

Requesting CES access via ITAP

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

Indiana Department of Transportation

INDOT Technical Application Pathway

ITAP - Login

INDOT Employees Others

User Name [Forgot User Name?](#)

Password [Forgot Password?](#)

Login

For external users this portal serves the following business processes:

- > American Recovery and Reinvestment Act Reporting - ARRA
- > Design Submittal
- > Geotechnical Engineering Document Management
- > Letters of Interest for Design RFPs - LOIS
- > Prequalification of Consultants
- > Project Commitments Database
- > Professional Services Contractual Services - PSCS
- > Real Estate Document Management
- > Subcontractor Payment Tracking - SPT

ITAP Training Videos:

- > [How to Enroll a Business](#)
- > [How to Enroll a User](#)
- > [How to Login as a Non INDOT User](#)
- > [How to retrieve a Forgotten Username](#)
- > [How to retrieve a Forgotten Password](#)
- > [How to Login as an INDOT User](#)

Do you need to enroll a new business? [Complete a business enrollment form.](#)

Do you need to apply for a user account? [Complete a user enrollment form.](#)

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.)

User Enrollment - Business Selection

Business Type

- Consultant
 - Consultant Requiring Prequalification
 - Consultant Not Requiring Prequalification**
- Vendor
- Federal
- Municipalities
- State Agency

Available Business

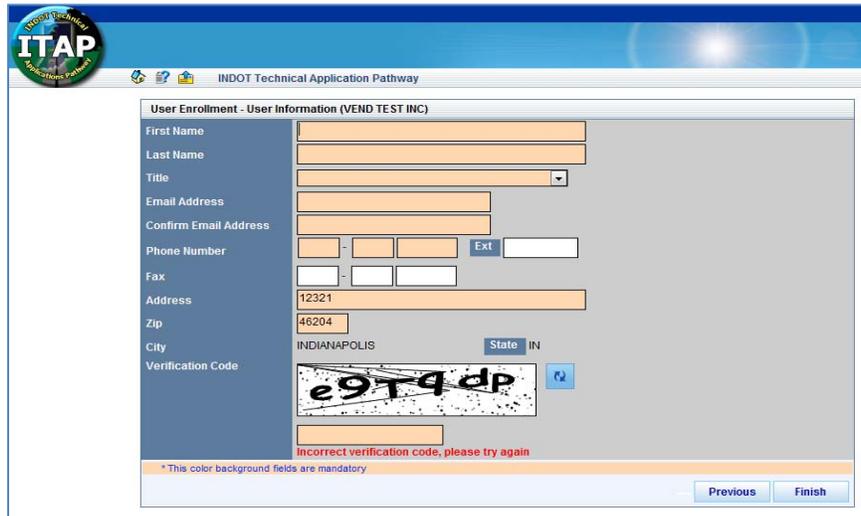
- All About Pavements, Inc. (API)
- Alpha Rae Personnel, Inc.
- Alpha Synopsys Inc.
- Alta Bicycle Share, Inc.
- BA Martin Architects, PC
- Broadband Properties Corp.
- CS ITS America, Inc.
- Claret Consulting LLC
- Clifton Gunderson LLP
- Douglass Environmental Services, Inc.
- EEO GUIDANCE, Inc.
- ETC Institute
- Electronic Transaction Consultants Corporation
- Enterprise Information Solutions, Inc.
- Faneuil, Inc.
- Federal Signal Technologies
- Fortune Wireless, Inc.
- Fugro Roadware, Inc.
- G Herbert Pritchett Assoc., Inc.
- Garcia Surveyors, Inc.
- Greenhill & Co

* This color background fields are mandatory

Cancel Start

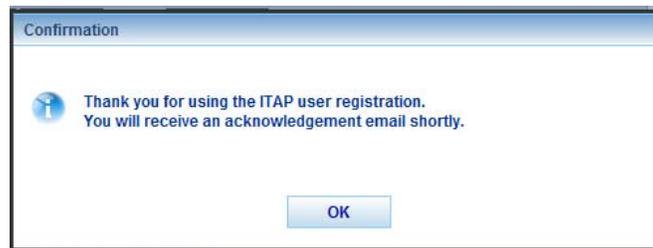
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C. Complete the User Enrollment Information

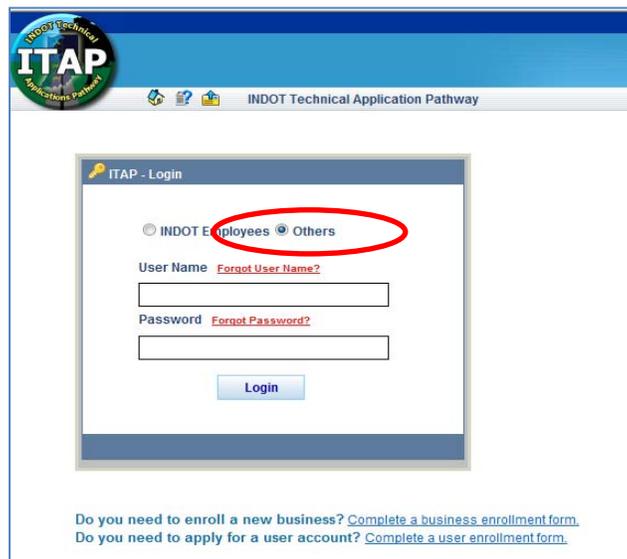


The screenshot shows the 'User Enrollment - User Information (VEND TEST INC)' form. The form includes fields for First Name, Last Name, Title, Email Address, Confirm Email Address, Phone Number, Fax, Address, Zip, City, and Verification Code. The Verification Code field contains 'e9T9dP' and a red error message below it reads 'Incorrect verification code, please try again'. A note at the bottom states '* This color background fields are mandatory'. There are 'Previous' and 'Finish' buttons at the bottom right.

* 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.

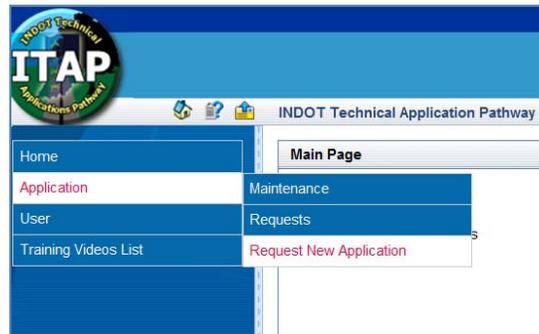


The screenshot shows the 'ITAP - Login' page. It features two radio buttons: 'INDOT Employees' and 'Others'. The 'Others' radio button is circled in red. Below the radio buttons are fields for 'User Name' and 'Password', each with a 'Forgot' link. A 'Login' button is at the bottom. At the very bottom of the page, there are two links: 'Do you need to enroll a new business? [Complete a business enrollment form.](#)' and 'Do you need to apply for a user account? [Complete a user enrollment form.](#)'

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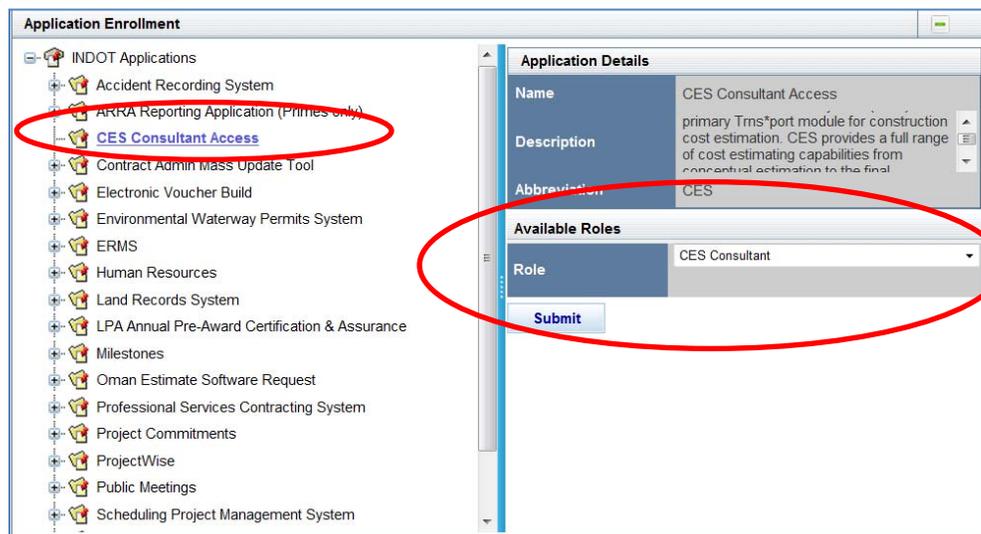
4. Request Application, CES Consultant Access

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".



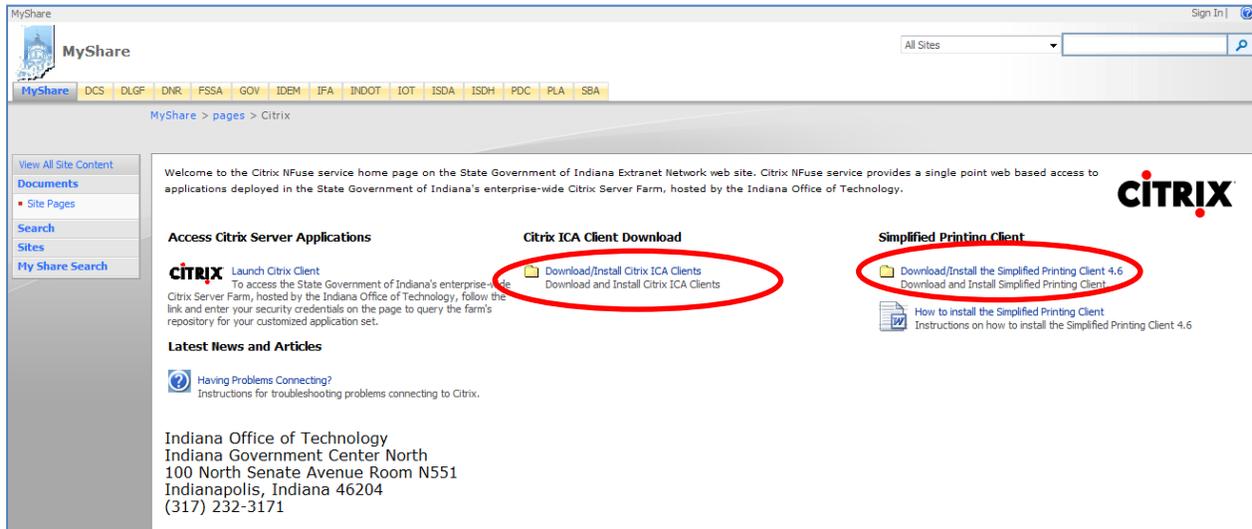
* You should receive a confirmation email of your request and an email is sent to the registered contact in ITAP for your company to approve. Once approved, your request will be forwarded to the appropriate INDOT business unit and the State of Indiana's Office of Technology to create your network ID/Password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

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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)



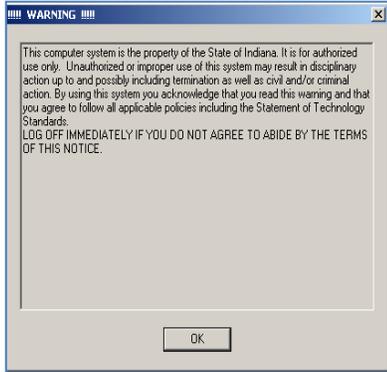
3. Change the "Domain:" dropdown box to "DOT"
4. Click the "Log on" button.

* Tip: If you enter DOT\userID in the "User name:" field you will not have to select DOT in the "Domain:" field. Example: DOT\smith.

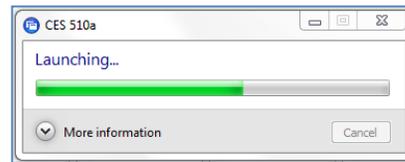
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C. Login to CES

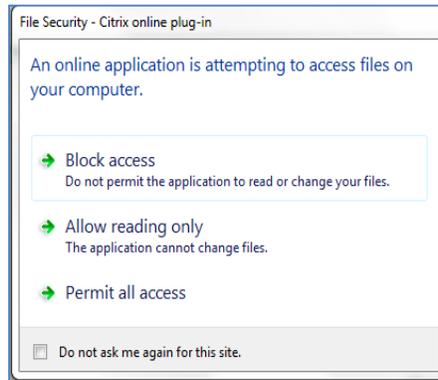
* After logging into Citrix either an INDOT Applications folder icon containing CES application icons or only the CES icons will be displayed.



(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.

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Enter User Information

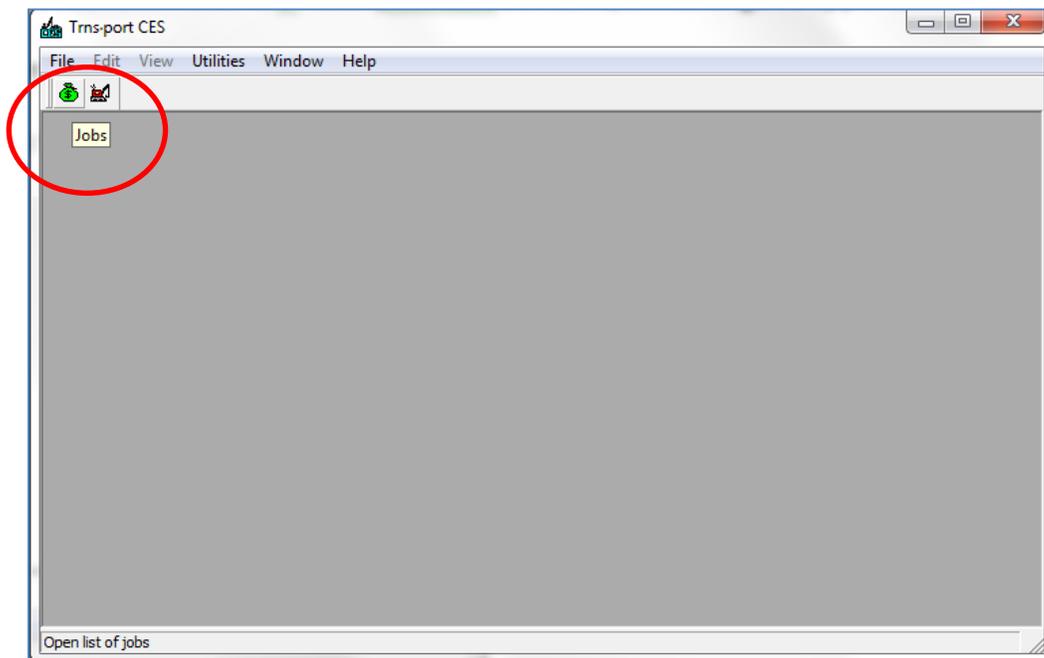
User ID:

Password:

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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.