Requesting CES access via ITAP

1. Browse to ITAP URL https://itap.indot.in.gov/

2. Request ITAP ID (if necessary, if not skip to 3)

   A. Select Complete a user enrollment form link.

   * Your company must be registered/setup in ITAP prior to requesting any INDOT applications. If not, have the appropriate people register/setup your company first. All application approvals are completed using the company's information in ITAP.

   Video instructions are available ITAP's home page. Complete a business enrollment form to register a company.

   B. Select Consultant Not Requiring Prequalification.

   (This is the typical selection for CES requests. Locate your company in the listbox.)

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C. Complete the User Enrollment Information
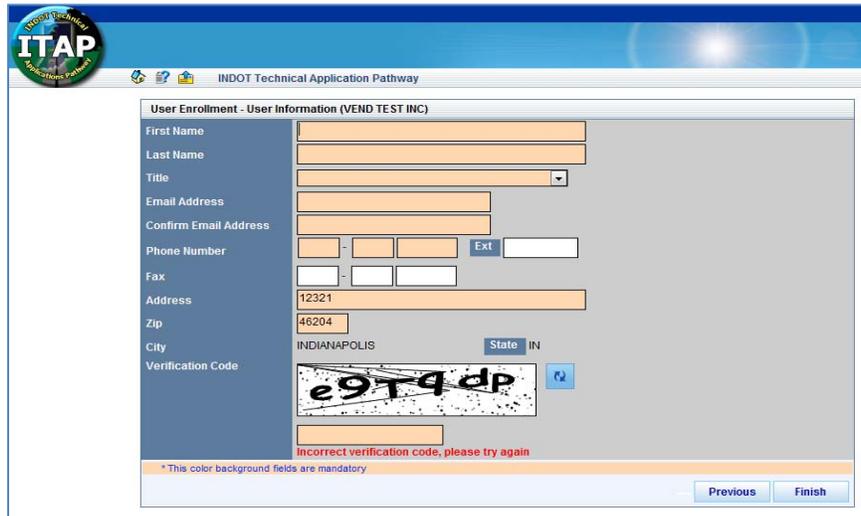
* You should receive a confirmation email of your request and an email is sent to the registered contact in ITAP for your company to approve. Once approved, you should receive an ITAP ID/Password.
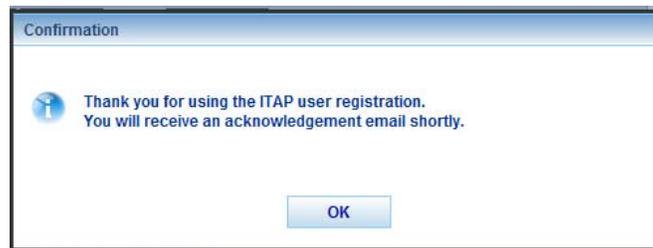
3. Login to ITAP https://itap.indot.in.gov/, select the "Others" option button.

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4. Request Application, CES Consultant Access

    A. from ITAP's Main Page select Application, then Request New Application.
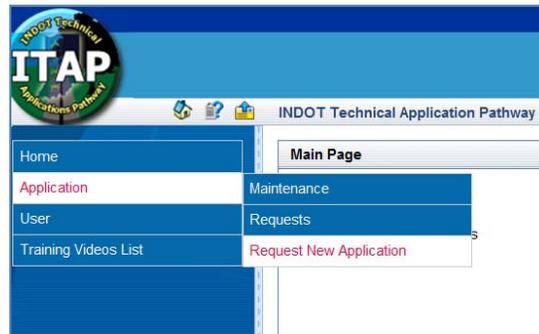
    B. Select CES Consultant Access in the Application Enrollment list.

    C. Select "CES Consultant" in the dropdown box on the right of the window under "Available Roles".
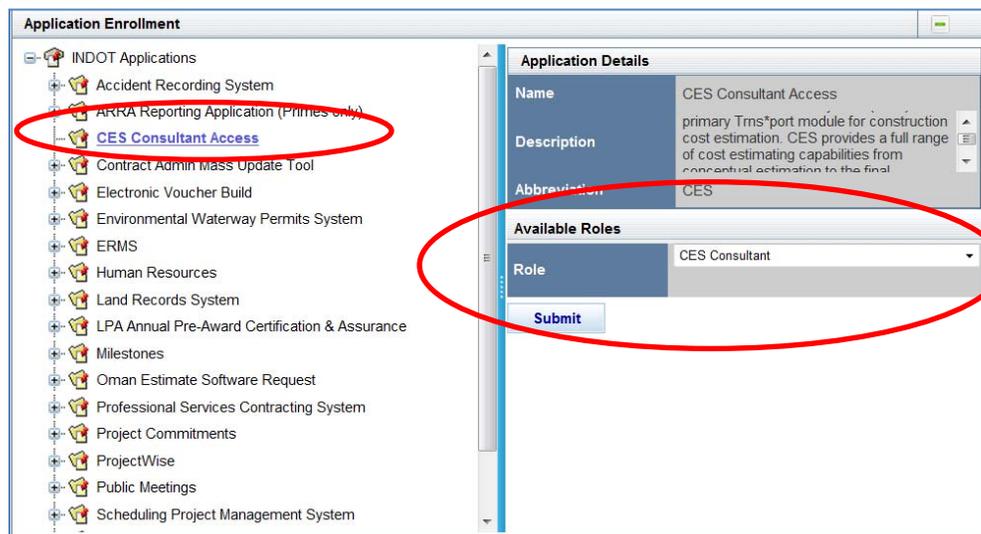
    D. Click "Submit".

    * You should receive a confirmation email of your request and an email is sent to the registered contact in ITAP for your company to approve. Once approved, your request will be forwarded to the appropriate INDOT business unit and the State of Indiana's Office of Technology to create your network ID/Password for Citrix and a CES ID/Password.

    Upon completion of each department's process, assigned ID/Passwords will be emailed to you. The approximate time to complete all processes can be 2 business days or more.

Requesting CES access via ITAP

5. Access CES via Citrix (1st time)

    A. Browse to URL http://myshare.in.gov/pages/citrix.aspx
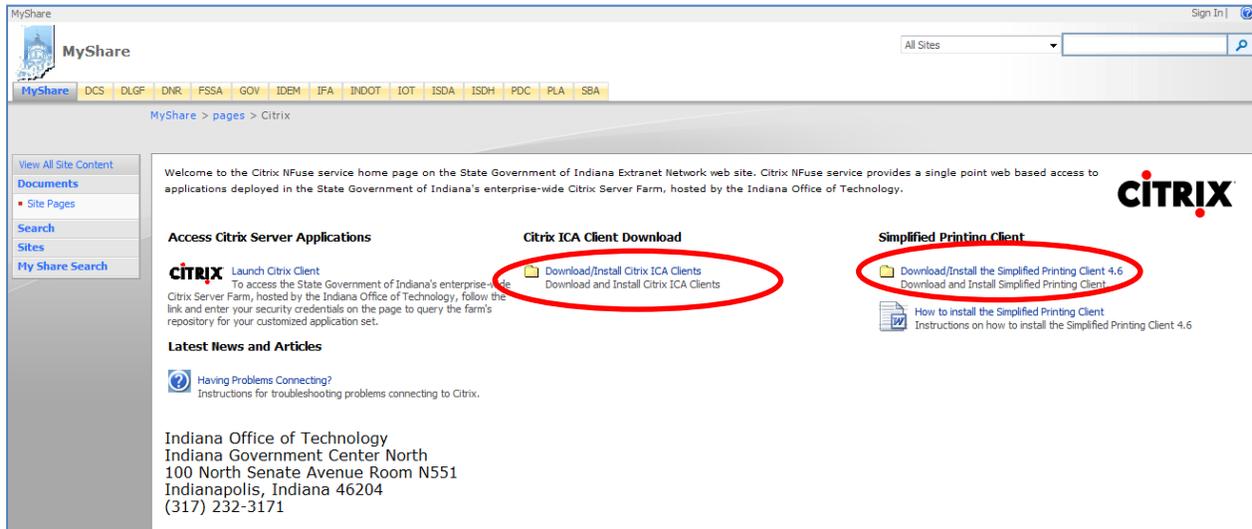
       1. Install Citrix Client and Simplified Printing Client (if necessary). Instructions are available on webpage.

    B. Browse to State of Indiana Citrix login webpage http://mycitrix.in.gov/

       1. Enter assigned network (Citrix) ID in "User name: " field. (non-case sensitive)

       2. Enter assigned network password. (case sensitive, please reset after 1st logon, Click Settings)

       3. Change the "Domain:" dropdown box to "DOT"

       4. Click the "Log on" button.
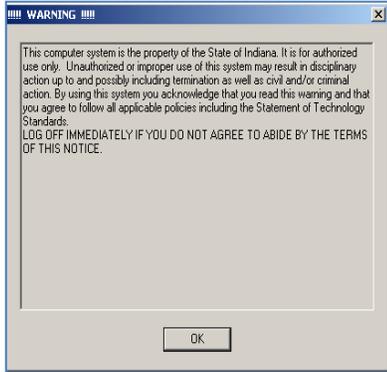
       Tip: If you enter DOT\userID in the "User name:" field you will not have to select DOT in the "Domain:" field. Example: DOT\jsmith.

Requesting CES access via ITAP

C. Login to CES

* After logging into Citrix either an INDOT Applications folder icon containing CES application icons or only the CES icons will be displayed.
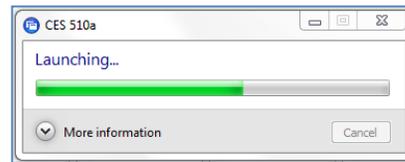
(Usage warning) (Launch message window)

(Select access for your Citrix session to your pc's files.)

Block: you will not be able to browse your pc's drives/files.

Allow: read only access to your pc's drives/files.

Permit: read and write access to your pc's drives/files.

Requesting CES access via ITAP

Enter User Information

User ID: _____

Password: _____

[OK]   [Cancel]   [Help]

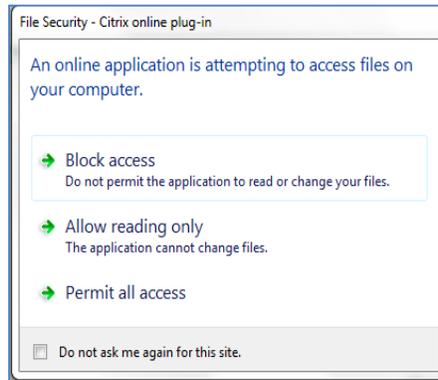AASHTO Trns·port, the AASHTO Trns·port logo, CES, and the CES logo are registered trademarks of the American Association of State Highway & Transportation Officials.

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(CES logon box)

1. Enter assigned CES ID in "User ID:" field. (non-case sensitive, will change to upper case)

    a. Enter assigned CES password. (case sensitive, please reset after 1st logon, Utilities Menu)

    b. Click the "OK" button.

    c. Click the green money bag to see jobs currently assigned to your company.
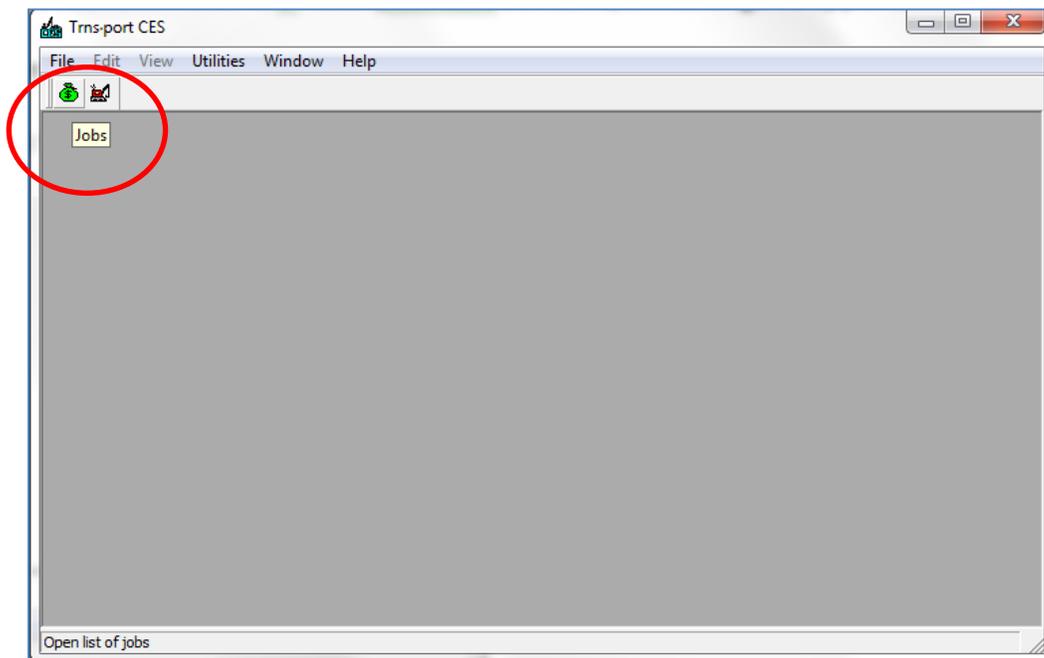
Issues or Questions

To report a problem with Citrix or your network password, please contact IOT Customer Service at (317) 234-HELP (4357) or toll free at (800) 382-1095. http://www.in.gov/iot/

To report a problem with your CES password, CES usage any or any other CES questions, send an email to CESSupport@indot.in.gov.