

Accessing the Performance Data Reporting SharePoint Site

The purpose of this document is to provide instructions for how to access the Performance Data Reporting SharePoint site and associated agency folders to report annual and monthly performance data figures.

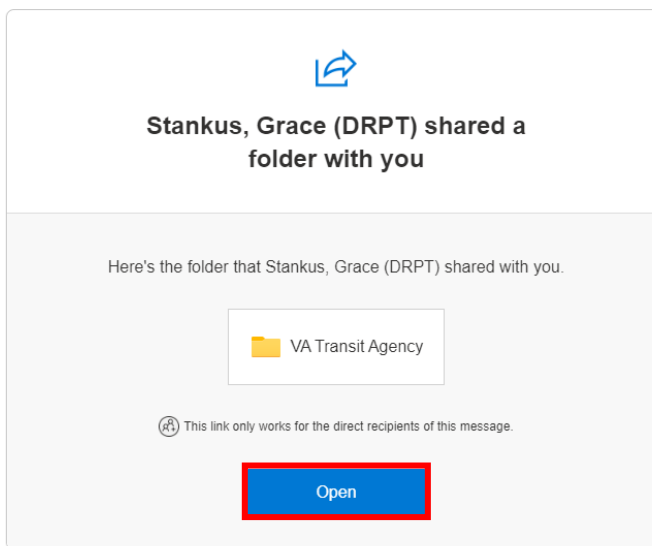
Instructions for Accessing DRPTs Performance Data Reporting SharePoint Site

1. Once you receive an email notifying you that DRPT has shared your agency folder with you, please click “Open”

Note: If you are a data reporter and have not received an email notifying you that DRPT has shared your agency folder with you, please check your Spam and Junk folders. If you checked those folders and still have not received an email, please contact grace.stankus@drpt.virginia.gov.

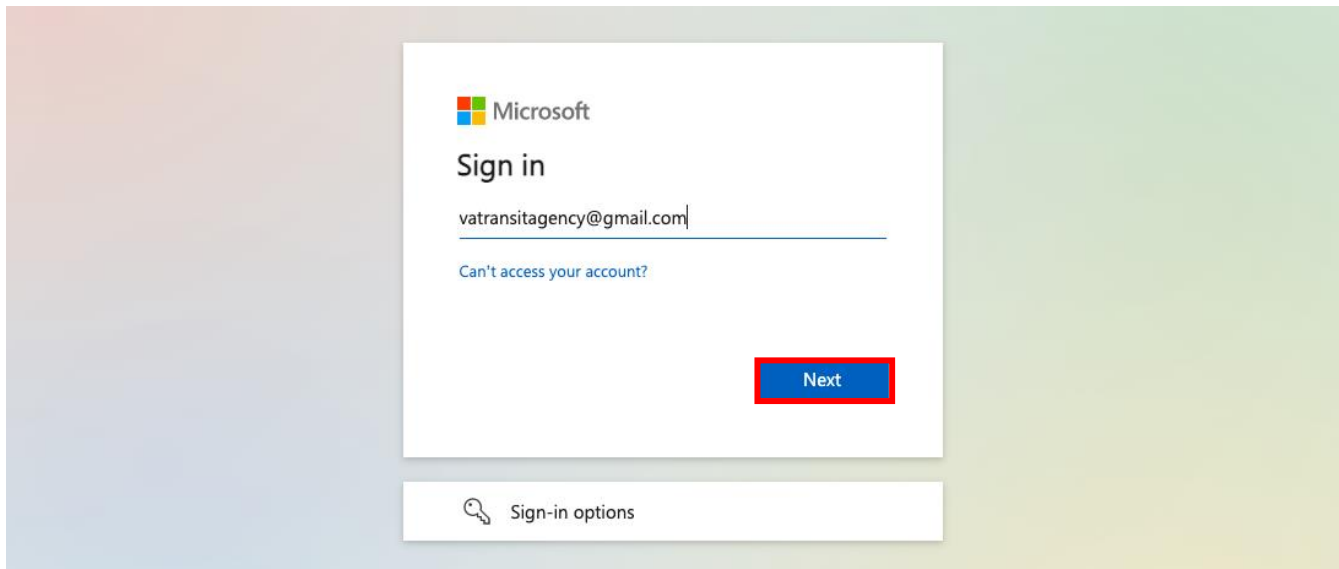
Stankus, Grace (DRPT) shared the folder "VA Transit Agency" with you ▸ Inbox x

G Stankus, Grace (DRPT)
to me ▾

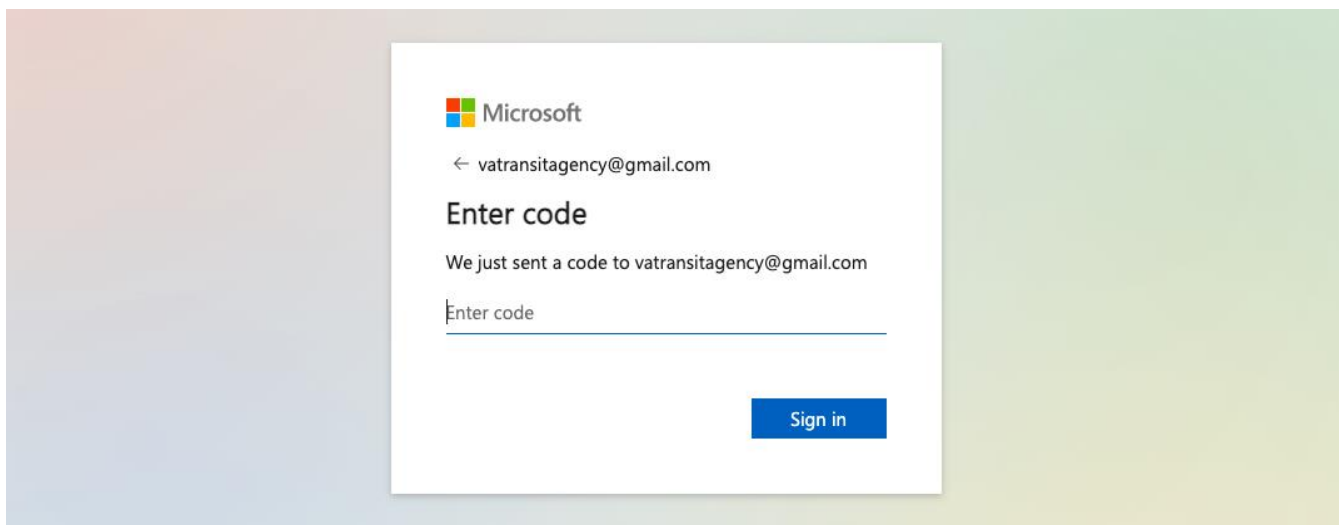


Microsoft
[Privacy Statement](#)

2. You will be prompted to sign in to Microsoft. Enter your email address and click “Next”



3. After you enter your email, a verification code will be sent to that email address

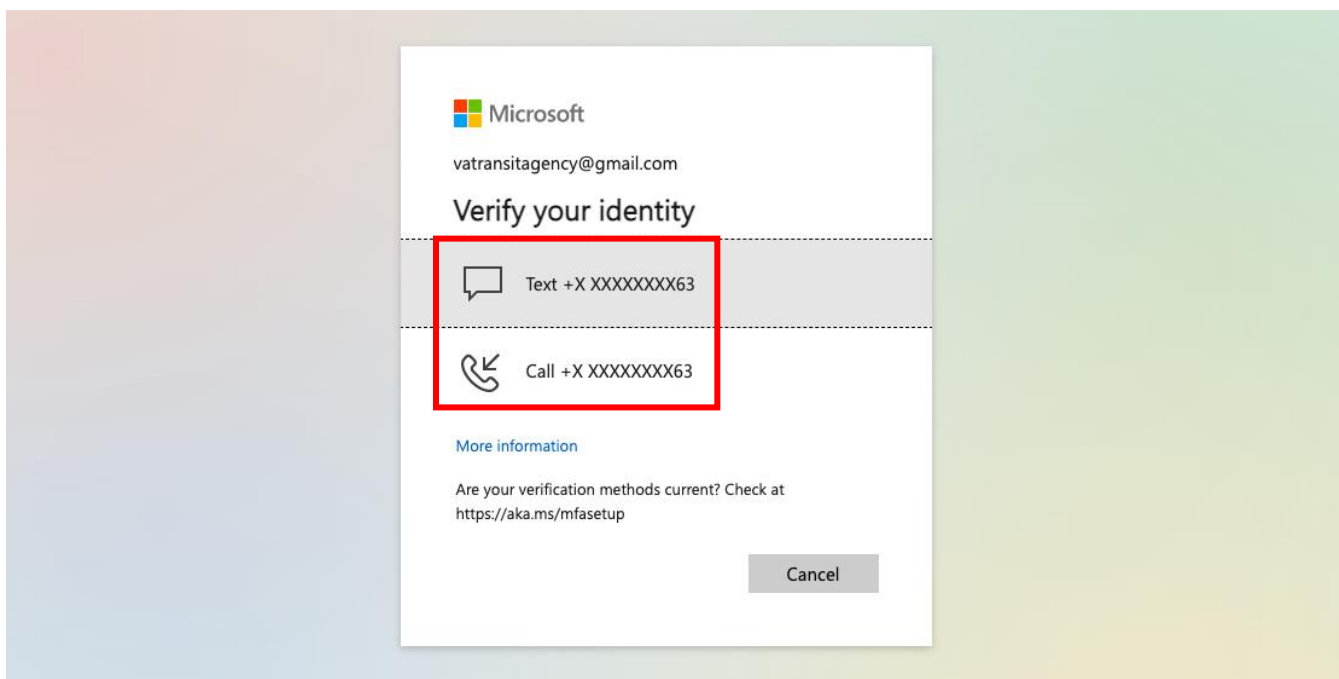


4. Check your email and copy the verification code into the Microsoft window

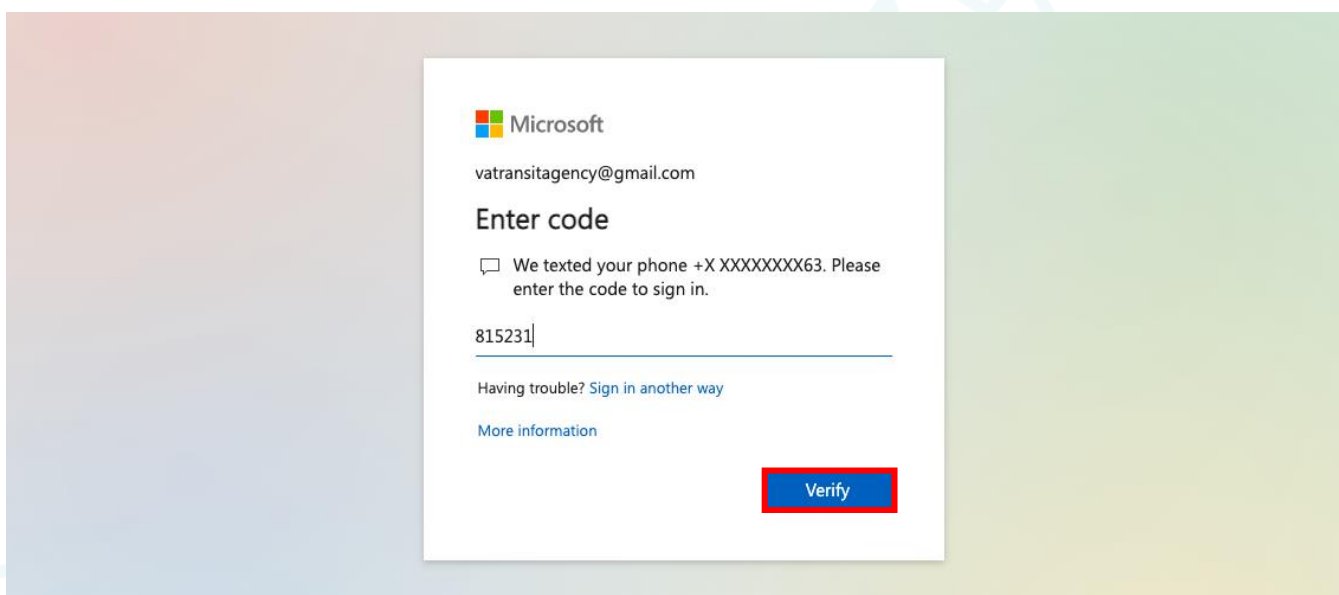
The image shows a two-step process for account verification. In the first step, an email is received from the Commonwealth of Virginia (via Microsoft) with the subject "Your Commonwealth of Virginia account verification code". The email contains a verification code, "11557786", which is highlighted with a red box. A red line connects this box to the second step. In the second step, a Microsoft sign-in window is shown for the email address "vatransitagency@gmail.com". The window prompts the user to "Enter code" and shows the code "11557786" entered into a text field. A red arrow points from the code in the email to the code in the sign-in window. Below the text field is a "Sign in" button, also highlighted with a red box.

Note: the dual authentication process outlined in steps 5 – 9 may differ for each agency depending on each agency’s IT set up. The following steps show potential authentication steps you may be asked to complete.

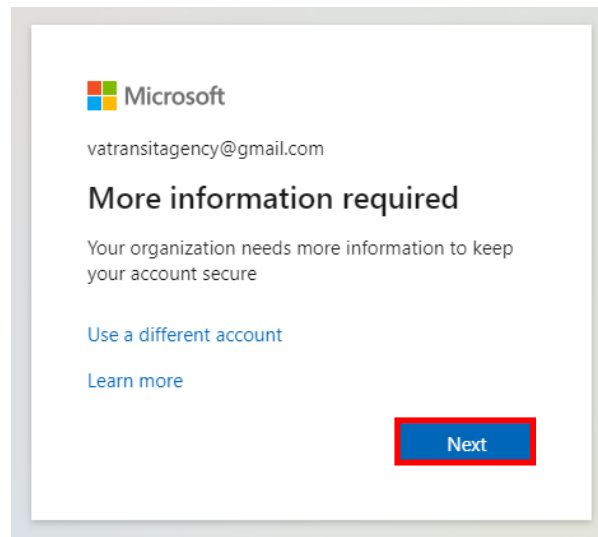
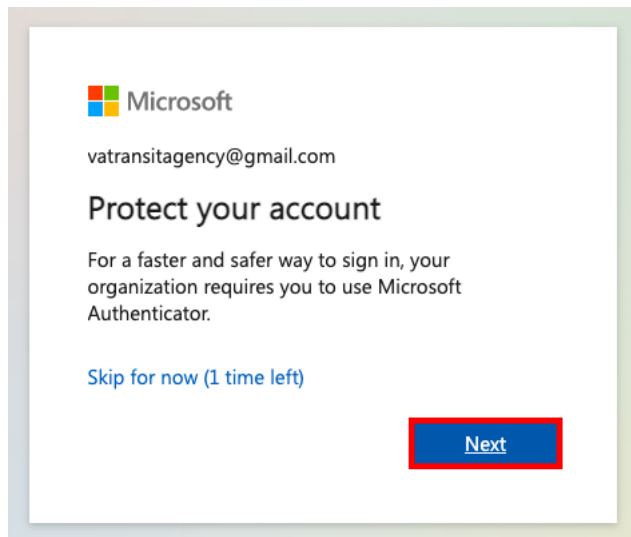
5. After entering the verification code received via email, **you may be prompted to verify your identity through the phone number associated with your email account.** If you receive this message, follow the instructions below. Select “Text” or “Call” to receive a verification code.



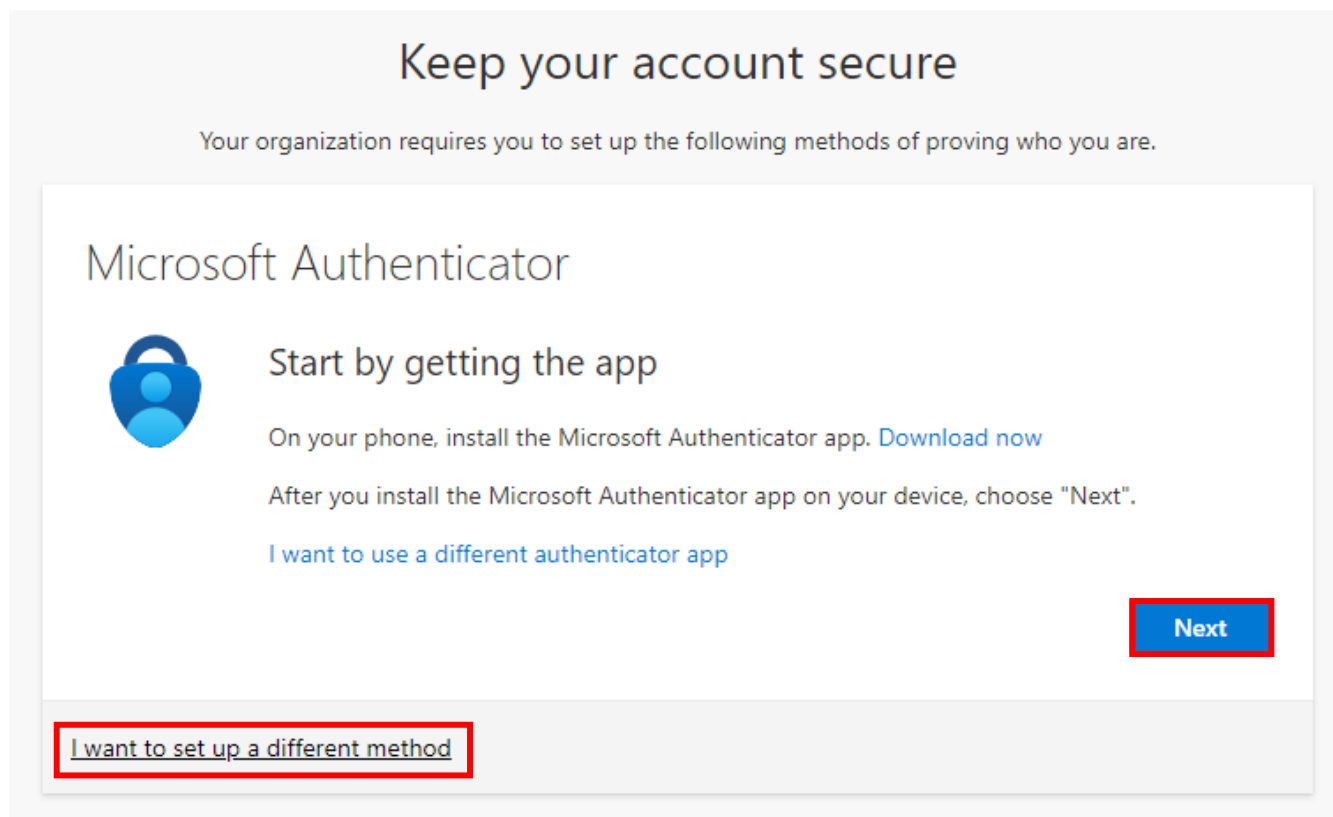
6. Enter the code you received either via text or phone call and click “Verify”



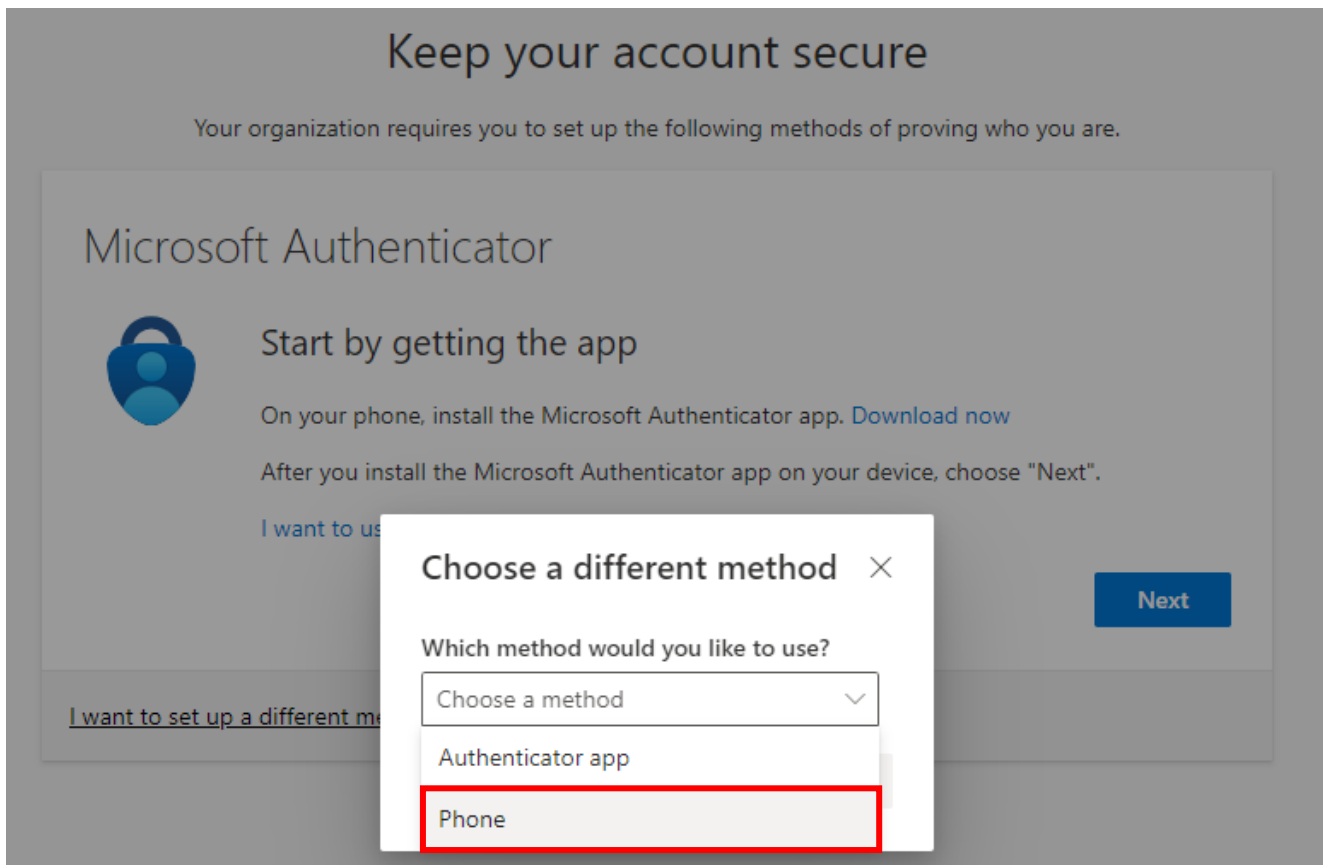
7. You may be prompted to “Protect your account” or receive the message “More information required” via Microsoft Authenticator. If you receive either of these messages, click “Next”



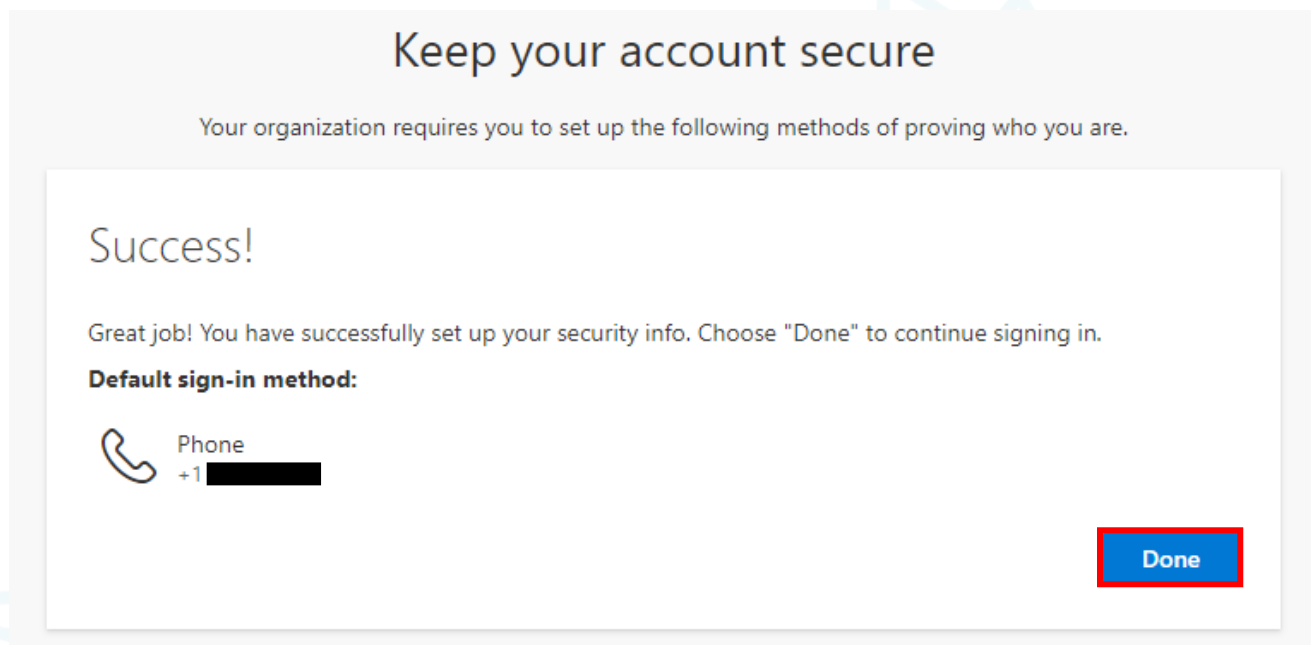
8. You will then be prompted to either download/open the Microsoft Authenticator app or you can choose to verify via phone. If you don't want to use the Authenticator app, click “I want to set up a different method”. If you choose to use the Authenticator, click “Next”



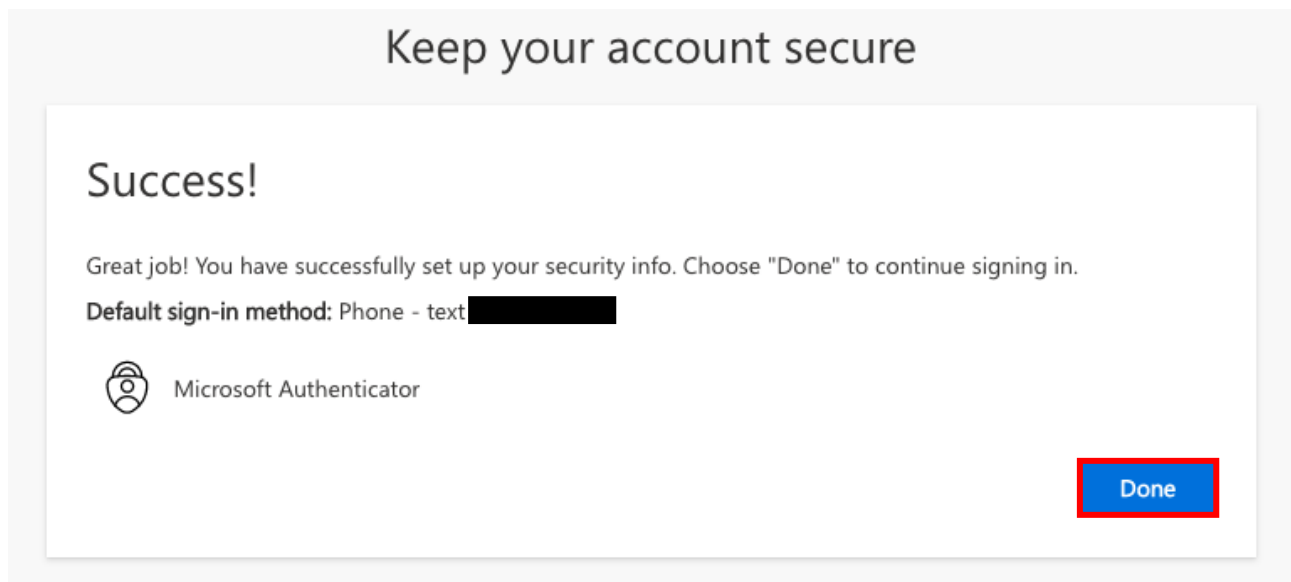
9. If you click “I want to set up a different method”, a drop down will appear enabling you to select “Phone”



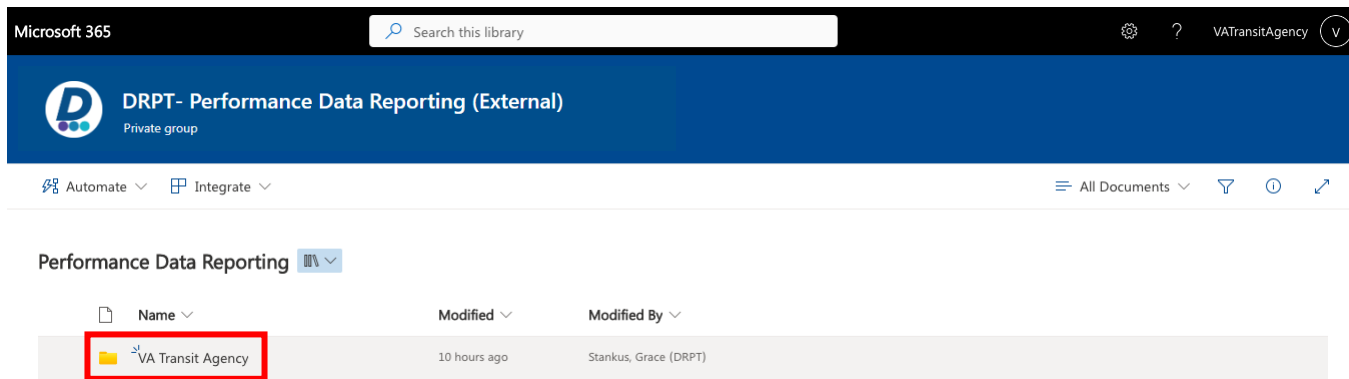
- If you choose to verify via phone and follow the prompts, you should receive this message. Click “Done” to receive access to the SharePoint site



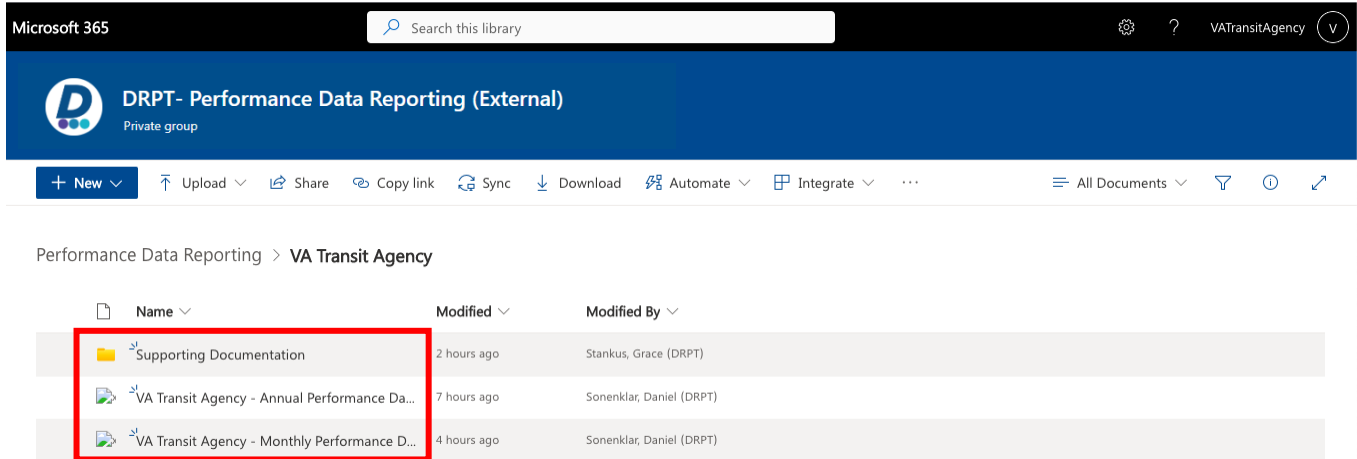
- If you choose to verify via Microsoft Authenticator and follow the prompts, you should receive this message. Click “Done” to receive access to the SharePoint site



10. Once access is granted, you will see your agency folder. Click the folder to access your agency's performance data reporting files



11. In your agency folder, you will have an Excel file for monthly performance data reporting and a folder to upload any supporting documentation. If you are a full transit reporter, you will have a second Excel file to enter your annual PMT.



Note: Instructions for completing the performance data reporting requirement along with definitions of each transit mode are located at the bottom of each Excel file.

