



# Lane Closure System 2.0 – User Accounts

## REQUESTING AN ACCOUNT

A WisTransPortal account is needed to access the Wisconsin Lane Closure System (WisLCS). To create an account, begin by going to the home page: <http://transportal.cee.wisc.edu/closures/>. To request an account online select the *New User – WisLCS Account Request Form* link.

### New User Account Request Form

For assistance with this page, contact your LCS administrator or email [wislcs@topslab.wisc.edu](mailto:wislcs@topslab.wisc.edu).

**PLEASE NOTE: ACCOUNT APPROVAL MAY TAKE UP TO TWO BUSINESS DAYS**

### What to know before you request an account:

1. First, Last Name
2. Email Address
3. Organization
4. Phone Number
5. LCS Region
  - What Region will you be working in? [Refer to map.](#)
  - If you will be working in multiple regions, list the regions in the comment field.
6. LCS User Type
  - Will you be requesting a *maintenance*, *permit* or *construction* closure?
    - *Maintenance Closure* is typically performed by county highway departments, closures for improvement program projects before the project has been LET (soil borings, surveying, etc), or municipalities doing maintenance on state highways.
    - *Permit Closure* is typically a utility company (gas, water, telecom, power, tree trimming, etc) or anyone with a permit number.
    - *Construction Closure* is typically an improvement project on a state highway (LET project) with a Project ID. The Project IDs must be entered into LCS (typically by the project team) prior to requesting the closure.

**Step 1:** To request a WisLCS user account, complete the information below and press **Next**. Fields marked with \* are required. Press **Cancel** to return to the WisLCS home page without completing your request.

Title:  Mr., Ms., Lt., etc.

\*First Name:

\*Last Name:

Desired User ID:  Ex: bbadger. See note below.

\*Email Address:

\*Confirm Email:

\*Job Title:

\*Organization:

\*Primary Phone:  Ex: 555-555-5555

Secondary Phone:  Ex: 555-555-5555

\*LCS Region:

\*LCS User Type:

Comments:

Note: LCS User IDs are case sensitive. That is, "BBadger" and "bbadger" are treated as two different Users IDs.

