ITD PROJECTWISE ACCESS & INSTALLATION GUIDE

CREATING A BENTLEY ACCOUNT & INSTALLING PROJECTWISE

1. Register for a Bentley account using your work email.

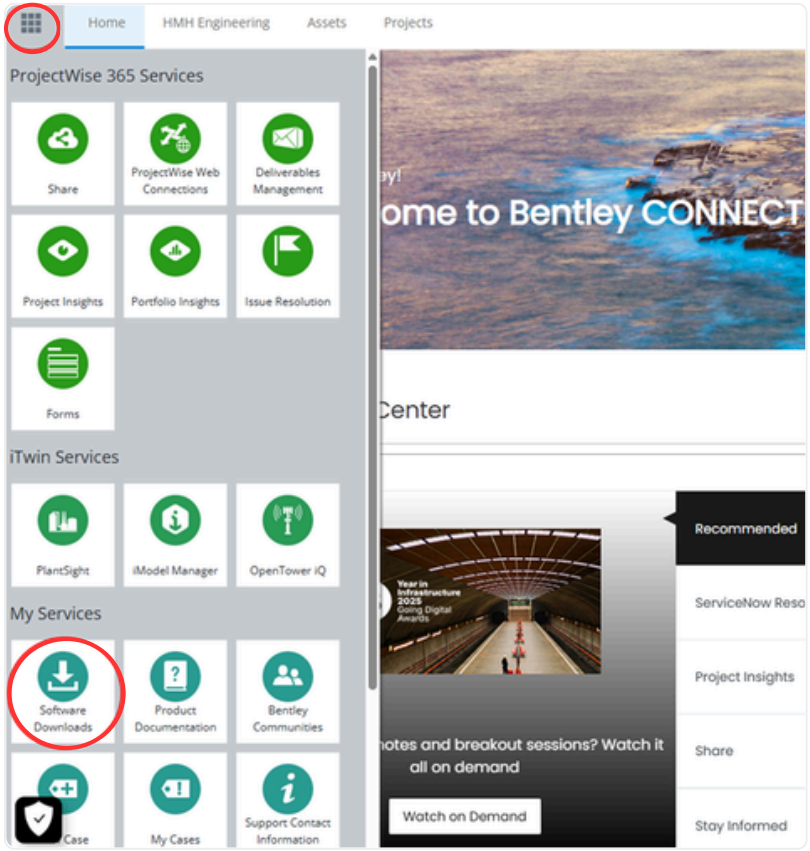
https://ims.bentley.com/as/pWlFN/resume/as/authorization.ping

Note: If you are not a part of an organization that currently uses Bentley software, contact Bentley sales for support. https://www.bentley.com/software/

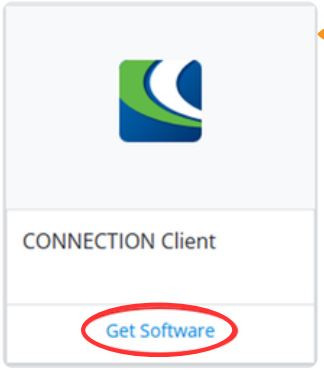
2. Your organization's Bentley admin will receive a notification to authorize your account and assign licenses.

3. Login to the CONNECT Center https://connect.bentley.com/

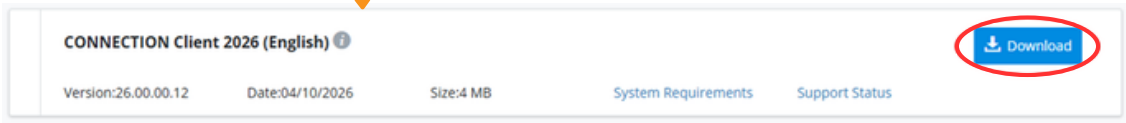
4. Click the "Services" button at the top left of the page. Click "Software Downloads"



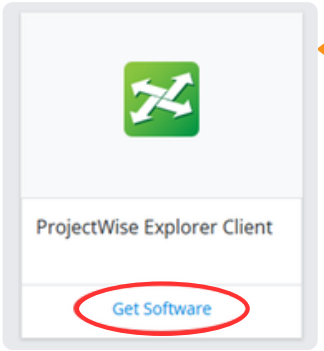
5. Browse to the "CONNECTION Client" and click "Get Software"



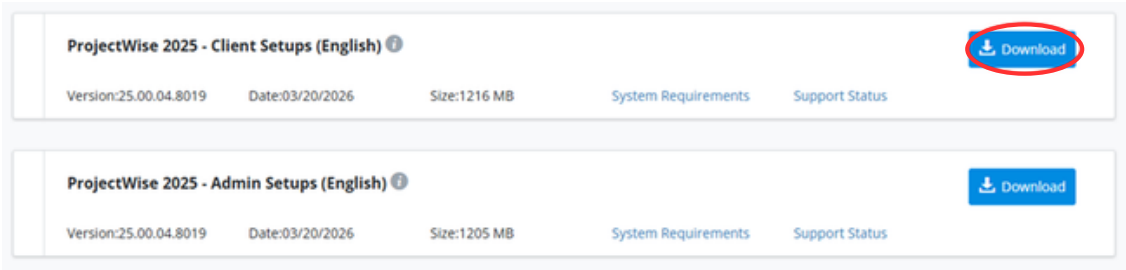
6. Click "Download" and follow the prompts to install



7. 1.Go back to the "Software Downloads" page. Browse to the "ProjectWise Explorer Client" and click "Get Software"



8. Click "Download" and follow the prompts to install



9. Follow the steps to install ProjectWise.

(Rev. 5-26)

STEPS FOR RECEIVING ACCESS APPROVAL TO ITD'S PROJECTWISE SERVER

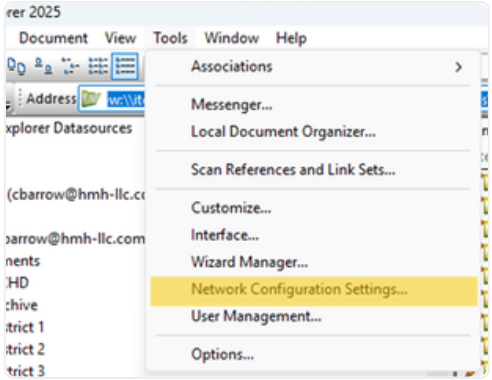
1. Your ITD Project Manager will send you a "ITD Remote Access Agreement" for signature if your company does not have one in place already.

2. Your ITD Project Manager will submit a request to ITD's IT team to set up ProjectWise access and permissions for your company/organization and access for individual users.

STEPS FOR ACCESSING ITD'S PROJECTWISE DATASOURCE FOR THE FIRST TIME

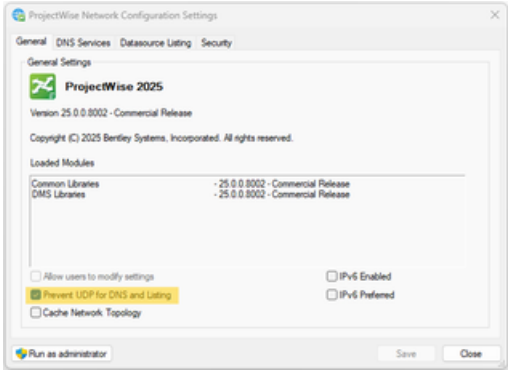
1. ITD's ProjectWise Datasource will need to be added to each individual's ProjectWise client. Sign into your Bentley Connection Client account using your company email

2. Open ProjectWise Explorer

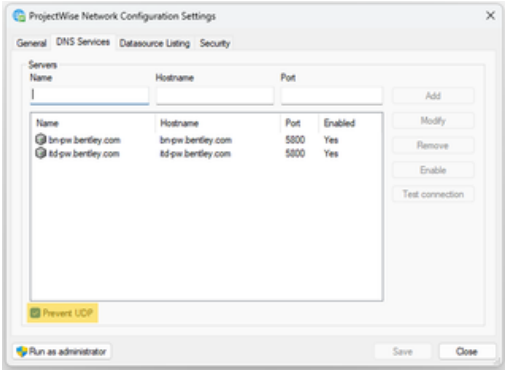


3. In ProjectWise explorer go to **Tools - > Network Configuration Settings:**

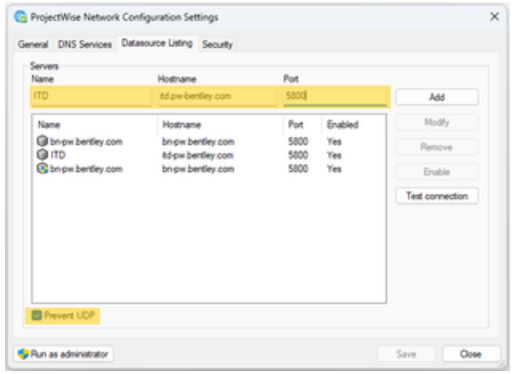
4. Under General Tab, **Check Prevent UDP** for **DNS and Listing**



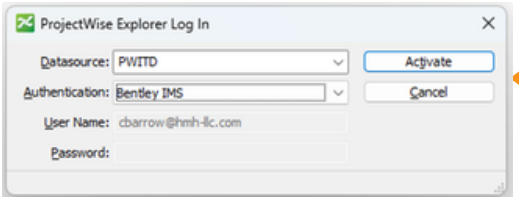
5. Under the DNS Services tab, check **Prevent UDP**



6. Under the Datasource Listing tab type **ITD** in the Name box, **itd-pw.bentley.com** in the Hostname box, and **5800** in the Port box. Click Add, check the **Prevent UDP** box, click Save, then click Exit.



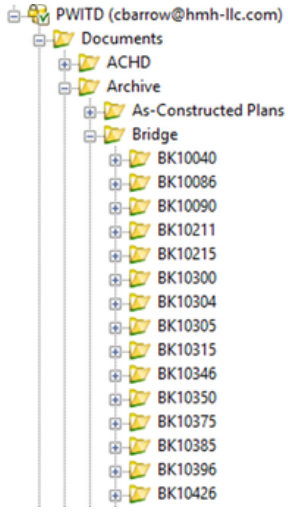
7. Double click on the PWITD Datasource, you will be prompted to log in for the first time, select **PWITD** in the Datasource list and select **Bentley IMS** in the Authentication box. Click Log In. The folders you have access to will display under the PWITD datasource.

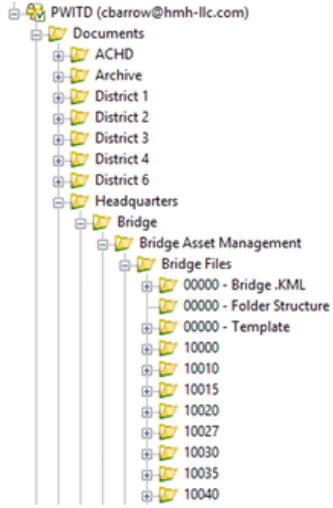


Note: If you have issues connecting. You may need to contact your IT department to make sure the connection to ProjectWise is not being blocked by your organization's firewall.

LOCATION OF ITD BRIDGE FILES ON PROJECTWISE

ProjectWise location for **as-built bridge plans** and **shop drawings**:
pw:\\itd-pw.bentley.com:itd-pw-01\Documents\Archive\Bridge





ProjectWise location for **bridge inspection reports**:
pw:\\itd-pw.bentley.com:itd-pw-01\Documents\Headquarters\Bridge\Bridge Asset Management\Bridge Files

(Rev. 5-26)