Registration Instructions - Bentley CONNECTION Client
Steps to Complete End User Registration

ODOT must have all users complete the process below to comply with Bentley’s recent sign-in requirement. Choose the appropriate starting point that applies to you:

- New Bentley users should follow the "Self Registration for New Users" on this page.
- Current Bentley application users (e.g. ProjectWise or MicroStation) are preregistered and may skip to the "Setting the Password" steps on page 2.
- If you have an existing Bentley website password, then go to "Logging into the CONNECTION Client" on page 5.

Self Registration for New Users

New users can self-register by following these steps:

Enter your email and a temporary password like 123ABCxyz! which will be reset later.

Click Register Now text at the bottom of the CONNECTION Client.

Fill out the “Create your profile” dialog with your email and name. Then click the green “Register Now” button to self register.
Setting the Password
When first signed in to your computer, the CONNECTION Client will appear with your email listed (if blank fill in your email).

Select the **Forgot password?** link at the bottom of the dialog box as shown to the left.
In the next dialog box: fill in your email, check the ‘I am not a robot’ box to complete the security window, and select Send.

Next, a dialog box will appear to confirm an email has been sent to you.

Check your email from Bentley-IMS@bentley.com and click on the link provided in the email to create a password for CONNECTION Client.

Sample Email:

Dear John.Public@odot.state.or.us,

You are receiving this e-mail because you have requested to reset the password for your Bentley account.

To reset your password, please copy the link below and paste it in your browser:

https://ims.bentley.com/IMS/Registration/VerifyEmail?key=zMR66geE4U%2fdQJMR6Yo7aM2w4Tm2oHA4ImhBljSVo%3d

Kind regards,

Bentley Systems, Incorporated
In the web browser, fill in the dialog as requested following the password requirements, select the “Please unsubscribe me...” button, check the “I agree” box and click Submit.

Tip! This password will be needed the first time you use Bentley software on a different workstation and for the occasional software update.

After you see “Password Updated”, close your web browser.
Logging into the CONNECTION Client

You are now able to sign into the CONNECTION Client located in the system tray.

Accept the Bentley Cloud terms of service:
The final steps will configure the application preferences to keep the CONNECTION Client window minimized after registration is completed and to suppress the Get Started wizard.

Use the following steps to keep the CONNECTION Client window minimized all the time:

1. Open the system tray on the taskbar
2. Right click the CONNECTION Client icon.
3. Select Open.
4. Open the Preferences menu.
5. Check Minimize CONNECTION Client after sign in and Close the dialog box.
To suppress the wizard, click on the Do not show again link in the lower left.

If you have any questions on the registration process please contact one of these resources:

- Computer Support Desk at 503-986-3800 or Computer_Support.ODOT@odot.state.or.us
- EAST (Engineering Applications Support Team) at odot.east@odot.state.or.us

FAQ – Frequently Asked Questions

**Q:** Do I need CONNECTION Client installed if I don’t use Bentley applications?
**A:** No. If you do NOT use Bentley applications, you can request the software be removed.

**Q:** Are ODOT employees allowed to accept the Bentley Cloud terms of service that the CONNECTION Client presents?
**A:** Yes. The Oregon Department of Justice determined that ODOTs contract with Bentley supersedes the Bentley Cloud terms of service, so ODOT employees and internal contractors may click the "I Accept” button.
Q: Why does the CONNECTION Client keep popping up on my computer, and how do I get it to just go away?
A: There are a few common reasons. One, the connection to the license server has disconnected and should be re-established by simply logging in using the password you created. Once the connection is re-established with the license server, the pop up should remain minimized on subsequent login sessions.

Q: What if I am not signed in or working offline when the license expires?
A: You will not be able to run Bentley CONNECT Edition programs until the next time you sign in manually.

Q: Why do I need to keep signing in?
A: When you initially sign into the CONNECTION Client, the license is valid for seven days. When this license is within one day of expiration, the CONNECTION Client (if running) will attempt to renew the license for another seven days to remain signed in. If you aren’t connected on the 7th day, the license will expire and prompt you to sign in manually.