



# CDOT Consultant Instructions for CDOT VPN and ProjectWise

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## VPN Cisco AnyConnect Remote Access Instructions

*These instructions are for consultants who have been approved to have the VPN AnyConnect client installed on their company computer. Virtual Private Networking (VPN) provides remote access to CDOT's network resources over the public internet, while maintaining network security and privacy. Please note that simultaneous connection to the CDOT VPN and your company VPN is not allowed and should not work.*

### Initial Connection and Setup

*Administrative permissions are required to perform the initial VPN client installation. Please perform the following steps to install the client.*

#### **Cisco AnyConnect Mobility Client Install Instructions**

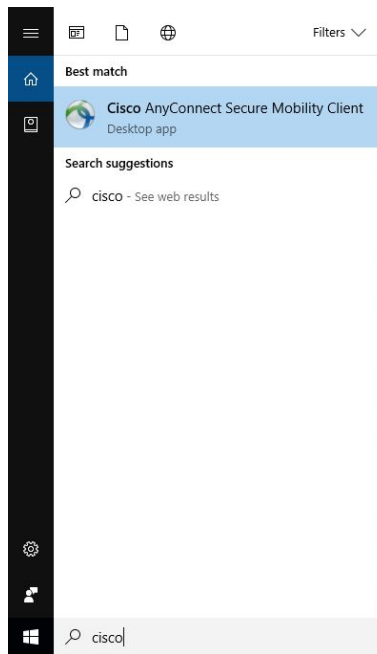
The downloads for installing Cisco AnyConnect Mobility Client are at the following link:  
<https://drive.google.com/drive/folders/OB0eMJWkJzWNHVDBEZGw5TlVZZ1U>

Please choose the appropriate package (Windows or Mac) based on your system. Install the client.

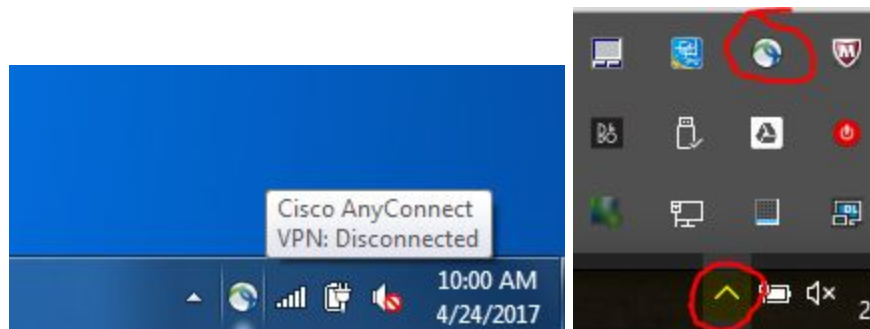
## Connecting After Initial Setup

**Note: VPN Two-Factor Authentication:** In addition to your CDOT account password, a secondary code verification will be necessary with each CDOT VPN sign-on. These instructions will show you how to initially set up and use this code to verify access.

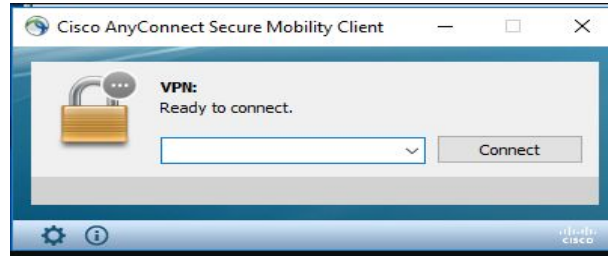
1. Click your **Start** menu and type **Cisco** in the **Search** box. Choose **Cisco AnyConnect Secure Mobility Client**, which appears as an option under **Files**.



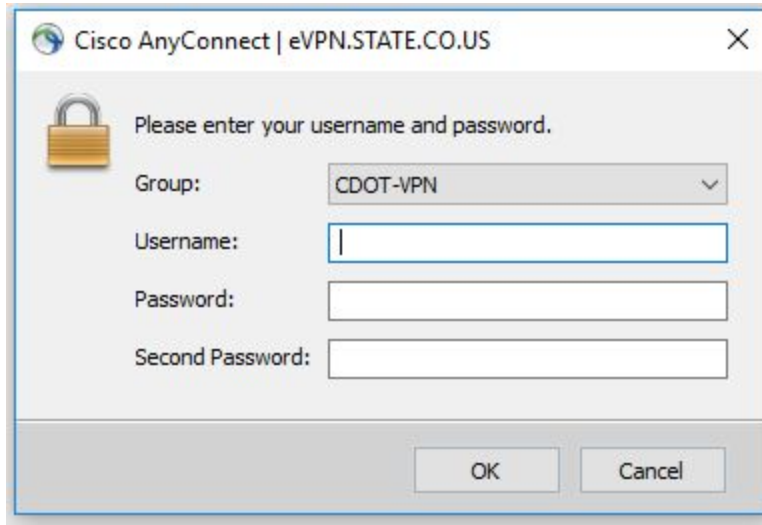
*Note: Alternatively, you can choose Cisco AnyConnect from the bottom-right in your computer's System tray. This appears as a globe.*



2. A window like the one below appears. In the dropdown list below, enter the VPN url you were provided in your initial email setup instructions.

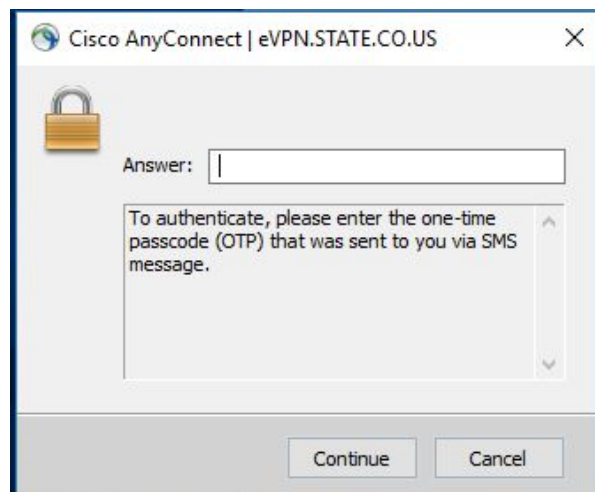


3. Choose **CDOT-VPN** from the **Group** drop down, then enter your network username and password and click **OK**.

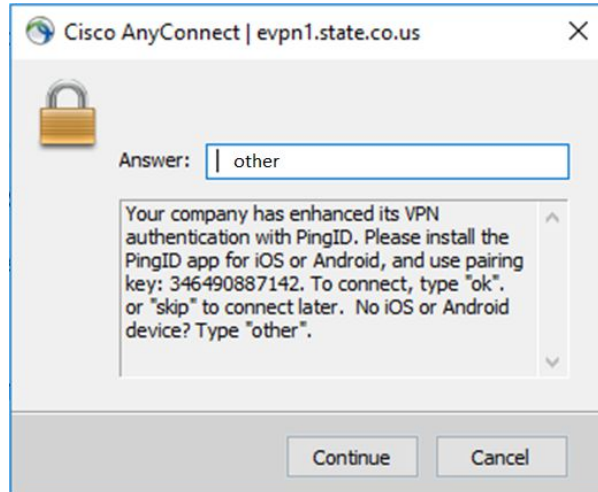


*Note: You should only have to enter the address and choose CDOT-VPN the first time you login to AnyConnect.*

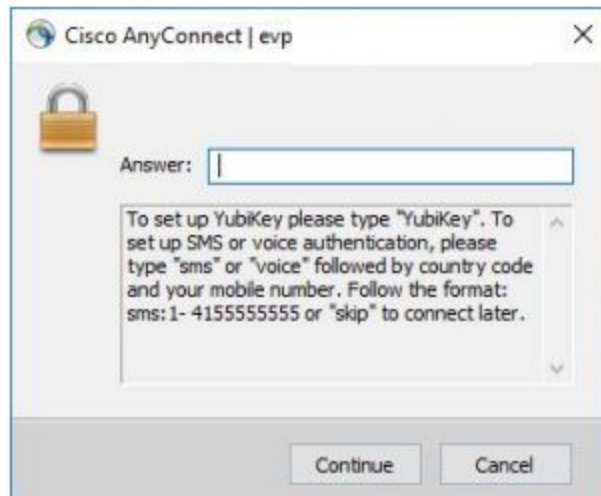
Enter your CDOT username and password and always leave the Second Password field blank. Click OK. (If it is your first time at signing into your CDOT account, you will be prompted to reset your initial password).



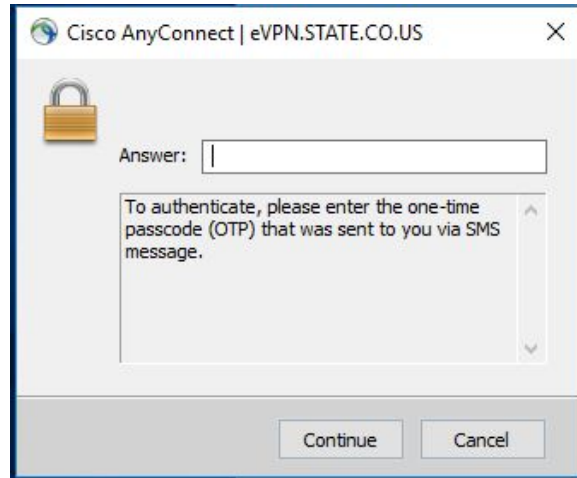
4. The Answer field is where you will enter the two-factor authentication code. In order to initially set up the receipt of this code, there are several options, including receiving text or voice messages and via the PingID phone app. **For an initial setup shortcut if you prefer receiving the code via text**, enter the word "other" in the Answer field (it will appear as asterisk for security purposes) and click Continue. (For more information regarding initial setup options, the full user guide can be found [here](#))



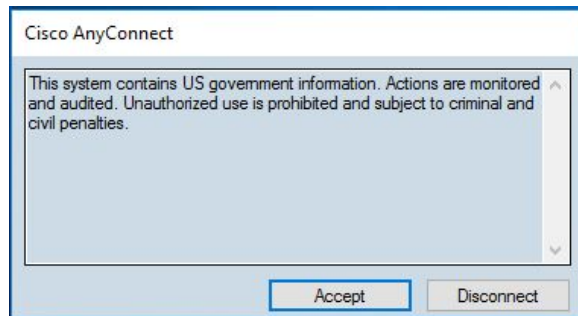
5. Then enter the following in the Answer field: 'sms' then the country code (US=1) and your phone number. Format example: "sms1-7205555555" then click Continue. You should then receive a text on the entered number.



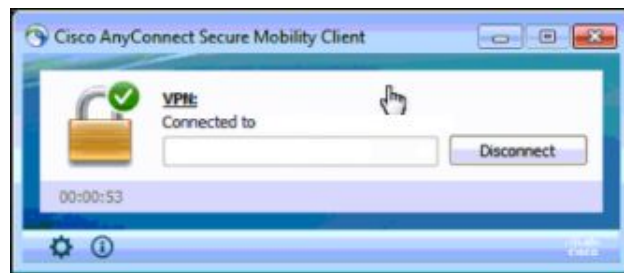
6. Check your phone and use the code once received. Enter in Answer field. Once entered select **Continue**. You will enter your code in this field with each future verification.



7. To complete the login to VPN, click on **Accept**, as below.

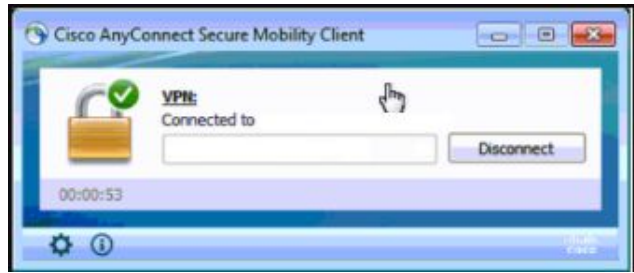
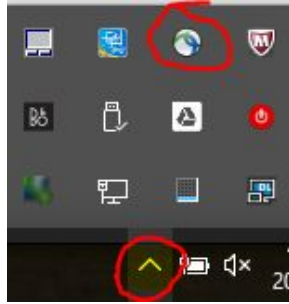


You will see a confirmation message similar to the one below.



## Disconnecting

When you are ready to disconnect from eVPN, right-click the eVPN icon in the System tray. The **Cisco AnyConnect Secure Mobility Client** window will open. Click **Disconnect**.

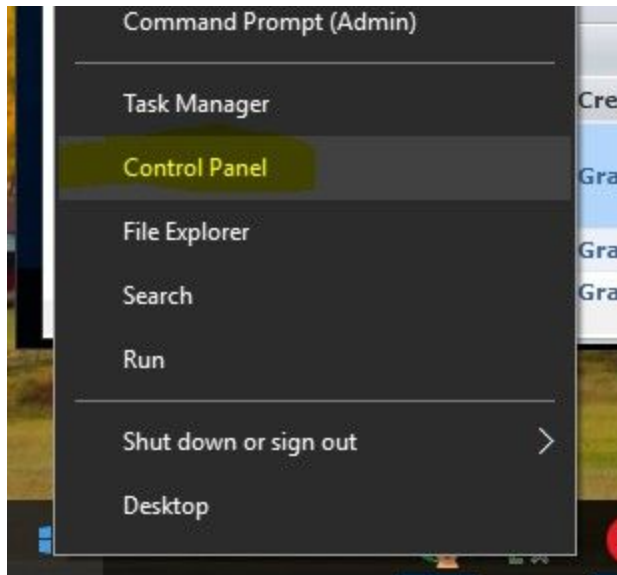


## ProjectWise Consultant Access

Note: Currently, consultants must access ProjectWise via the VPN. The direct gateway is not accessible at this time.

### ProjectWise Client

1. Choose a or b:
  - a. Open ProjectWise Explorer, select Tools from the Menu Bar, and then select Network Configuration Settings. Once done configuring you will have to close & reopen ProjectWise Explorer or refresh the datasource list.
  - b. Or, right-click the start menu and select Control Panel:

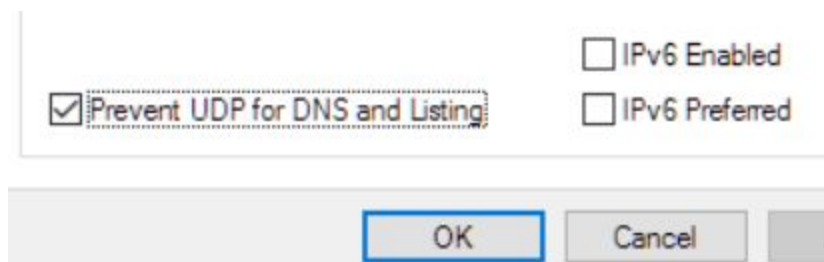


In the control panel, type “proj” in the search area:

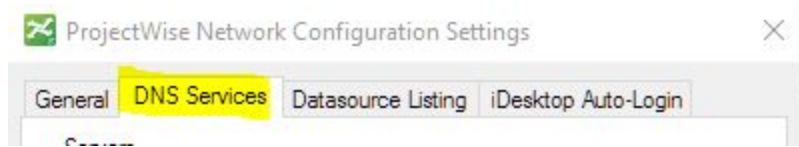


If you get a pop-up asking if you want to allow the program to make changes, select Yes.

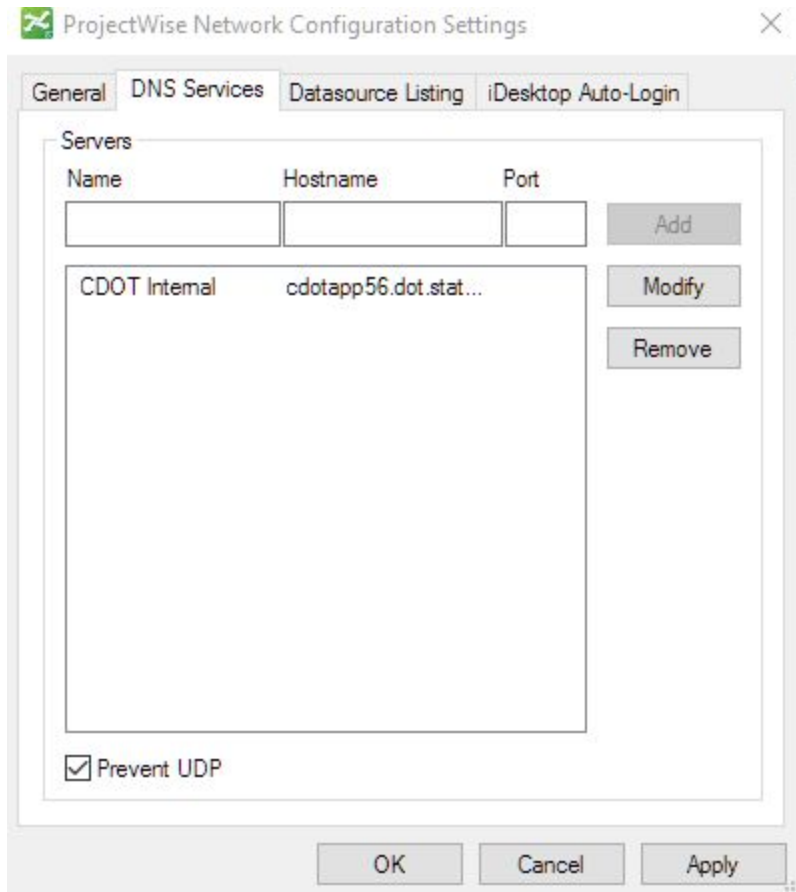
3. On the General Tab toggle on Prevent UDP for DNS and Listing. Toggle Off other options.



4. Click the DNS Services tab:



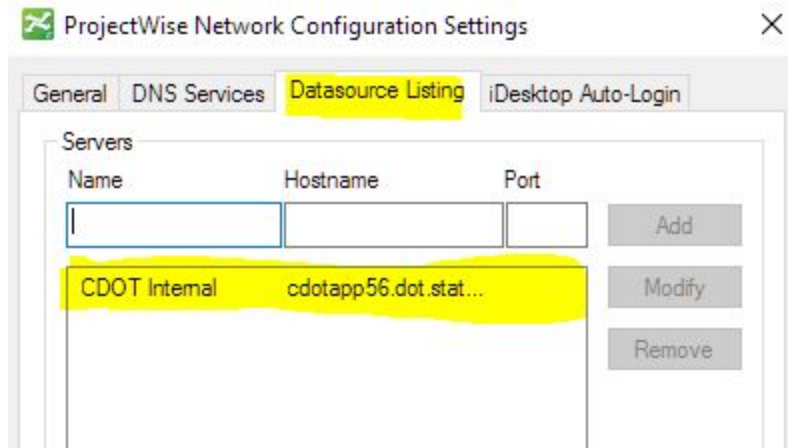
5. In the Name, enter CDOT Internal and the hostname, enter cdotapp56.dot.state.co.us which could also be copied and pasted from this document. Leave Port blank as it will default to 5800. There may be other organizations previously entered as well but the simplest would look like:



6. Next, click Datasource Listing

7. Add the same changes to this tab:

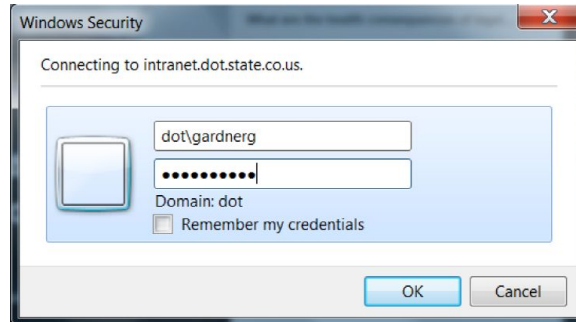




8. Once the Gateway is back to normal, you should no longer need the CDOT Internal configuration. If you do not remove it, there will be very little impact.
9. When logging into ProjectWise, enter "dot\" before your CDOT username and then enter the password. For example, username = dot\smithj.

## Troubleshooting Tip

If you receive a Windows Security prompt like the image below, you will need to include **dot\** before your username. For example: **dot\gardnerg**



- If you already have the AnyConnect VPN client installed, you may not need to reinstall the client. See the instructions above under VPN - Initial Connection and Setup if you do need to reinstall.