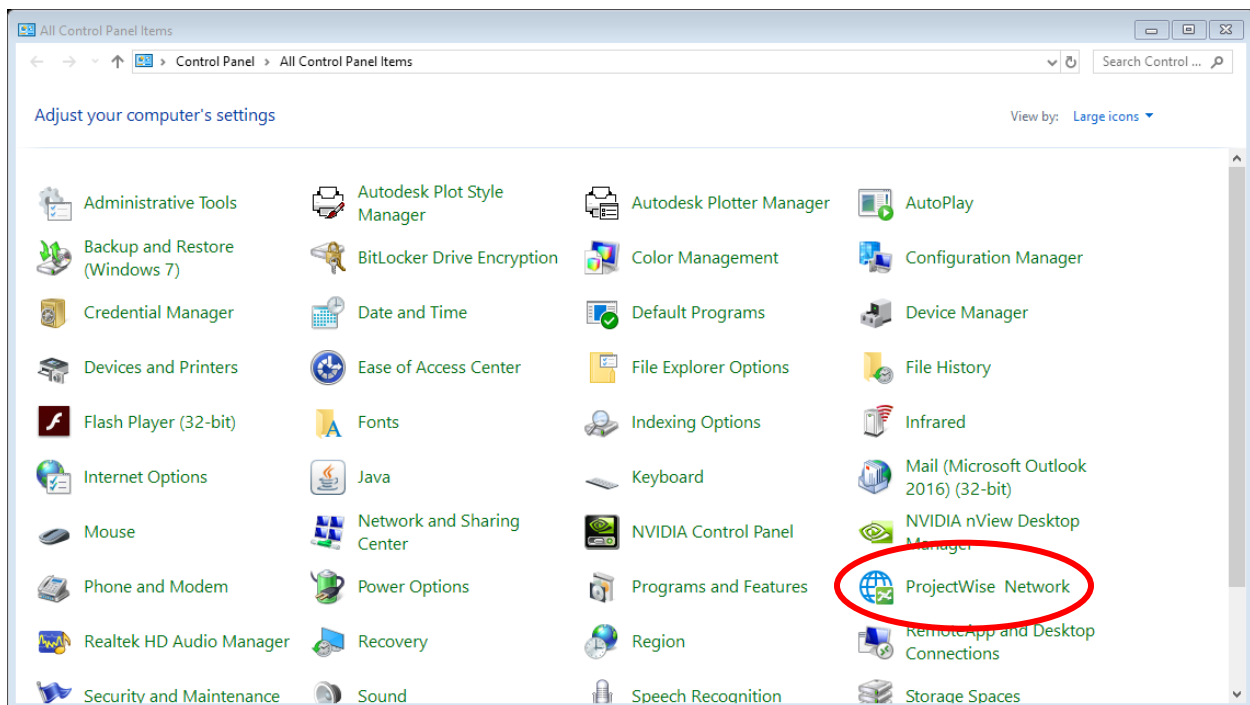


## MTA Contractor/Consultant Guide to Using MTA ProjectWise Cloud Design Integration Infrastructure

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

Port: 5800



Click **Add**.

4. Go to the **DNS Services** tab. In the fields at the top, type the following information:

Name: MTA PW Cloud

Hostname: pw.mtacd.org

Port: 5800

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

5. 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 @nyct.com, etc.. You will be prompted to change your password. After you have changed your password, you can close your web browser.

6. If your computer is running Windows 10 or 11, 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.

Note: If you receive an error during this step, add your account instead by clicking **Add an account** under **Accounts used by email, calendar, and contacts** further up on the same screen.

7. If you have not yet created a Bentley Account using your company e-mail address, please do so now before executing the following steps.

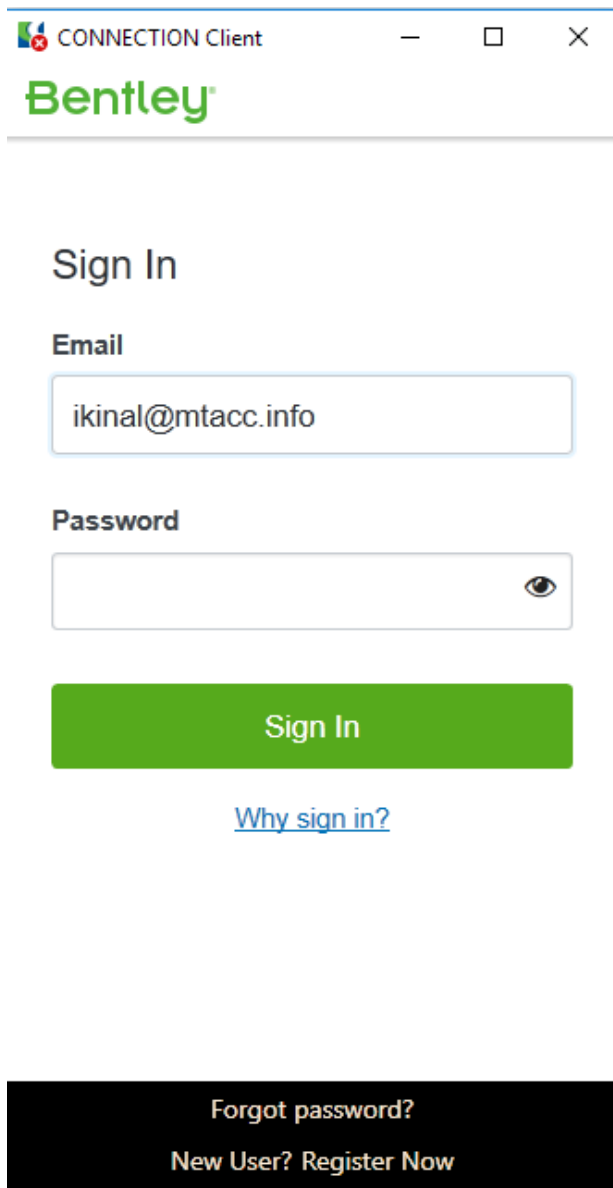


8. Find the **CONNECTION Client** icon in your Windows Taskbar.

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.

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



The screenshot shows a web browser window titled "CONNECTION Client". The Bentley logo is at the top left. Below it, the text "Sign In" is displayed. There are two input fields: "Email" and "Password". The "Email" field contains the text "ikinal@mtacc.info". The "Password" field is empty and has an eye icon to its right. Below the fields is a green "Sign In" button. Underneath the button is a blue link that says "Why sign in?". At the bottom of the window, there is a black bar with two links in white text: "Forgot password?" and "New User? Register Now".

CONNECTION Client

Bentley

Sign In

Email

ikinal@mtacc.info

Password

Sign In

[Why sign in?](#)

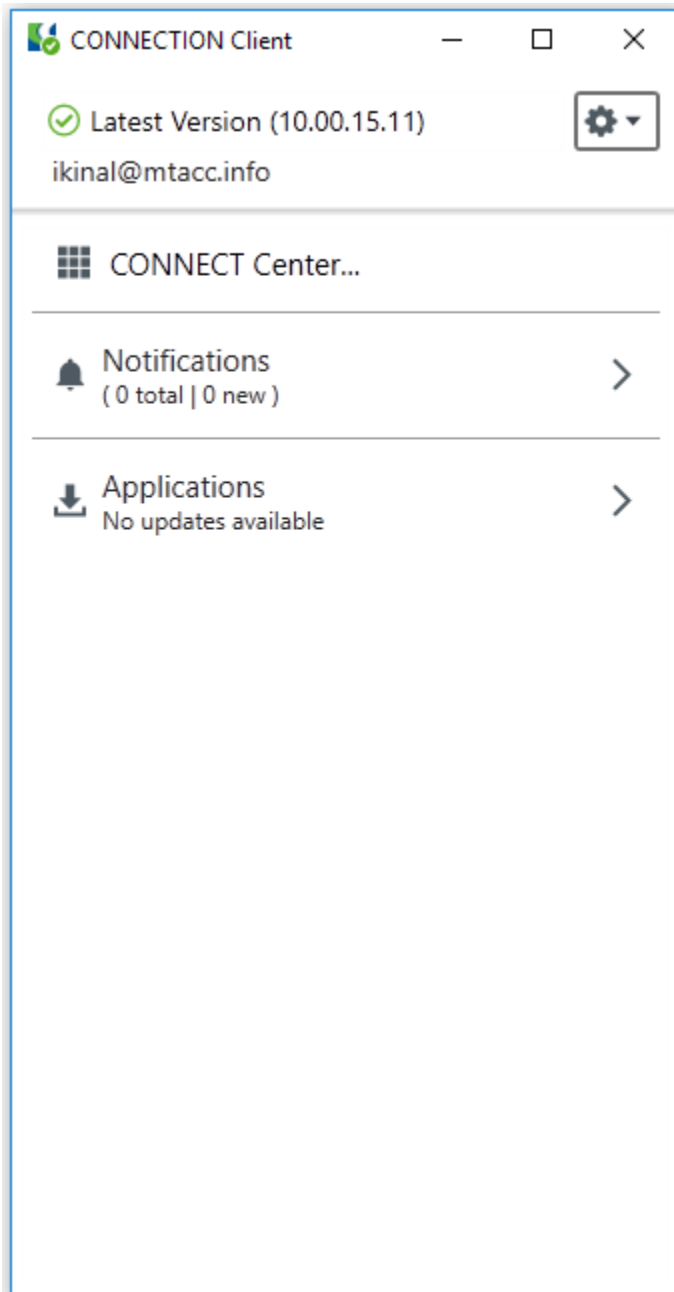
[Forgot password?](#)

[New User? Register Now](#)

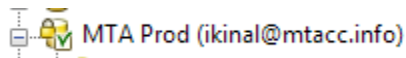
10. You will now be redirected to an Azure AD login screen. Enter your MTA Credentials (also using your MTA username in UPN format) on this screen.

11. After you have successfully authenticated, you will be prompted to log in with Duo Multi-Factor Authentication. NOTE: You should have earlier received a DUO Registration SMS to set up MTA Duo Multi-Factor Authentication.

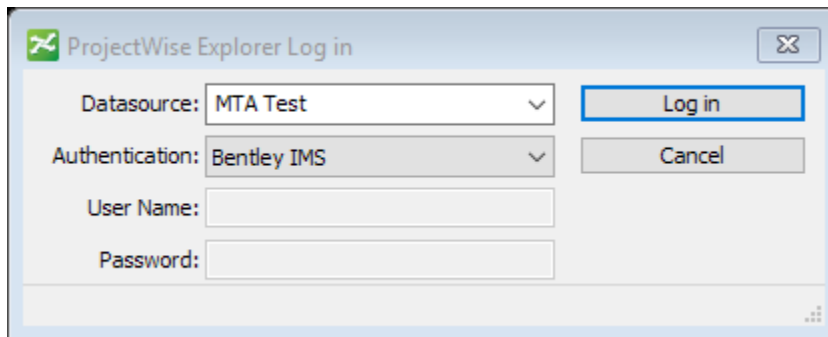
12. After you have successfully set up Duo and performed the Multi-Factor Authentication, you will then receive a home screen in the **CONNECTION Client** indicating a successful login:



13. Start ProjectWise Explorer. You should see several (additional) DataSources prefixed with MTA. Double-click on the DataSource which you need to access (MTA Prod is the default DataSource and is used for active C&D projects – choose this unless you have been instructed otherwise). A green checkmark should appear as well as your username in parentheses, indicating that you have successfully logged in:



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. Please ensure that you have checked out licenses for the applications that you wish to use before logging in to the CONNECTION Client with your MTA credentials. Otherwise, you will receive a licensing error when you try to open files from the MTA ProjectWise server.