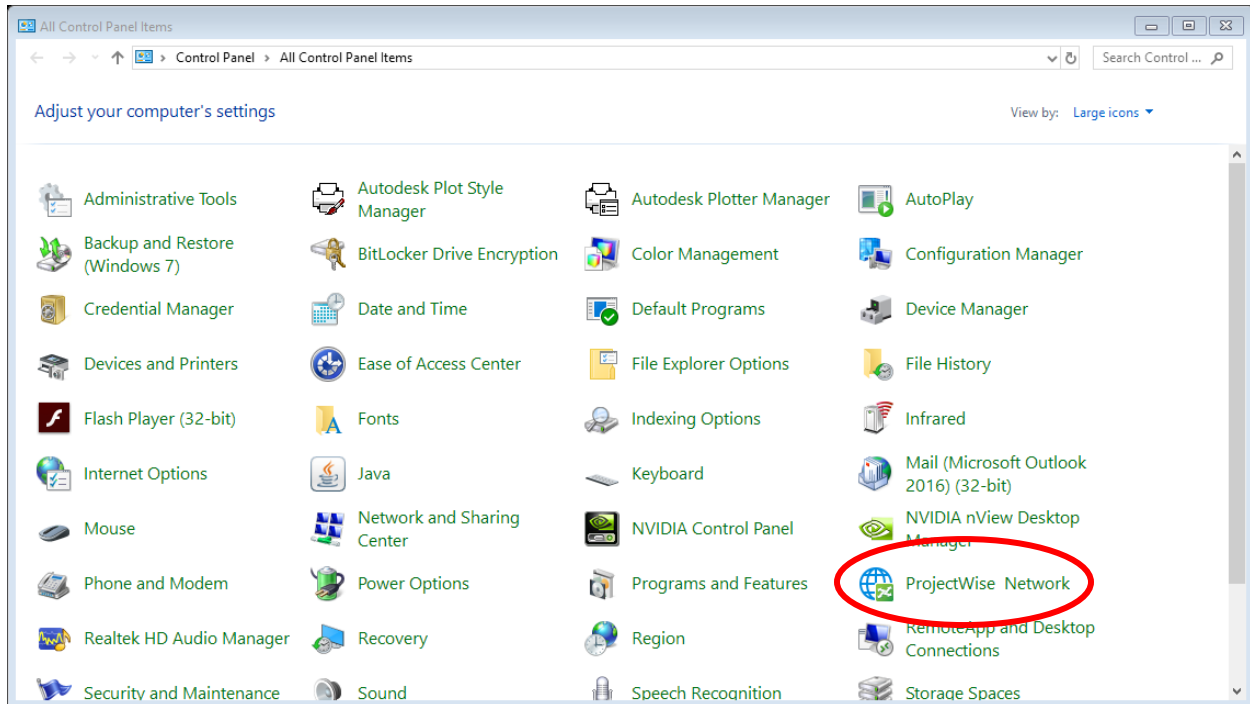# MTA Contractor/Consultant Guide to Using MTA ProjectWise Cloud Design Integration Infrastructure

1. Ensure that **Bentley ProjectWise Design Integration CONNECT** (and **CONNECTION Client**) are installed on your machine – minimum versions as specified in current version of **MTA BIM Standard**.

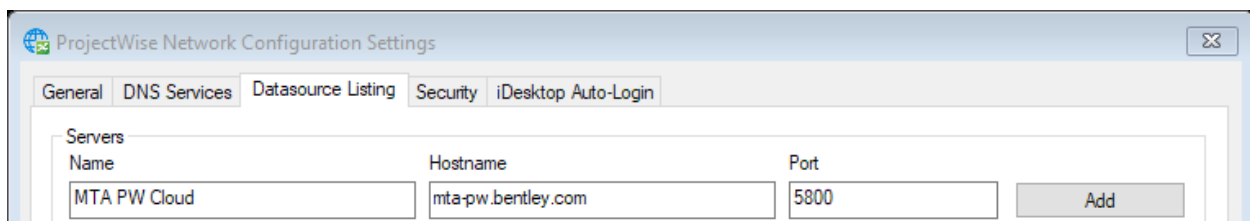2. Navigate to **Control Panel** and open **ProjectWise Network**.

3. Go to the **Datasource Listing** tab. In the fields at the top, type the following information:

Name: MTA PW Cloud

Hostname: mta-pw.bentley.com

Port: 5800

Click **Add** and then click **Save** and then click **Close**.

4. Open a web browser and navigate to https://myaccess.nymta.info/login/login/ . Login with your MTA issued Contractor ID (in the form of C######) and password – do not add the domain portion of your username here – i.e. do not type *@mtacc.info*, etc.. You will be prompted to change your password. After you have changed your password, you can close your web browser.

5. If your computer is running Windows 10, you will next need to add your MTA account as a Work Account to the machine. To do this, go to **Settings**, Accounts, Email & app accounts. Click on the text **Add a work or school account** under **Accounts used by other apps.**

Accounts used by other apps

Add a Microsoft account

Add a work or school account

In the dialog that appears, type your MTA username in UPN format (i.e. your username should have an '@' and then end in one of the MTA domains, such as nyct.com or mtacc.info). Enter your password in the next screen. After the account is successfully added, **Settings** can be closed.

6. If you have not yet created a Bentley Account using your company e-mail address, please do so now before executing the following steps.
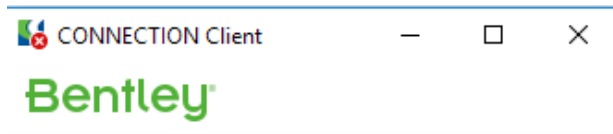
7. Find the **CONNECTION Client** icon in your Windows Taskbar.

If the icon has a green checkmark (as shown above), right click on it and pick **Sign Out** from the menu.

Otherwise, right click on the icon and pick **Open** from the menu.

8. In the **CONNECTION Client**, in the **Email** field, type your MTA username in UPN format and press the **Tab** key.

Sign In

Email

ikinal@mtacc.info

Password

Sign In

Why sign in?

Forgot password?

New User? Register Now

9. You will now be redirected to an Azure AD login screen. Enter your MTA Credentials (also using your MTA username in UPN format) on this screen.

10. After you have successfully authenticated, you will be prompted to log in with Duo Multi-Factor Authentication. NOTE: You should have earlier received a separate e-mail to set up MTA Duo Multi-Factor Authentication.
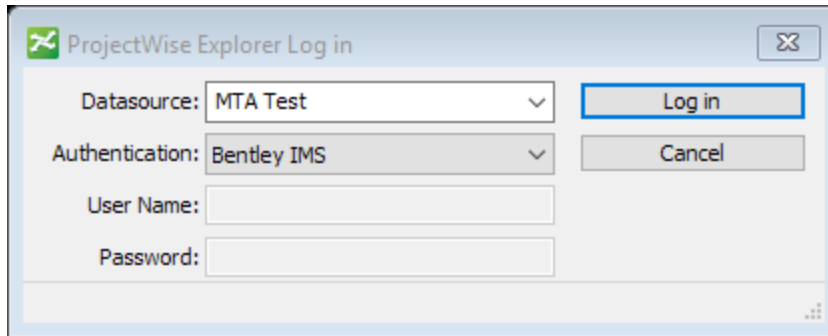
11. After you have successfully set up Duo and performed the Multi-Factor Authentication, you will then receive a home screen in the **CONNECTION Client** indicating a successful login:
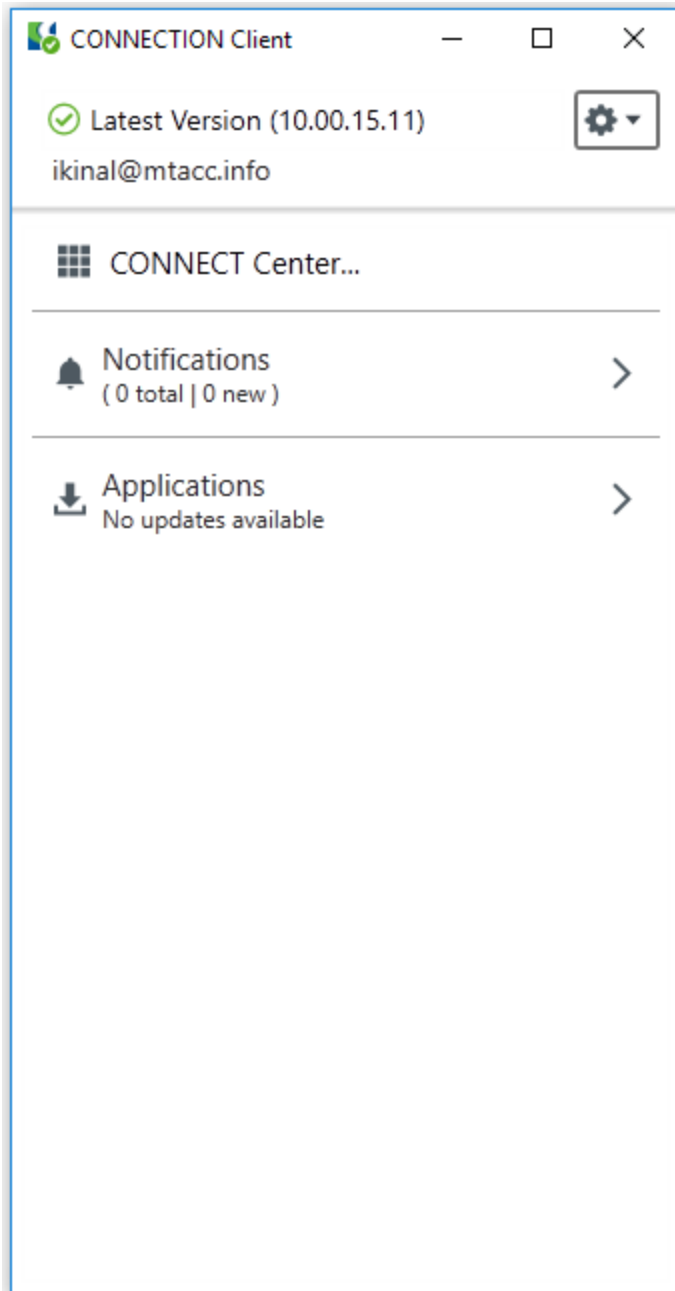
12. Start ProjectWise Explorer. You should see two (additional) DataSources: MTA Prod and MTA Test. Double-click on the DataSource which you need to access (by default this will be MTA Prod, unless you have been specifically directed to use MTA Test). A green checkmark should appear as well as your username in parentheses, indicating that you have successfully logged in:

 MTA Prod (ikinal@mtacc.info)
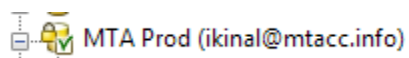
If this does not work, right click on the DataSource and choose **Log in as**. In the Log in box that pops up, for Authentication, select **Bentley IMS** and click **Log in.**

At this point you should successfully be logged in to the MTA ProjectWise DataSource.

Licensing note: Please note that the MTA does not provide software licenses for Contractors/Consultants. Since CONNECT licensing is managed by the CONNECTION client, please ensure that before you follow the steps above, you have opened the respective application(s) that you will be using (OpenBuildings Designer, OpenRail Designer, etc.) having been logged in to the CONNECTION client using your company credentials. This will ensure that the application has pulled a license from your company account. Otherwise you will receive a licensing error when you try to open files from the MTA ProjectWise server.