



# CSLAP

Commercial Signs  
Licensing and Permitting

## Resetting Password

A CSLAP Job Aid

Roles Impacted: Applicant

Date Revised: January 2025

## Introduction

The Commercial Signs Licensing and Permitting System (CSLAP) allows users to apply for or renew permits and licenses, search records, or submit complaints. This job aid describes the process for resetting your password in CSLAP.

### **Use this job aid to perform the following steps:**

All Users: Reset CSLAP password

# How to Reset your Password in CSLAP

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To reset your CSLAP password, follow the steps below.





1. Click the CSLAP Login/Registration link from the TxDOT.gov website.



2. The Commercial Signs Licensing and Permitting homepage will appear. Select Log In to get to your CSLAP homepage.

**Commercial Signs Licensing and Permitting**

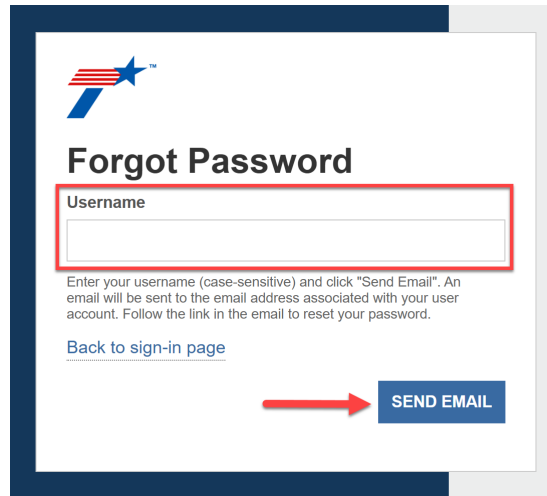
Welcome to TxDOT's Commercial Signs Licensing and Permitting System (CSLAP). CSLAP allows users to apply for or renew permits and licenses, search records, or submit complaints. Click the "Register New Account" button to create a new account. Click the "Log In" button to log into an existing account and access your data. Click "Complaints" to submit a complaint. Click "Search Records" to search for license, permit and complaint records.

 <b>Log In</b> Log into an existing account and access your data.	 <b>Register New Account</b> Create a new account.	 <b>Complaints</b> Submit a complaint	 <b>Search Records</b> Search for license, permit and complaint records
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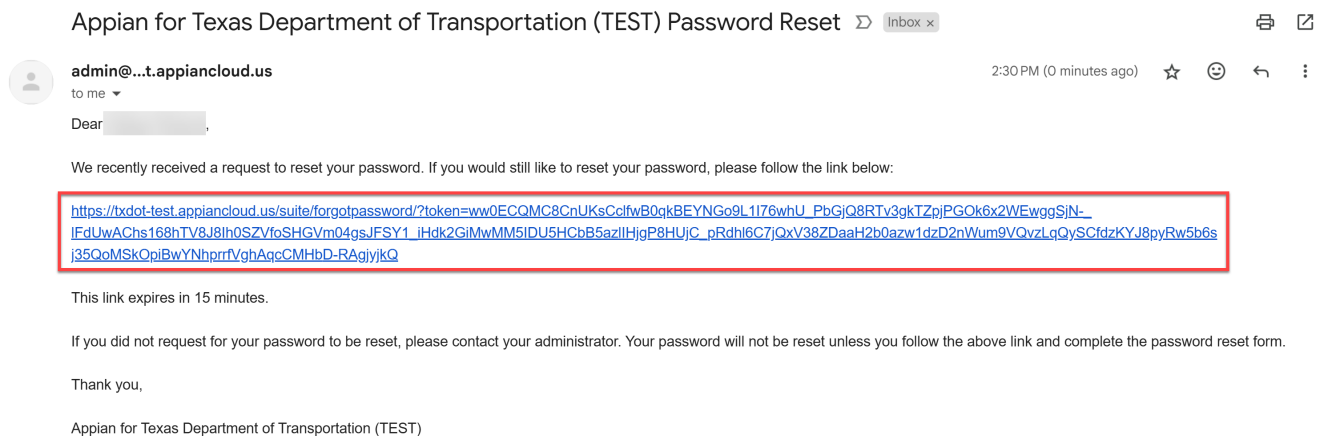
3. Select Forgot Password.

A screenshot of the CSLAP login page. At the top left is the TxDOT logo. Below it are two input fields: "Username" and "Password". At the bottom left, there are two links: "Forgot your password?" (highlighted with a red box) and "Register new account?". At the bottom right is a blue "SIGN IN" button.

4. Enter the email address associated with your CSLAP account and select Send Email.




5. Navigate to your email account and open the email from Appian for Texas Department of Transportation. Click on the link in the email to reset your password.
  - a. Note: the link to reset your password will expire **15 minutes** after receiving the email.



**6.** Create a new password, confirm the new password, and then select Submit.

a. Create a password based on TxDOT IT requirements:

- Contain at least 16 characters
- Contain maximum 32 characters
- Password must not be the same as the last 24 passwords used.
- The minimum time after a password change before the user can change it again is 1 day.
- The maximum time a user can continue using the same password before it must be changed is 180 days.



### Change Password

Please complete the form to change your password.

Username

New Password

Confirm New Password

**7.** You will be automatically routed to your CSLAP dashboard.