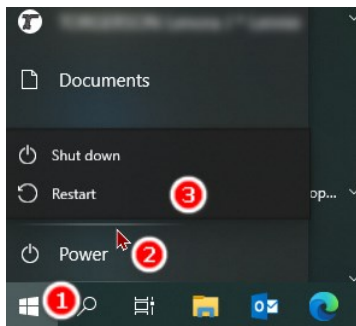


Remote Classes for MicroStation CONNECT and OpenRoads Designer

This information is provided to ODOT employees to prepare your computer (and yourself) for remotely attending a class in MicroStation CONNECT or OpenRoads Designer. Please follow the instructions under each heading prior to the first day of your scheduled training.

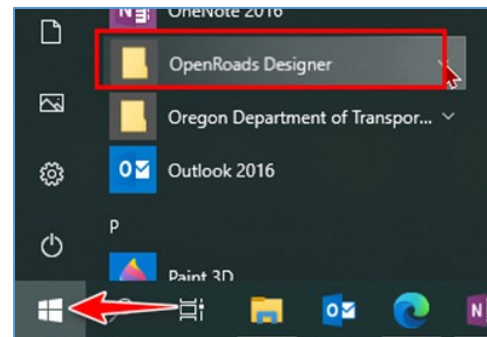
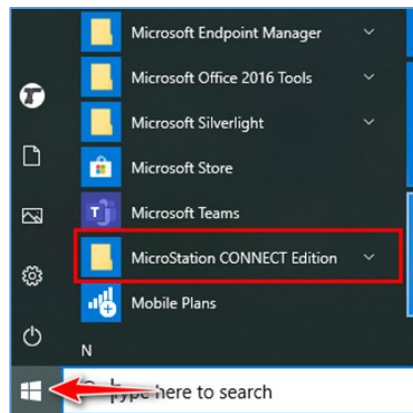
Restart Every Morning without Fail

Reminder - Restart your computer in the **mornings** if you leave it powered on overnight for any reason. After restarting your computer, let it sit at the Ctrl+Alt+Delete screen for several minutes before logging on. Those few minutes will allow the VPN processes to fully complete, so you have full access to the network.



Is the CONNECT Software Installed on Your Computer?

Is the MicroStation CONNECT or OpenRoads Designer desktop shortcut present? Is the MicroStation CONNECT Edition or OpenRoads Designer program group present?



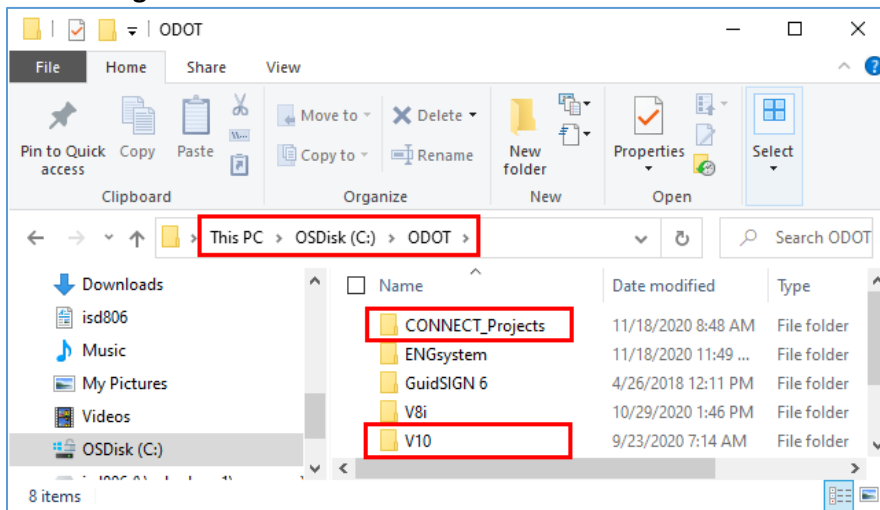
If your software has not been installed – report the situation to odot.east@odot.oregon.gov.

Verify that the Configuration is on your Computer

Using File Explorer, navigate to C:\ODOT; verify that the CONNECT_Projects and V10 folders are there.

- The local WorkSets are stored in **CONNECT_Projects** – this is where the training datasets will go.
- The **V10** folder contains the ODOT_CONNECT configuration and standards – things like cell libraries, standard reference files and design libraries for levels.

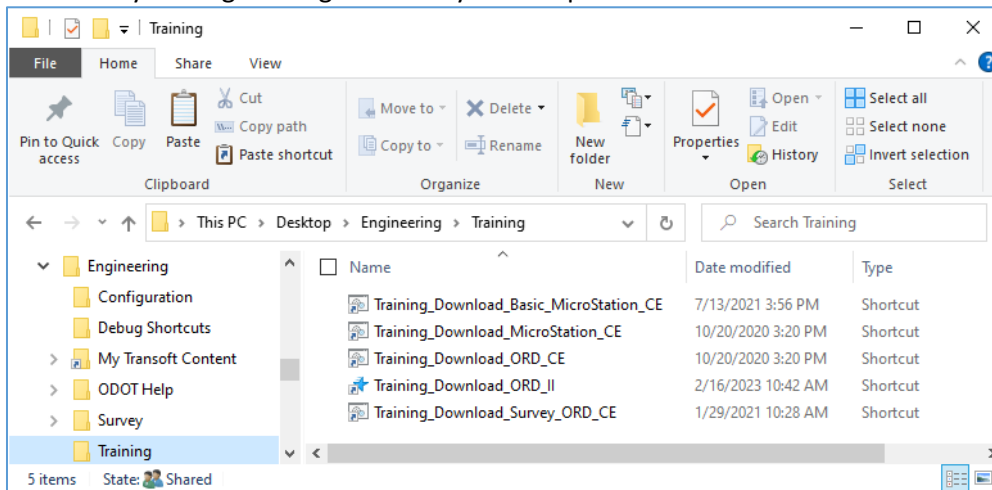
If these folders are **not** present, restart your computer **after** the software is installed; the logon script will write these folders to your computer. **If you have not reduced your network overhead – the logon script may not be running!**



If these two folders are **not** present – report the situation to odot.east@odot.oregon.gov.

Download the Training WorkSets

In File Explorer, select the **Desktop** Quick Access shortcut on the left side, then open the **Engineering\Training** folder; verify that the “Training_Download_...” shortcuts are there. If these shortcuts are not present, restart your computer after the software is installed; the logon script will write these shortcuts to your Engineering folder on your computer.

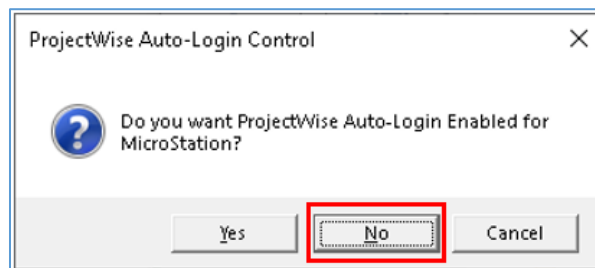
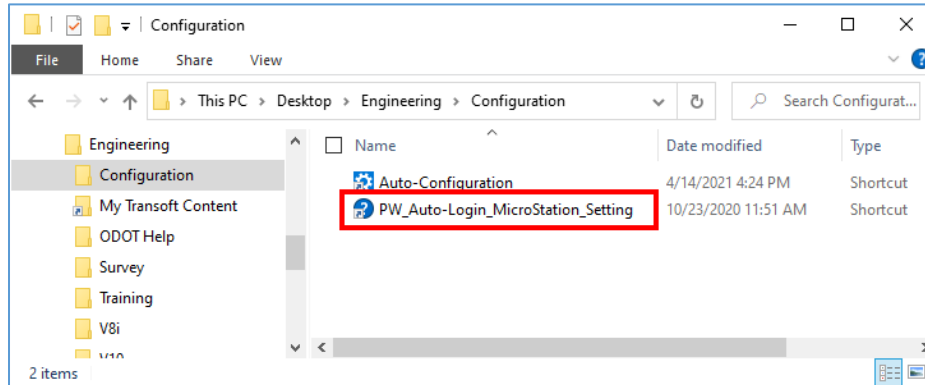


When you double-click the shortcut, the training WorkSets and CFG files will be downloaded into C:\ODOT\CONNECT_Projects\WorkSets for use during class.

If these shortcuts are still not present – report the situation to odot.east@odot.oregon.gov.

How to Make ProjectWise Forget You (just for class) – Disable the ProjectWise Auto-Login

Just before your training begins, open your desktop **Engineering\Configuration** folder and double-click the “PW_Auto-Login_MicroStation_Setting” shortcut. This tool allows you to easily control enabling or disabling the automatic login to the ProjectWise datasource. **The Auto-Login should be disabled for training.** You may run it again after training to re-enable, or check the “Remember me” box on the ProjectWise Log in dialog to use auto-login next time, if you prefer the automatic log in.



Choose [No] to disable the Auto-Login for your class.

Do You Have Your Training Manual?

If you do not have your hard-copy training manual for your class, contact odot.east@odot.oregon.gov immediately!

Use Teams Link or Zoom Link to Attend Training

We have multiple vendors providing training for both MicroStation CONNECT and OpenRoads Designer training. They are using either Zoom or Teams to provide training depending on the vendor’s preference. Zoom has been pushed out to all ODOT computers. Both formats have a method for calling in if you do not have a microphone.

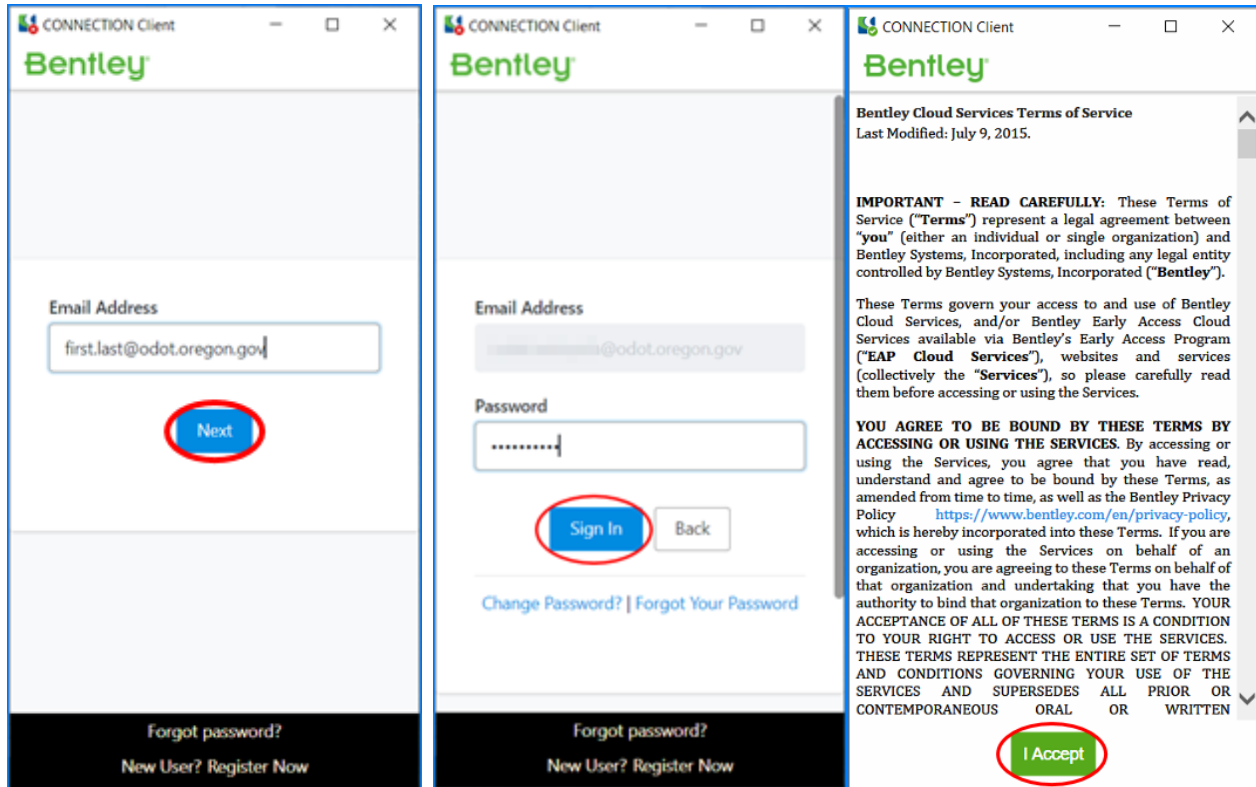
Two weeks before, and then again, two days before your scheduled upgrade training, you will receive a reminder email from Oregon@myworkday.com. The link to join your class will be in that email, so watch for it!

You can also access the class link by logging into Workday and accessing the Learning app for the “My Enrolled and Waitlisted Offerings”.

Signing into the CONNECTION Client

Normally the CONNECTION Client will prompt you to sign in. If needed, you can launch and sign into the CONNECTION Client from the Start menu, desktop icon, or in the system tray; see images at the right for desktop and system tray icons

Once the app is launched, you will be prompted to the sign in using your email address and password.



If prompted, click the **I Accept** button to accept the Bentley Cloud terms of service.

Find the full instructions for registration and Bentley password management on the **EAST** website:
https://www.oregon.gov/odot/EAST/Documents/CONNECTION_Client_Registration_Instructions.pdf

End
