

# ODOT Hosted Environment Logon Process



OHIO  
DEPARTMENT OF  
TRANSPORTATION

**So just what is this “Hosted Environment”?**

**For the end user (you) it is just a new way to logon to the system you use now. (ie; SiteManager, PES, LAS)**

**So why are we making this change?**

**It is a way for ODOT to have better support for the systems we use.**

**Let's go over the steps to logon.**

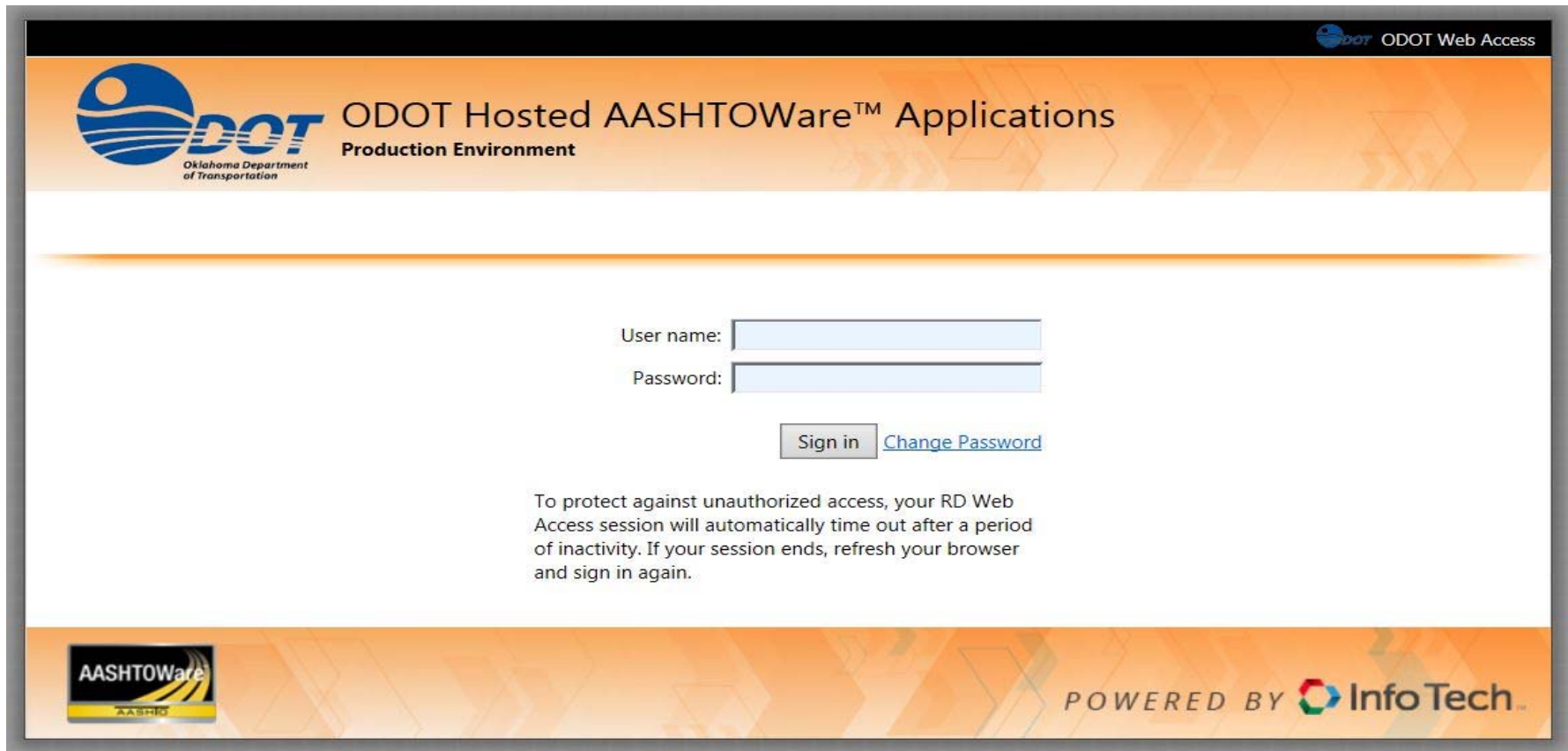
First thing to remember:

**YOU MUST USE INTERNET EXPLORER!**




# Once you open Internet Explorer:

Type in the address bar: <https://odot-cs-prod.infotechfl.com>



The screenshot shows a web browser window displaying the login page for ODOT Hosted AASHTOWare™ Applications in the Production Environment. The page features an orange header with the ODOT logo and the text "ODOT Hosted AASHTOWare™ Applications Production Environment". In the top right corner, there is a small "ODOT Web Access" logo. The main content area contains a login form with two input fields: "User name:" and "Password:". Below the password field is a "Sign in" button and a "[Change Password](#)" link. A security notice is displayed below the login form, stating: "To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again." The footer of the page includes the AASHTOWare logo on the left and the text "POWERED BY Info Tech" on the right.

ODOT Web Access



 ODOT Hosted AASHTOWare™ Applications  
Production Environment

User name:

Password:

[Change Password](#)

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

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# When the add-on pop-up message comes up at the bottom of your screen.


Click the **Allow** button.



# From the logon screen:

Click the [Change Password](#) link.



ODOT Web Access

 ODOT Hosted AASHTOWare™ Applications  
Production Environment

User name:

Password:

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

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## From the Change Password Screen:

Enter your User ID into the **1<sup>st</sup>** box  
(the same one you use to logon  
onto your computer ie; 142610)

Consultants will need to contact the  
Trns•Port Branch for their User ID

In the **2<sup>nd</sup>** box enter the password  
provided: **Thunder1**



### Reset Password

\*Enter your username, not your email address.

When done, you can click on the Home link at the bottom

142610
<b>Thunder1</b>
New password
Confirm new password

Submit	Cancel
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## From the Change Password Screen:

In the 3<sup>rd</sup> box enter your new password.

***A strong suggestion would be to use the same password you use to logon onto your computer.*** Then change the hosted password when you change your logon password (using this same method).

You will have to enter your password again in the 4<sup>th</sup> box.

Click the Submit button.



### Reset Password

\*Enter your username, not your email address.

When done, you can click on the Home link at the bottom

<input type="text" value="142610"/>
<input type="text" value="Thunder1"/>
<input type="text" value="New password"/>
<input type="text" value="Confirm new password"/>

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------



## Passwords must follow the following rules:

Passwords must not contain the user's entire account name value or entire full name value.

Passwords must be at least 8 characters and contain characters from three of the following categories:

- Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
- Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
- Base 10 digits (0 through 9)
- Non Alphanumeric characters: ~!@#\$%^&\* \_-+=`|\(){}[];'"<>,.?/

The password cannot be one of the last 5 passwords used

The maximum password age is 90 days

## From the Change Password Screen:

Once you click the submit button you will receive a message “Your password is successfully updated.”

From the bottom of the screen click the “Home” link.

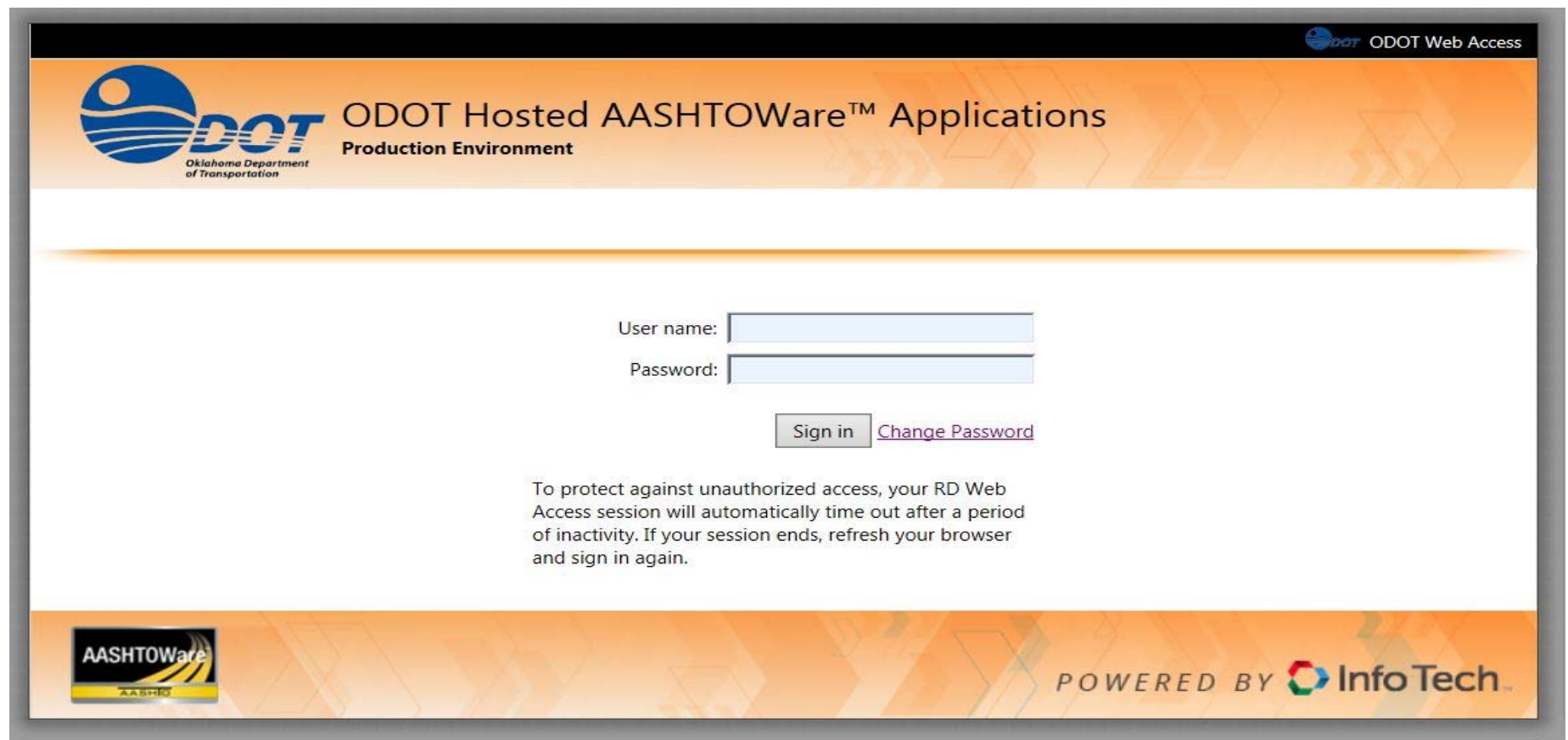


Reset Password

Your password is successfully updated.

This will bring you back to the logon screen.

Enter your user id and new password.



The screenshot shows a web-based logon interface. At the top right, it says "ODOT Web Access". The main header features the ODOT logo (Oklahoma Department of Transportation) and the text "ODOT Hosted AASHTOWare™ Applications Production Environment". Below the header, there are two input fields: "User name:" and "Password:". Below the password field, there is a "Sign in" button and a "Change Password" link. A message below the login fields states: "To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again." At the bottom left is the AASHTOWare logo, and at the bottom right is the text "POWERED BY InfoTech".

ODOT Web Access



 ODOT Hosted AASHTOWare™ Applications  
Production Environment

User name:

Password:

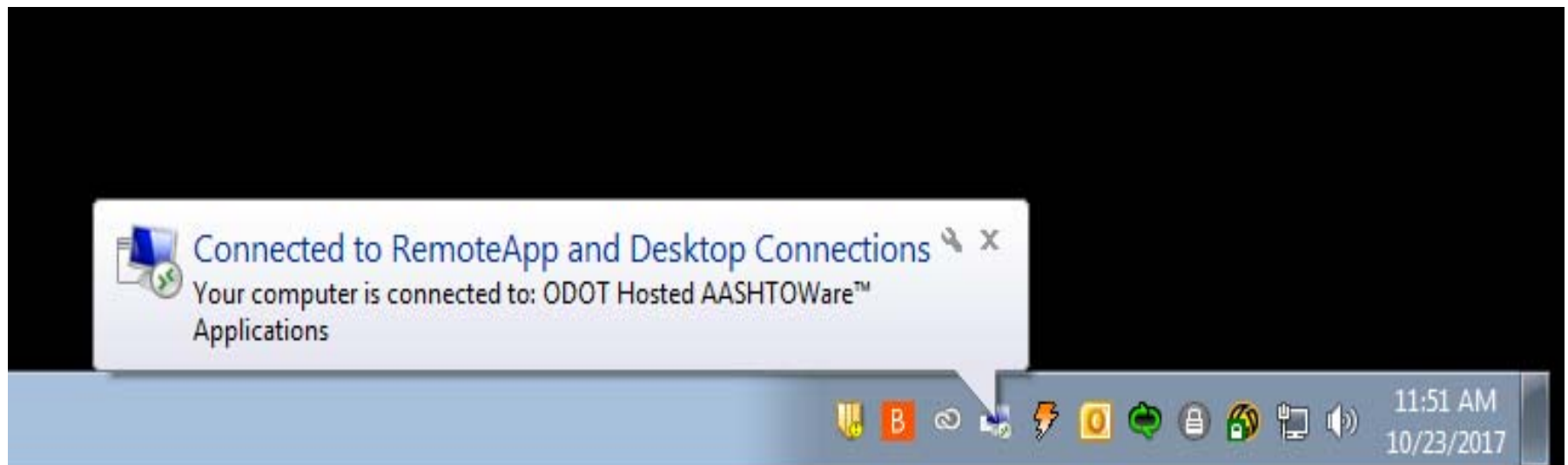
[Change Password](#)

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

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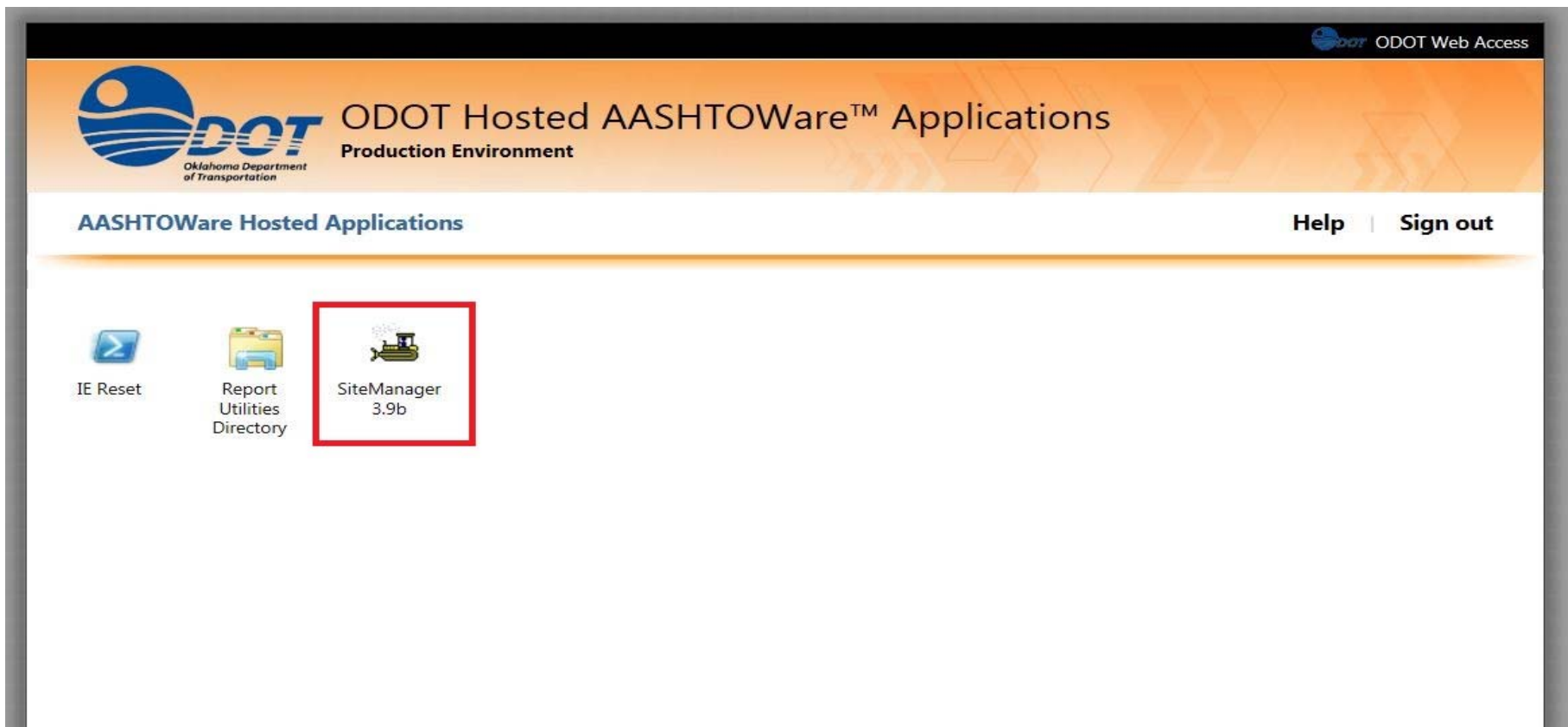
You will get a popup when you are connected. It will read “Connected to RemoteApp and Desktop Connections.”

If you do not get the popup, you will need to close Internet Explorer and login again.



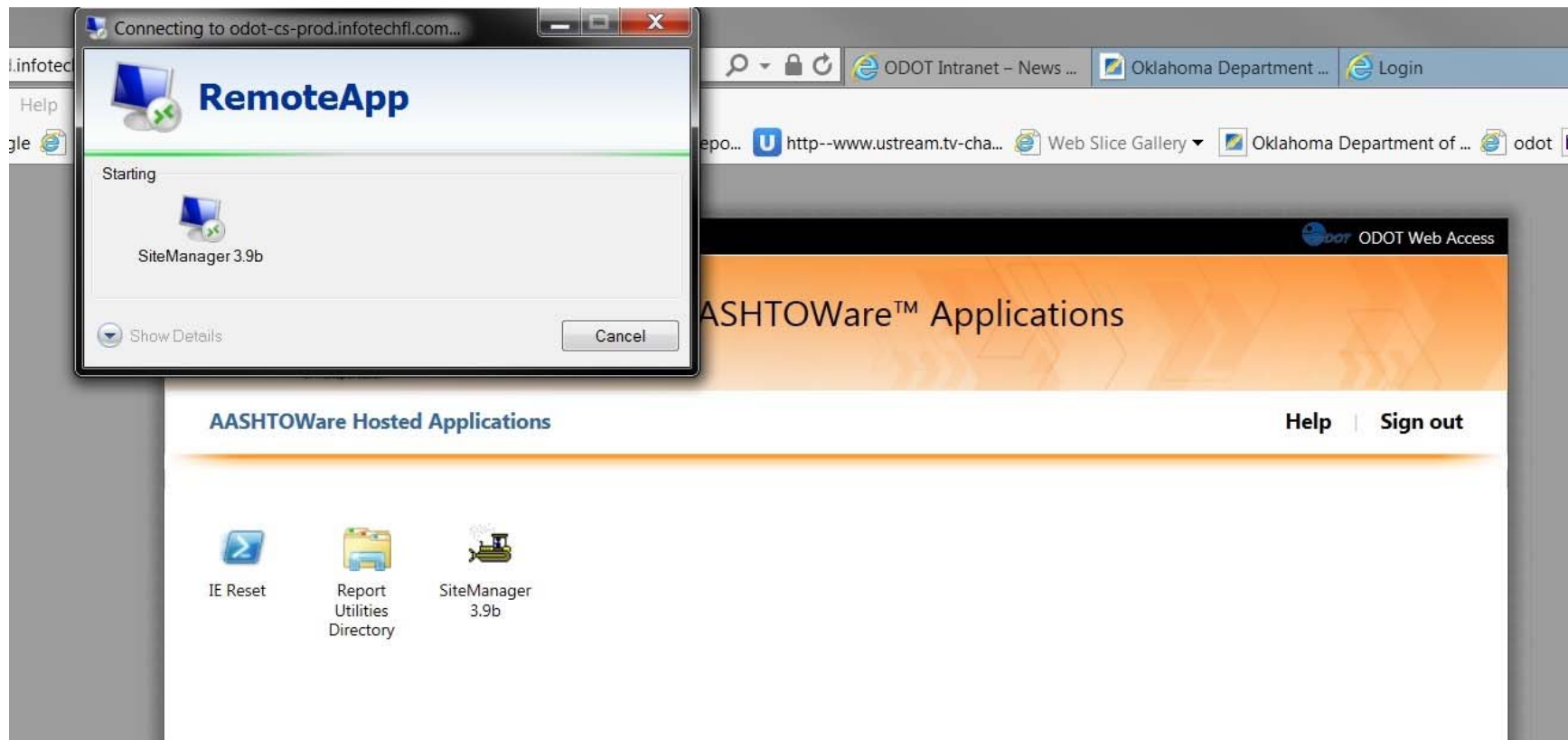
After closing the IE Reset, you will see the screen with the applications you have access to.

**SINGLE** click on the application you wish to open (ie; Sitemanager, PES, LAS)



The screenshot displays the ODOT Hosted AASHTOWare™ Applications Production Environment dashboard. At the top right, there is a logo for "ODOT Web Access". The main header features the ODOT logo (Oklahoma Department of Transportation) and the text "ODOT Hosted AASHTOWare™ Applications Production Environment". Below the header, the page is titled "AASHTOWare Hosted Applications" on the left and "Help | Sign out" on the right. The main content area contains three application icons: "IE Reset" (a blue square with a white '2'), "Report Utilities Directory" (a yellow folder icon), and "SiteManager 3.9b" (a yellow tractor icon). The "SiteManager 3.9b" icon is highlighted with a red rectangular border.

- When you **SINGLE** click on the application you want you will see a RemoteApp window pop up. Just let it do its thing.



- When the RemoteApp connection finishes, you will see the normal logon screen. Logon normally.



ODOT Web Access

**DOT** Oklahoma Department of Transportation

ODOT Hosted AASHTOWare™ Applications  
Production Environment

AASHTOWare Hosted Applications

IE Reset | Report Utilities Directory | SiteManager 3.9b

Help | Sign out

**SiteManager**  
Construction Management System 3.9b

User ID: jthomas  
Password: [REDACTED]  
Connect to: Server

Logon | Change Password | Close

Download RTF Templates

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Enter the User Password.

## Points to remember:

- You **MUST** use Internet Explorer
- Do not call the “Help Desk” for SiteManager related issues.
- Contact the Trns•Port Branch for anything to do with SiteManager.
  - John Thomas – [jthomas@odot.org](mailto:jthomas@odot.org) – (405) 522-3745
  - Joel Hysmith – [jhysmith@odot.org](mailto:jhysmith@odot.org) – (405) 522-8808
  - Ann Wilson – [awilson@odot.org](mailto:awilson@odot.org) – (405) 522-3748
  - Chris Dillon – [cdillon@odot.org](mailto:cdillon@odot.org) – (405) 522-3747