

7-12 Upload CDOT Form 832 into LCPtracker (RCRO)



Details

Responsible Parties

- Region Civil Rights Office

Revision Date of this Document

April 2025

Document Owner

Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedural Objective

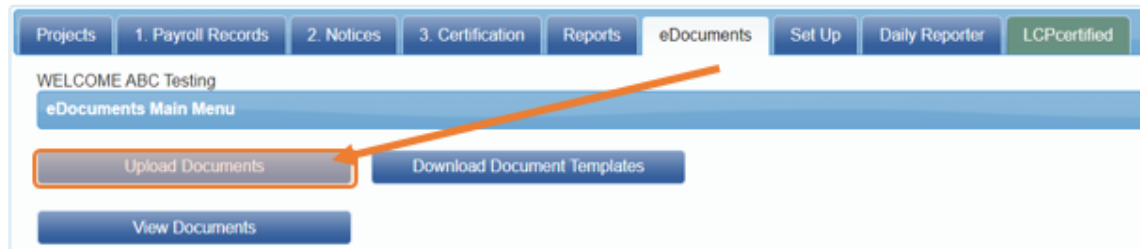
This document is intended to assist the Region Civil Rights Office on how to upload the CDOT Form 832, OJT Trainee Status and Evaluation, into LCPtracker.

System Procedures

1. Save the approved CDOT Form 832 to the computer. If the CDOT Form 832 has been recommended by approval/denial from the Region Civil Rights Office and approved/denied by the CDOT Project Engineer/Manager, the form shall be uploaded to LCPtracker.
2. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
3. Enter Username and Password, then click “Next.”

A screenshot of the LCPtracker login interface. At the top left is the 'LCPtracker' logo, and at the top right is a close button 'X'. Below the logo is the text 'Log in to your account'. Underneath is a text input field with the placeholder text 'Username or Contractor License*'. Below the input field is a blue button with the word 'CONTINUE' in white capital letters. At the bottom of the form, there is a small text link: 'Do you have any issue? [Contact Support](#)'. Below that is a tip: 'Tip: If you are trying to access your contractor role, try entering your contractor license to log in.'

4. From the “eDocuments” tab, click “Upload Documents.”



5. Enter Project Name, Contractor, Sub to the Prime or the Prime if applicable, Document Type should be “Form 832 -- Trainee Status and Evaluation,” enter date the document was approved, select the name of the employee the document relates to, and enter comments (if applicable).

Project Name *
99999 - CDOT Test Project

Contractor *
ABC Testing

Sub To | Contract ID *
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS

Document Type *
Form 832 -- Trainee Status and Evaluation

Document Date *
12/02/2021

Expiration Date

Description
November OJT hours.

Select employee the document relates to if appropriate *
SMITH, JANE

Week end date the document relates to if appropriate

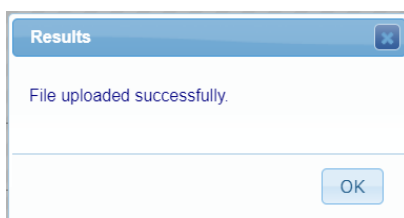
6. Click “Choose File” to upload the Form 832 that was saved on the computer. Once the file is selected, click “Save.”

Select the file to upload

Choose File HPSCAN_20211215194946625_2021-12-15_195033497.pdf

Cancel Save

7. There will be a notice that states the file uploaded successfully. Click “OK.”



8. The Region Civil Rights Office has successfully uploaded the CDOT Form 832 in LCPtracker.