain at least one number.
- e. Must contain at least one special character.
- f. Must rank as secure or better.
- g. Cannot contain whitespace.
- h. Cannot contain Non-Printable Characters such as tab or Carriage Return
- i. Cannot contain 3 or more repeating numbers of characters.
- j. Cannot contain sequential numbers or characters.

Note: As the password is being created each requirement will display below and be checked off as the requirement is met. The requirements not yet met will display an x in front of them until the requirement is met.

25. Re-enter the secure password in the **Extract Password Confirmation** field.

Note: Both password instances must match exactly

26. Select **Next**

27. If SFTP and/or AWS delivery methods have been set up, the user will receive the **Extract Delivery** page. The Extract Delivery Method can be changed by selecting the value from the Extract Delivery Method field drop-down.

Note: Only the delivery methods that have been set up with valid information will be available for selection in the drop-down.

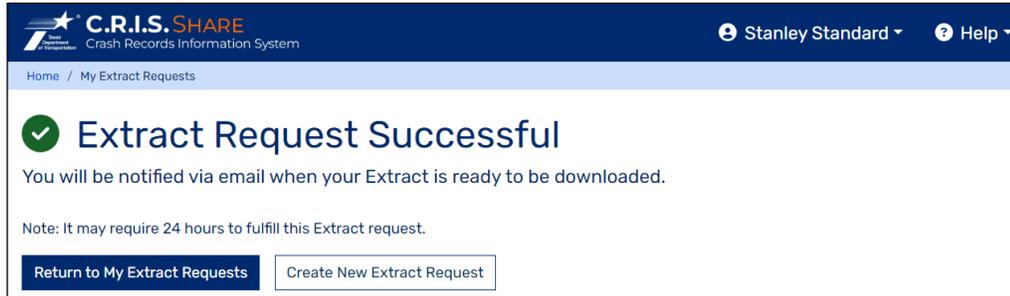
The screenshot shows the 'Extract Delivery' page in the C.R.I.S. SHARE system. The breadcrumb trail is 'Home / New Extract Request'. The page title is 'Extract Delivery'. Below the title, it says 'Select how your extract will be delivered to you. Fields denoted with * are required.' There is a dropdown menu labeled 'Extract Delivery Method *' with the following options: 'DOWNLOAD', 'SFTP', 'DOWNLOAD', and 'AWS'. The first 'DOWNLOAD' option is selected. At the bottom of the page, there is a help link: 'Need Help? Call 844-CRIS-HLP or Chat with a representative!'.

28. Select **Next**

29. Receive Extract Request Summary screen.

The screenshot shows the 'Extract Request Summary' page in the C.R.I.S. SHARE system. The breadcrumb trail is 'Home / My Extract Requests'. The page title is 'Extract Request Summary'. Below the title, it says 'Please review and then press Submit to complete your Extract Request.' The summary shows the following details: Extract Type: Standard, Output Format: COMMA-SEPARATED VALUES (CSV), Include CR-3 PDF: Yes, Files: Location: All of Texas, Date: Crash Dates from 01/01/2023 through 12/31/2023, Delivery: Email Download, Configure Delivery Option. There are 'Previous' and 'Submit Extract Request' buttons. At the bottom of the page, there is a help link: 'Need Help? Call 844-CRIS-HLP or Click here to chat with a representative!'.

30. Review and ensure the Location and Date criteria selected are displayed.
- Select **Previous** to return to the Date Section to update, or
 - Select **Previous** again to update the Location Section, or
 - Select **Submit Extract Request** to continue to the interface request.
31. Receive Interface Request Successful screen.



32. User has the option to create another request, return to their extract requests queue or end the session.
 - a. Select **Create New Extract Request** and follow previous steps to create another interface request.
 - b. Select **Return to My Extract Requests** to review a list of user's existing extract requests.
(See section 6 for more information on the **My Extract Requests** page.)
 - c. Select **Logout** to end the session.
Note: The Logout option is in the drop-down under the user's name at the top right-hand side of the screen.

5.5 Download Extracts

The extract file will be provided in a CSV or XML format and will be delivered via SFTP, Email or AWS. The request will take approximately 24 hours before the extract is ready.

5.5.1 Email Delivery

1. User receives an email notification when the extract is ready, which contains the data below:

C.R.I.S. BY TxDOT
Crash Records Information System

Crash Report Available

The extract you requested is [available for download](#) until 2024-01-27 15:56:11.107. Use the password you entered when creating the extract request to decrypt the file.

Your extract parameters are:

Description:	Description
Extract Type:	STANDARD
Output Format:	CSV
Location:	All of Texas
Date Range:	Crash Date between 01/01/2023 and 12/31/2023

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

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2. Select the **available for download** link provided within the email.
3. Select **My Agency is not shown above, or I only want to download Interface Requests**
4. Enter username and password.
5. Select **I'm not a robot** reCAPTCHA and follow verification steps.
6. Select **Login**
7. Receive the Download Extract screen.

C.R.I.S. SHARE
Crash Records Information System

Stanley Standard Help

Home / Download Extract

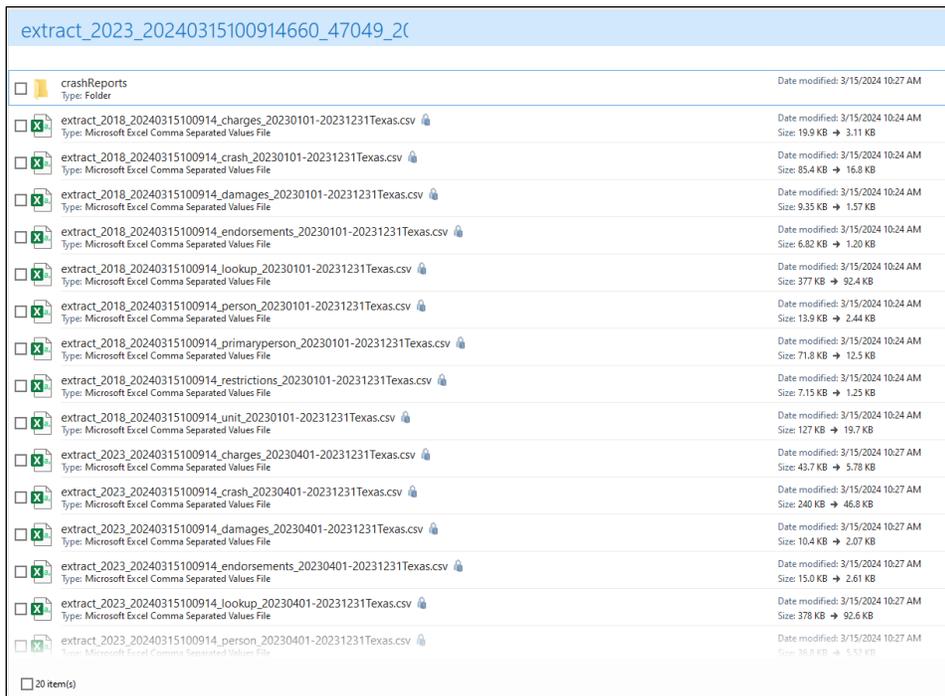
Download Extract

Your Extract Request has been completed and is available for download

[Download](#) [Create New Extract Request](#)

8. Select **Download** to download extract files.
 - a. Receive the WinZip screen.

Note: If the user opted to receive CR-3 Crash Report pdf files when creating the extract request, the crash report images for each crash included in the extract files will be in a folder labelled 'crashReports'.



- b. User can extract the files.
 - i. In WinZip, select 'Unzip To,' select a location to place the data files and then select Unzip.
 - ii. User will receive the 'Decrypt' window. and will be required to enter a password to access the files.

Note: Enter the password that was created during the extract request process.



- iii. Enter password and select **OK**.
- iv. The file(s) will be extracted.

Note:

1. If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.

2. If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip

- c. Close out of WinZip
- d. The WinZip screen will close and return to the Download Extract screen.

5.5.2 SFTP Delivery

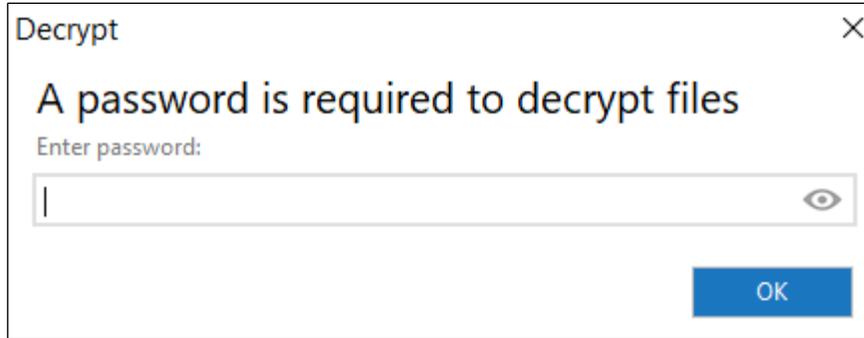
1. User receives data files via SFTP delivery.
2. Unzip files using WinZip.

Note: If the user opted to receive CR-3 Crash Report pdf files when creating the extract request, the crash report images for each crash included in the extract files will be in a folder labelled 'crashReports'.

extract_2023_20240315100914660_47049_20		
	crashReports Type: Folder	Date modified: 3/15/2024 10:27 AM
	extract_2018_20240315100914_charges_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 19.9 KB → 3.11 KB
	extract_2018_20240315100914_crash_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 85.4 KB → 16.8 KB
	extract_2018_20240315100914_damages_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 9.35 KB → 1.57 KB
	extract_2018_20240315100914_endorsements_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 6.82 KB → 1.20 KB
	extract_2018_20240315100914_lookup_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 377 KB → 92.4 KB
	extract_2018_20240315100914_person_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 13.9 KB → 2.44 KB
	extract_2018_20240315100914_primaryperson_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 71.8 KB → 12.5 KB
	extract_2018_20240315100914_restrictions_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 7.15 KB → 1.25 KB
	extract_2018_20240315100914_unit_20230101-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:24 AM Size: 127 KB → 19.7 KB
	extract_2023_20240315100914_charges_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 43.7 KB → 5.78 KB
	extract_2023_20240315100914_crash_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 240 KB → 46.8 KB
	extract_2023_20240315100914_damages_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 10.4 KB → 2.07 KB
	extract_2023_20240315100914_endorsements_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 15.0 KB → 2.61 KB
	extract_2023_20240315100914_lookup_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 378 KB → 92.6 KB
	extract_2023_20240315100914_person_20230401-20231231Texas.csv Type: Microsoft Excel Comma Separated Values File	Date modified: 3/15/2024 10:27 AM Size: 36.8 KB → 5.53 KB
20 item(s)		

- a. User can extract the files.
 - i. In WinZip, select 'Unzip To,' select a location to place the data files and then select Unzip.
 - ii. User will receive the 'Decrypt' window. and will be required to enter a password to access the files.

Note: Enter the password that was created during the extract request process.



- iii. Enter password and select **OK**.
- iv. The file(s) will be extracted.

Note:

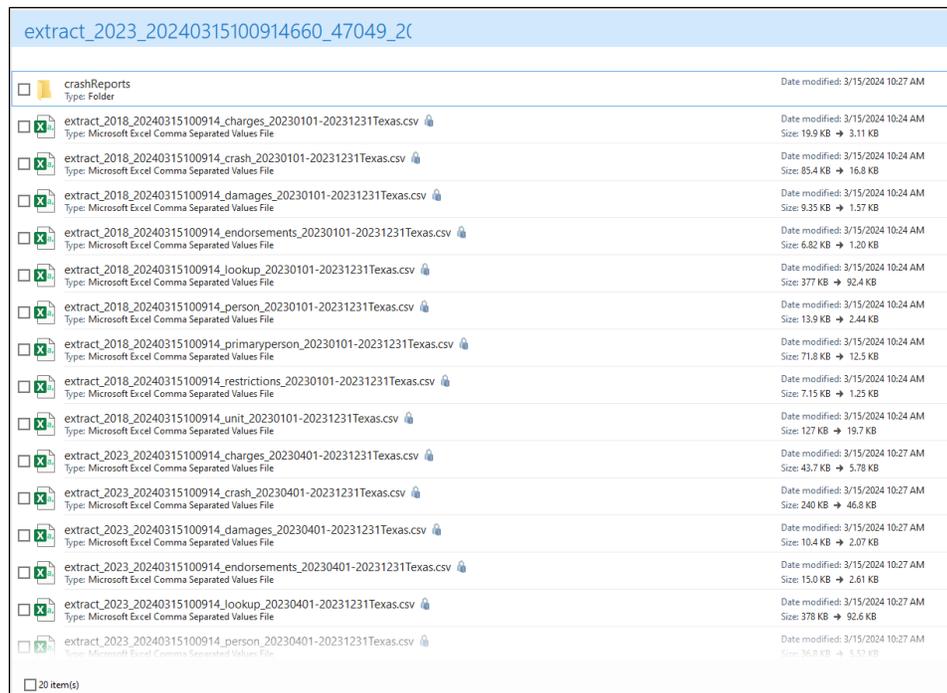
1. If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.
2. If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip

- b. Close out of WinZip
- c. The WinZip screen will close and return to the Download Extract screen.

5.5.3 AWS Delivery

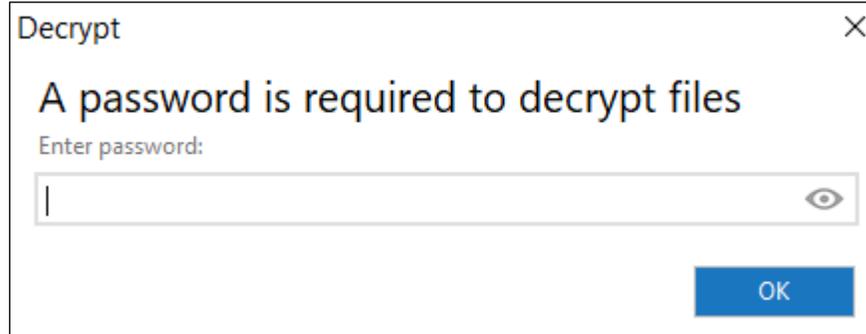
1. User receives data files via AWS delivery.
2. Unzip files using WinZip.

Note: If the user opted to receive CR-3 Crash Report pdf files when creating the extract request, the crash report images for each crash included in the extract files will be in a folder labelled 'crashReports'.



3. User can extract the files.
 - i. In WinZip, select 'Unzip To,' select a location to place the data files and then select Unzip.
 - ii. User will receive the 'Decrypt' window. and will be required to enter a password to access the files.

Note: Enter the password that was created during the extract request process.



- iii. Enter password and select **OK**.
- iv. The file(s) will be extracted.

Note:

3. *If user receives an error for the file name being too long, the user should shorten the file name. This error occurs due to Windows limitations.*
 4. *. If user receives an error that they are unable to open their zipped files a possible cause is that the correct extraction software is not being used. Try installing the following extraction software:*
 - a. 7-zip (Recommended)
 - b. Zipeg
 - c. iZip
4. Close out of WinZip
 5. The WinZip screen will close and return to the Download Extract screen.

6. My Extract Requests Screen Options

The following section is intended to explain the functionality of each of the options located at the top of the user's My Extract Requests page.

6.1 Delivery Options

Three different delivery options are available to Standard users:

1. Download (Email)
2. SFTP
3. AWS

To change or set up extract files delivery methods:

1. Click on the user's name at the top right of each Extract screen. and then select **Delivery Options**. To receive extracts using SFTP or AWS delivery methods, connection information will be required for setup.
or
2. If AWS and/or SFTP connection information is entered under **Delivery Options**, the user will receive the **Extract Delivery** page following the **Extract Password** page while creating an extract request. The Extract Delivery Method can be changed by selecting the value from the Extract Delivery Method field drop-down.

The screenshot shows the 'Extract Delivery' page in the C.R.I.S. SHARE system. The page title is 'Extract Delivery' and it instructs users to select how their extract will be delivered. A dropdown menu for 'Extract Delivery Method' is open, showing options: DOWNLOAD, SFTP, DOWNLOAD, and AWS. The first 'DOWNLOAD' option is highlighted. The page also includes a header with 'Standard Extract' and 'Help' menus, and a footer with a help link.

6.2 Manage My Account

The Manage My Account option is available at the top right of each Extract screen. To make changes to Password or Security Questions/Answers, click on the user's name and then select **Manage My Account**.

6.3 Add

This option allows users to create new extract requests.

6.4 Edit

This option allows users to modify their existing extract requests.

Note: Only extracts in CREATED state can be modified.

6.5 Delete

Any extract can be deleted by the user. Once deleted, the user will not receive any further data files for the deleted request.

6.6 Download

Data files for extracts received via Email delivery method can be downloaded by highlighting the extract request and then selecting the Download link.

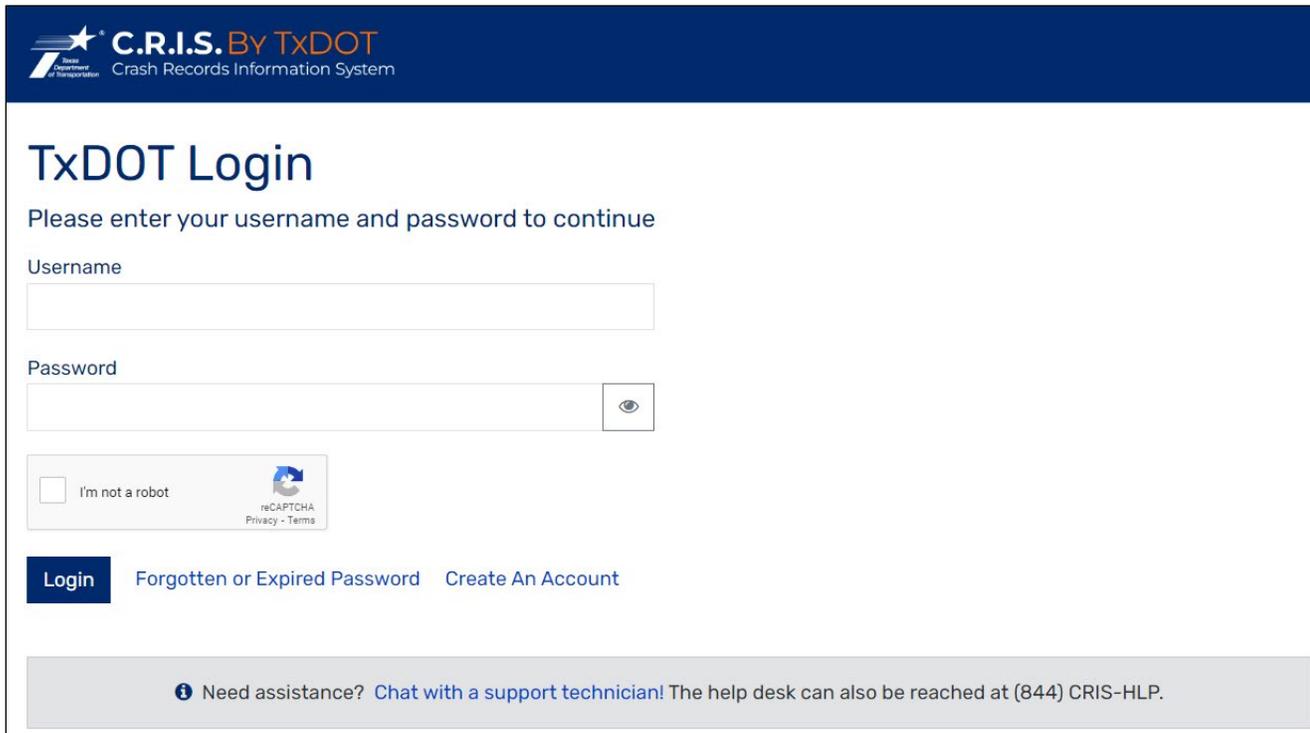
For recurring requests by Process Date(s), when the download link is selected the available data files for the request will be provided for the user to select which daily set of files they would like to download.

7. Reset Password

The following steps are for users who forget or want to reset their password for interface access. The user has three attempts to log in. If they incorrectly key in the username or password more than three times, they must reset their password via the 'Forgotten or Expired Password?' link.

7.1 Reset

1. Select the **Forgotten or Expired Password** link from the CRIS TxDOT Login screen.



2. Receive the Reset CRIS Password screen.

3. Enter **Email Address**
4. Select **I use CRIS only to download Crash Report data extracts** from the **Which tasks do you perform in the CRIS Application Suite?** options
5. Select **I'm not a robot** reCAPTCHA and follow verification steps.
6. Select **Continue**
7. Receive the Reset CRIS Password screen.

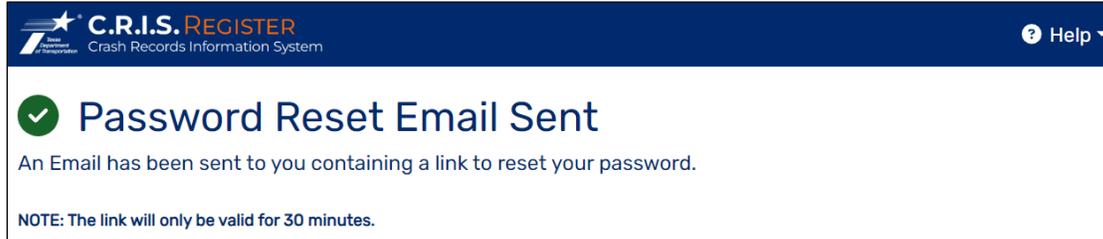
8. Enter answer for the security question.

Note: User has three attempts before they must start over

9. Select **Continue**

10. Receive the Password Reset Email Sent message. The message states the link will only be valid for 30 minutes.

Note: If user does not access within 30 minutes, user must start with Reset Step 1.



The screenshot shows the top header of the C.R.I.S. REGISTER application with the Texas Department of Transportation logo and a 'Help' button. Below the header is a notification box with a green checkmark icon and the title 'Password Reset Email Sent'. The text inside the box reads: 'An Email has been sent to you containing a link to reset your password.' Below this is a note: 'NOTE: The link will only be valid for 30 minutes.'

11. User receives email notification which contains data below.



The screenshot shows an email notification from TRF_CRASH@txdot.gov to CrisTesting9753+Public. The subject is '(UAT) CRIS Password Reset Request'. The email body contains the following text: 'You recently requested that your password for the CRIS application be reset. Please click on the following link to change your password. [Change password](#) Note: This link will expire in 30 minutes. If you did not request that your password be reset, please [email the Help Desk](#) or call (844) CRIS-HLP.' The footer of the email reads 'Copyright Texas Department of Transportation. All Rights Reserved 2024'.

12. Select the **Change Password** link within the email to reset the password.

13. Receive the Create CRIS Password screen.

14. Create and enter a secure password. The password convention is as follows:

- a. Must contain at least 16 characters.
- b. Must contain at least one lowercase character.
- c. Must contain at least one uppercase character.
- d. Must contain at least one number.
- e. Must contain at least one special character.
- f. Must rank as secure or better.
- g. Cannot contain whitespace.
- h. Cannot contain Non-Printable Characters such as tab or Carriage Return.
- i. Cannot contain 3 or more repeating numbers or characters.
- j. Cannot contain sequential numbers or characters.

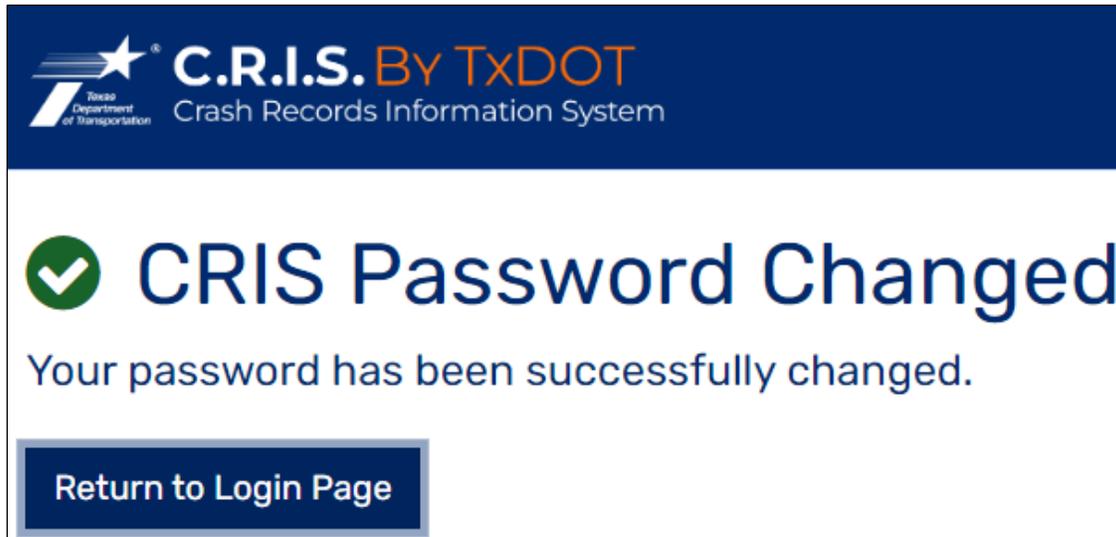
Note: As the password is being created each requirement will display below and be checked off as the requirement is met. The requirements not yet met will display an x in front of them until the requirement is met.

15. Re-enter the secure password in the **Password Confirmation** field.

Note: Both password instances must match exactly

16. Select **Continue**

17. Receive the CRIS Password Reset Successful screen.



18. Select **Return to Login Page**
19. User is returned to the CRIS TxDOT Login screen.
20. Enter username and password.
21. Select **I'm not a robot** reCAPTCHA and follow verification steps.
22. Select **Login**

8. Notification of Failed Extract Delivery

The following steps are intended to guide users who want to request to receive an email notification in the case of a failed extract delivery.

8.1 Request To Receive Notification of Failed Extract Delivery

1. User will contact the Help Desk at 844-CRISHLP (844-274-7457) or support@crishlp.com and request to receive Notifications of Failed Extract Delivery.
 - a. User will need to provide the Help Desk with:
 - i. The username and email address provided during registration.
 - ii. The email address(es) that the notification is to be sent to
 - b. If an extract delivery fails, the user will receive an email notification:

From: trf_cristechsupport@txdot.gov

Subject: Extract File Ready Notification

To: StandardUser1234@gmail.com

Wed, Sept 10, 2022 at 4:00 AM

The crash data you requested on 2022-09-09 in extract request 1708 failed to be transmitted due to the following error

<Reason For Failed Delivery>

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

9. TxDOT Interface Authorization Manager

The following steps are intended to guide the TxDOT Interface Authorization Manager (IAM) in validating whether user will receive the standard or public interface or if access should be denied.

9.1 Grant Automated Interface Access – Public

1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for 'Member of a Government Organization.'

From: TRF_CRASH@txdot.gov [mailto:TRF_CRASH@txdot.gov]

Sent: Wednesday, August 22, 2018 3:05 PM

To: TxDOT Interface Authorization Manager

Subject: A user has requested access to Standard Interface Data

<Last Name, First Name> has requested access to the Standard Interface Data. The following information is available to help you confirm that this user is authorized to receive data from the standard interface:

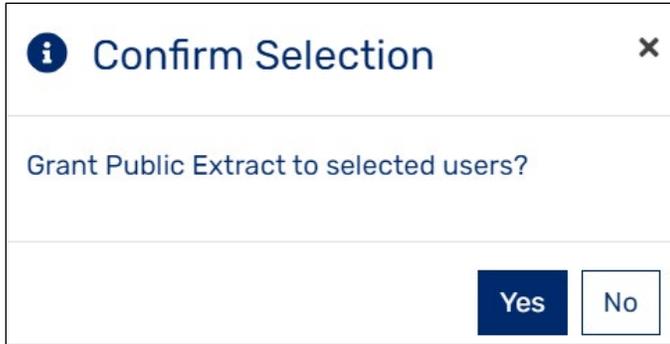
<Last Name, First Name, Email address, phone number, agency>

If this is a valid user that is allowed to receive the standard interface, please log in to Configure and grant the user the appropriate access in accordance with TxDOT policies.

If the user is not authorized to receive the standard interface, please grant them access to the public interface only.

If you have any questions or need assistance with the TxDOT Crash Interface Data, please contact the Help Desk at support@crishlp.com or (844) CRIS-HLP.

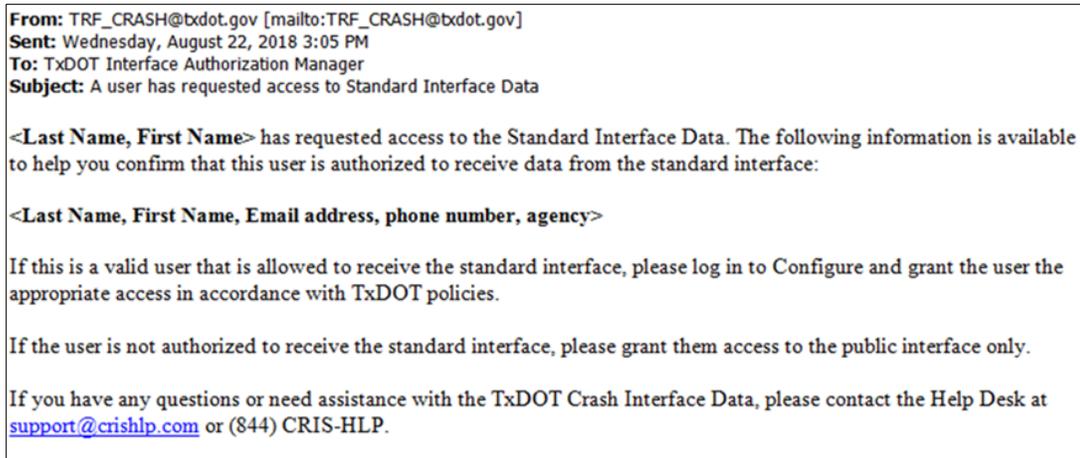
2. If the organization provided for user is not an agency of the United States, this state, or a local government of this state, the TxDOT Interface AM will provide public interface only.
3. Log into Configure
4. Under System Administration, select **Extract Management**
5. Select **Approve New Users**
6. Within the Approve New Users panel, select the user to highlight.
7. Select **Grant Public Access**
8. Receive the Confirm Selection window.



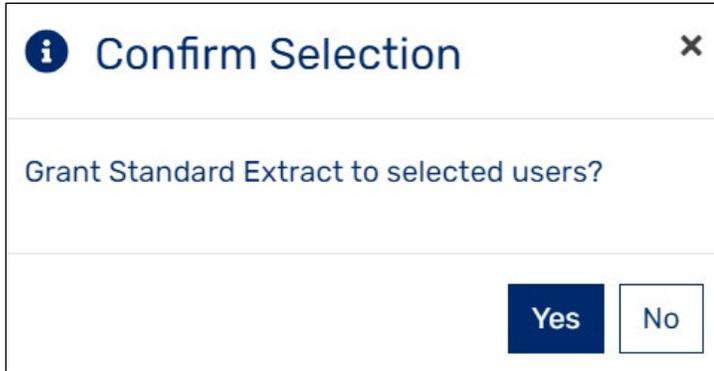
9. Select **Yes**
10. User information is removed from the Approve New Users panel.

9.2 Grant Automated Interface Access – Standard

1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for 'Member of a Government Organization.'



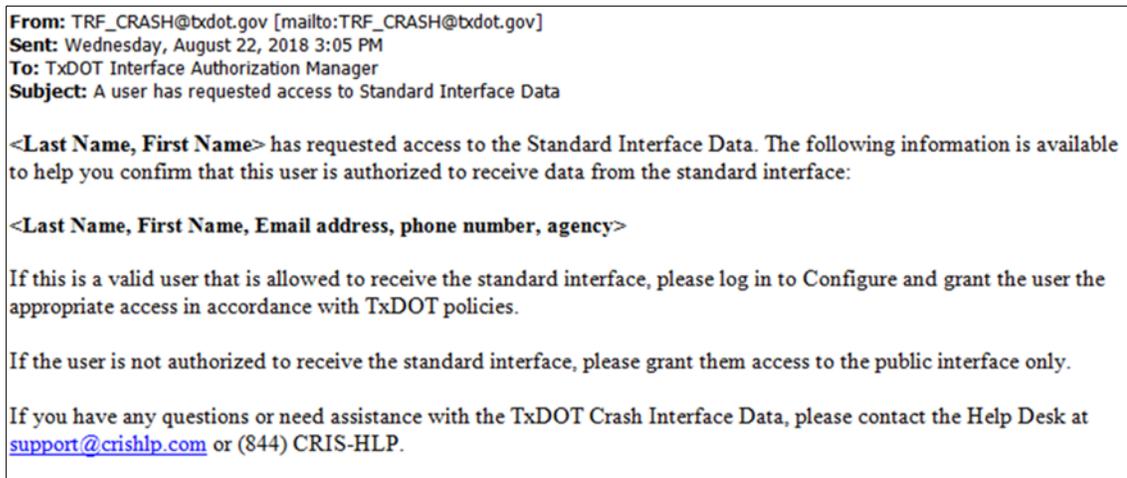
2. Complete and forward the attached Confidentiality Letter to TRF_CRASH@txdot.gov
3. Once the TxDOT Interface AM receives the completed Confidentiality Letter, they will provide access to the user.
4. Log into Configure
5. Under System Administration, select **Extract Management**
6. Select **Approve New Users**
7. Within the Approve New Users panel, select the user to highlight.
8. Select **Grant Standard Access**
9. Receive the Confirm Selection window.



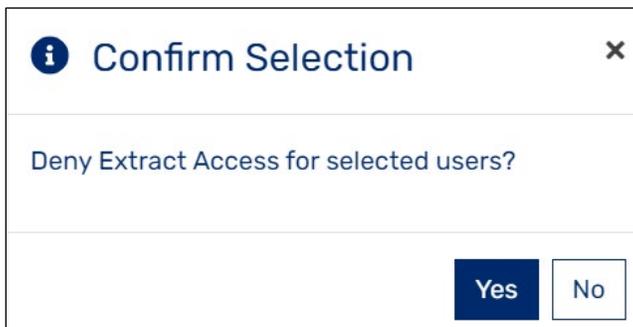
10. Select **Yes** to grant Standard Interface access.
11. User information is removed from the Approve New Users panel.

9.3 Deny Access

1. TxDOT Interface AM will receive an email notification when a user registers and selects Yes for 'Member of a Government Organization.'

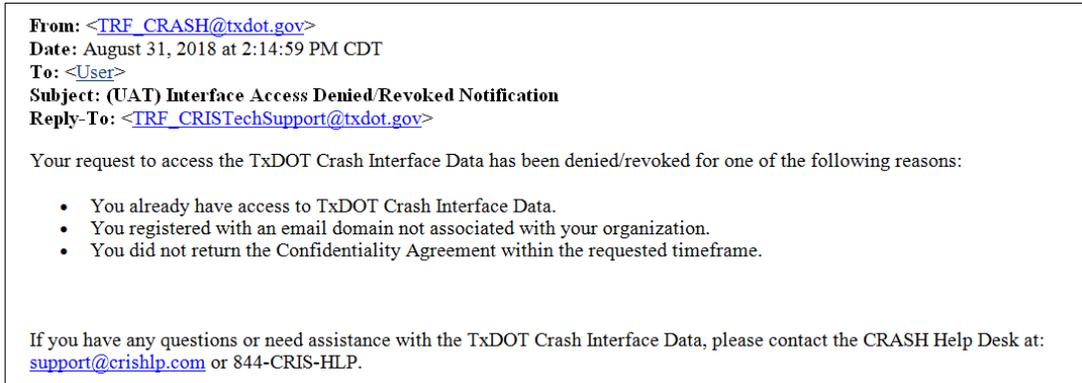


2. If the user is already registered, the user access must be denied.
3. Log into Configure
4. Select **Extract User Management**
5. Within the Approve New Users panel, select the user to highlight.
6. Select **Deny Access**
7. Receive the Confirm Selection window.



8. Select **Yes** to deny interface access.
9. User information is removed from the Extract Users list.

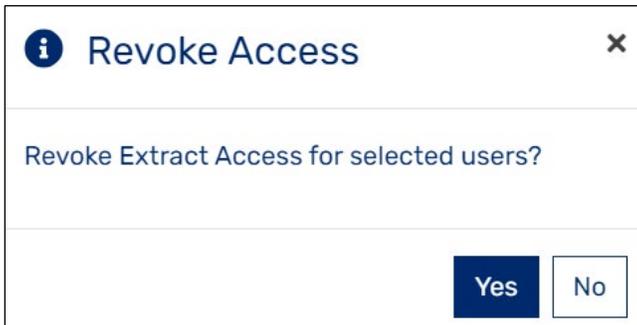
10. User will receive an email that contains the data below:



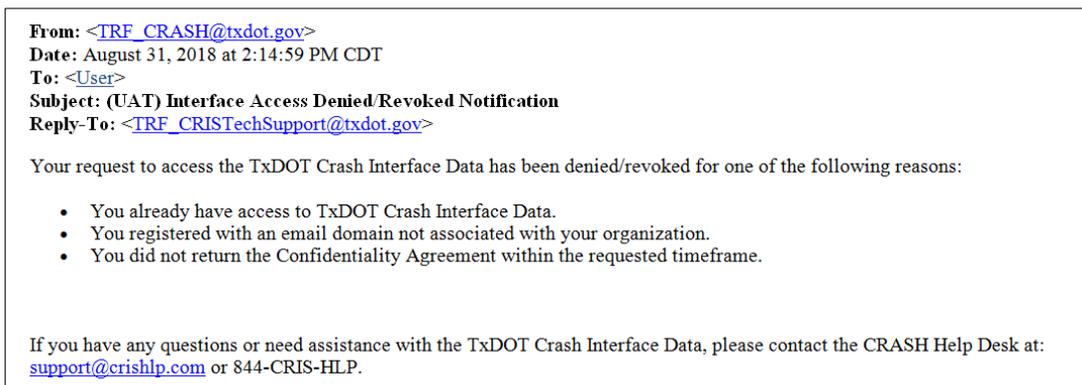
Note: Deletion of a user's account is an overnight process. Once a user's access has been denied or revoked, the system will not allow them to re-register until the following day.

9.4 Revoke Access

1. Once access has been granted, the TxDOT Interface AM can revoke access if necessary.
2. Log into Configure
3. Select **Extract User Management**
4. Select **Manage Extract Users** tab.
5. Within the Manage Extract Users panel, select the user to highlight.
6. Select **Revoke Access**
7. Receive the Revoke Access window.
8. Select **Yes**



9. User information is removed from the Extract Users list.
10. User will receive an email that contains the data below:



Note: Deletion of a user's account is an overnight process. Once a user's access has been denied or revoked, the system will not allow them to re-register until the following day.

9.5 Processing Automated Interface User Requests to Receive Notifications of Failed Extract Deliveries

1. TxDOT Interface Authorization Manager will receive an email from an existing extract user requesting to receive notifications of failed extract deliveries.
2. Log into Configure, select the **Extract Management** option located in the System Administration section of the Configure Welcome page.
3. On the Extract Management page, select **Manage Extract Users**.
4. In the Manage Extract Users queue, highlight the name of the user that is requesting to receive notifications and then select the **Edit Error Notification Email Address** option from the More Actions drop-down at the top of the queue.
5. Enter email address(es) of users who will be receiving the notification and select **OK**.

