Consultant Access to CDOT ProjectWise

The following workflow describes the process that Consultants should follow to access the CDOT ProjectWise environment and their respective project data using the CDOT ProjectWise Gateway Server. **This workflow is not intended for accessing ProjectWise when directly connected to the CDOT network**. The workflow consists of the following steps:

- Setup an account to access CDOT ProjectWise
- Install the ProjectWise Client
- Get access to the specific project
- Access CDOT ProjectWise Datasources
- Login to ProjectWise
- Change your password

Setup an account to access CDOT ProjectWise

External users will need to work with their assigned CDOT Project Manager to obtain an Information Interchange Account.

1. Use the following link to download the **CDOT Access Request** form :
   https://www.codot.gov/library/forms/CDOT_ARF
2. Fill out the form following the instructions at the top of the first page. In the Applications Requested section, select ProjectWise and enter the specific project number(s).
3. You will need three signatures on the form: 1) your signature, 2) the signature of an official from your firm, and 3) the signature of the CDOT Project Manager (PM). After the PM signs the form, e-mail the request form to the OIT Service desk address: OIT_ServiceDesk_CDOT@state.co.us..
4. Once the request is approved, CDOT will send an assigned username and password to the email address specified on the request form. You will use these credentials to login to ProjectWise.

Install the ProjectWise Client

CDOT recommends using ProjectWise Client SS4 but ProjectWise Client SS3 will also work.

CDOT **does not** provide Consultants with a copy of the ProjectWise client. Please contact your IT system administrator or your Bentley sales representative to obtain a licensed copy of ProjectWise.

1. Follow your IT or Bentley install procedures to install the ProjectWise Client. This will require Administrator privileges.

Get access to the specific project

After you receive your ProjectWise credentials, your CDOT PM will need to request permissions to the specific ProjectWise folders you will be working with in ProjectWise. This is accomplished by having your CDOT PM provide the following information to the ProjectWise Administrators by submitting a Service Desk ticket:

- Project Code
- Name of Consultant Company working on the project
- Names of all Consultant staff working on the project
- List of folder permissions that are needed for the consultant

The ProjectWise Administrator will notify the CDOT PM when the requested project and folder permissions have been completed.
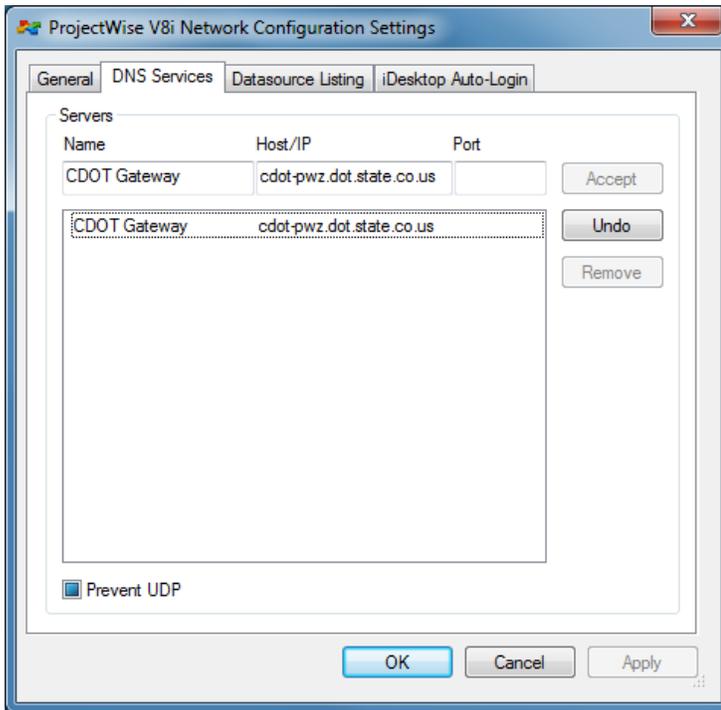
Access CDOT ProjectWise Datasources

The following steps assume that the ProjectWise Client is installed on the user's machine and will require Administrator privileges.

1. Open ProjectWise Explorer, select **Tools** from the Menu Bar, and then select **Network Configuration Settings**.
2. 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.
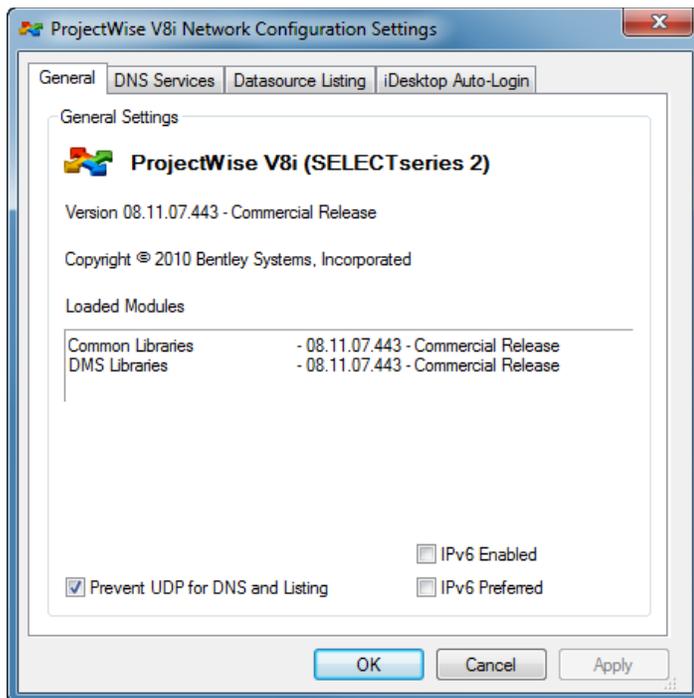
4. On the **DNS Services** tab, type CDOT Gateway in the **Name** and cdot-pwz.dot.state.co.us in the **Host/IP** fields as shown below.
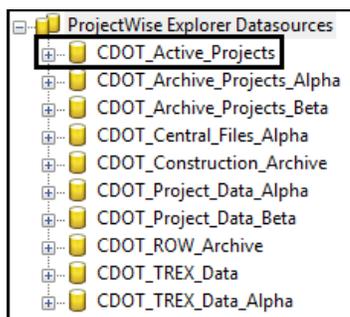
5. On the Datasource Listing Tab type CDOT Gateway in the **Name** and cdot-pwz.dot.state.co.us in the **Host/IP** fields as shown below.
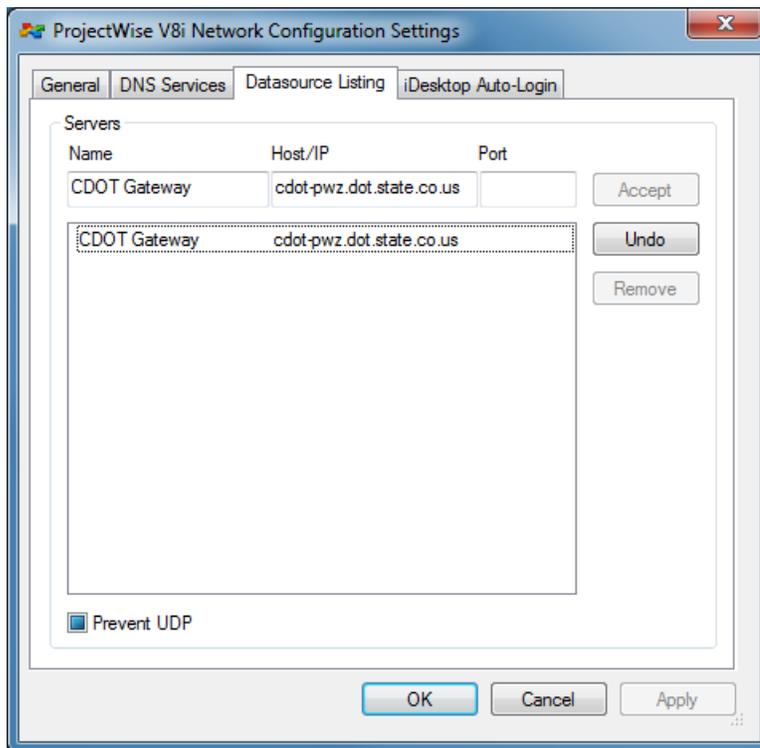

6. Click OK.

Login to ProjectWise

1. Start ProjectWise Explorer. You should see several CDOT datasources.

2. Right-click on **CDOT_Active_Projects** and select **Log In…** from the menu.

3. In the **User Name:** field of the ProjectWise Explorer Log in dialog box, type in **dot** followed by the *username* you were assigned by CDOT.
4. Type in the password assigned to you by the CDOT Help Desk and select **Login**.
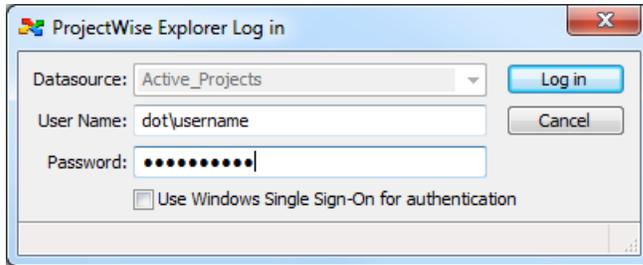
At this point you should have access to your project data. If you are not seeing the folders or files you are expecting to see, work with your CDOT PM to get the correct permissions set by the Local Data Administrator or the ProjectWise Administrator.

Change your password

1. Users do need to change their password when it is initially assigned. Contact the CDOT Service Desk at 303-757-9317. Remember, your password is set to **expire every 60 days**.
2. The CDOT VPN no longer supports password changes. You will need to contact the CDOT Service Desk at 303-757-9317 for any password related assistance until another solution is implemented.

If you encounter any problems with this workflow or with project specific issues using the ProjectWise Gateway service, please feel free to call the CDOT CADD Support Line at 303-757-9598.