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

3 Indiana Department of Transportation	🛐 🔻 🖾 👻 Dage 🕶 Safety 🕶 Tools 🕶 🕢 🖛
(V)	Indiana Department of Transportation
Itap - Login Image: Ital - Login	 Arrentan users this portal serves the following business processes: American Recovery and Reinvestment Act Reporting - ARRA Beigin Submittili Beidechnical Engineering Document Management Celetars of Interest for Design RPF4E^{mass} - LOIS Prequalification of consultants Project Commitments Database Project Commitments Database Project Commitment Database Project Commitment Scalases Project Commitment Tacking - SPCS Area Estate Document Management Ausontractor Payment Tacking - SPCS Destinator Forgeneration and Second Secon

- 2. Request ITAP ID (if necessary, if not skip to 3)
 - A. Select <u>Complete a user enrollment form</u> link.

* <u>Your company must be registered/setup in ITAP prior to requesting any INDOT applications</u>. 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. <u>Complete a business enrollment form</u> 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 Image: Consultant Image: Consultant Requiring Prequalification Image: Consultant Not Requiring Preprecon Image: Construle	Available Business All About Pavements, Inc. (API) Alpha Rae Personnel, Inc. Alpha Rae Personnel, Inc. Alpha Sympays Inc Alta Bicycle Share, Inc. BA Martin Architects, PC Broadband Properties Corp. CS ITS America, Inc. Claret Consulting LLC Cititon Gunderson LLP Douglass Environmental Services, Inc. EEO QUIDANCE, Inc. ETC Institute Electronic Transaction Consultants Corporation Enterprise Information Solutions, Inc. Famerul, Inc. Federal Signal Technologies Fortune Wrieless, Inc. G Herbert Pritchett Assoc., Inc. Greenhull & Co

C. Complete the User Enrollment Information

ACT DESIGNAL	
TTAP	
	ical Application Dathway
	cai Application Patriway
User Enrollment - User Inf	ormation (VEND TEST INC)
First Name	
Last Name	
Title	
Email Address	
Confirm Email Address	
Phone Number	Ext
Fax	
Address	12321
Zip	46204
City	INDIANAPOLIS State IN
Verification Code	
	e919er
* This color background field	in confectivernication code, please uy again is are mandatory
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	Plevious Philish

* 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 <u>https://itap.indot.in.gov/</u>, select the "Others" option button.

TTA	P - Login			
	INDOT E OF	ployees 🖲 Others		
	User Name <u>F</u>	orgot User Name?		
	Password For	rgot Password?		
		Login		

- 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".

Application Enrollment		
- P INDOT Applications	Application Details	
i Accident Recording System	Name	CES Consultant Access
ARRA Reporting Application (Primes only)		primary Trns*port module for construction
CES Consultant Access	Description	cost estimation. CES provides a full range
🖶 🧐 Contract Admin Mass Update Tool		concentual estimation to the final
🖶 🧐 Electronic Voucher Build	Abbreviation	CES
🖶 🧐 Environmental Waterway Permits System	Available Roles	
🖶 🔞 ERMS		CES Consultant
🖶 🧐 Human Resources	Role	
🖶 🔞 Land Records System		
🖶 🧐 LPA Annual Pre-Award Certification & Assurance	Submit	
🖶 🧐 Milestones		
🖶 🔞 Oman Estimate Software Request		
Professional Services Contracting System		
🖶 🧐 Project Commitments		
🖶 🧐 ProjectWise		
🗄 🧐 Public Meetings		
🖬 🎲 Scheduling Project Management System		

D. Click "Subm	it"	•
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Applicatio	n request s	ubmitted suc	cessfully.	

* 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.

5. Access CES via Citrix (1st time)

A. Browse to URL <u>http://myshare.in.gov/pages/citrix.aspx</u>

MyShare			Sign In 🔞
MyShare			Al Sites •
Myshare DCS DLGP	DNR PSSA GOV IDEM IPA INDOT IOT I	SUA ISUN PUC PLA SDA	
	MyShare > pages > Citrix		
View All Site Content	Welcome to the Citrix NFuse service home page on	the State Government of Indiana Extranet Network web site. Citrix	NFuse service provides a single point web based access to
Documents	applications deployed in the State Government of I	ndiana's enterprise-wide Citrix Server Farm, hosted by the Indiana	Office of Technology.
 Site Pages 			
Search	Access Citrix Server Applications	Citrix ICA Client Download	Simplified Printing Client
Sites			
My Share Search	Launch Citrix Client To access the State Government of Indiana's Citrix Server Farm, hosted by the Indiana Office of Technol Ink and enter your security credentials on the page to quer repositor for your customized application set.	enterprise Ne orgy, follow the bownload and Install Citrix ICA Clients Download and Install Citrix ICA Clients y the farm's	Lownload/Install the Simplified Printing Client 4.6 Download and Install Simplified Printing Client How to install the Simplified Printing Client Instructions on how to install the Simplified Printing Client 4.6
	Latest News and Articles		
	Having Problems Connecting? Instructions for troubleshooting problems connecting	to Citrix.	
	Indiana Office of Technology Indiana Government Center North 100 North Senate Avenue Room N5 Indianapolis, Indiana 46204 (317) 232-3171	51	

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/

Citrix XenApp	
Welcome to MyCitrix.in.gov User name Password Domain: DOT v Log On	

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.

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.

INDOT Applications CES	ES CES Training Guid	de CES User Guide
This computer system is the property of the State of Indiana. It is for authorized use only. Unauthorized or improper use of this system may result in disciplinary action up to and possibly including termination as well as civit and/or criminal actions. By unight is system, you achowed by that your ead thin woming and the you agree to follow all applicable policies including the Statement of Technology Standards. LOG OFF IMMEDIATELY IF YOU DO NOT AGREE TO ABIDE BY THE TERMS OF THIS NOTICE.	at S	
ОК	CES 510	Da Cancel

(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.

Enter User Information
User ID:
Password:
OK Cancel Help
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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.

💑 Trns-port CES	
File Edit View Utilities Window Help	
Jobs	
Open list of jobs	

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. <u>http://www.in.gov/iot/</u>

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