

SITEMANAGER - ACCESS/LOGIN

QUICK REFERENCE

REQUESTING AN ID

If you are a DOTD employee, please contact your PE or Office Mgr. They will request a SiteManager ID for you.

For Consultants / Contractors

Check to see if your company has already filled out the Contractor/Consultant Designation form. If so, please contact your company's designated contact person. They will then submit a request for an ID for you.

If your company has not been set up with SiteManager access, please send an email to Alan Rusch at Alan.Rusch@LA.GOV requesting a copy of the Contractor/Consultant Designation form.

For Password Reset

DOTD employee's

You can go to the DOTD Intranet home page, click on "Change a Password" located under the I.T. Help section

For Consultants / Contractors

Please contact your company's designated contact person. They will then submit a request for your password to be reset. (Please have them specify Citrix or SiteManager)

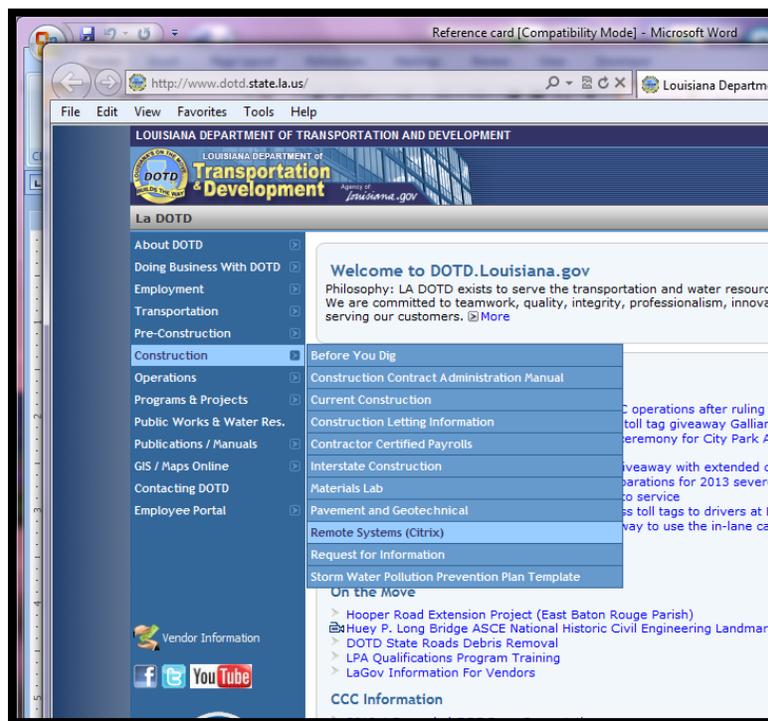
Initial Set up

System Requirements

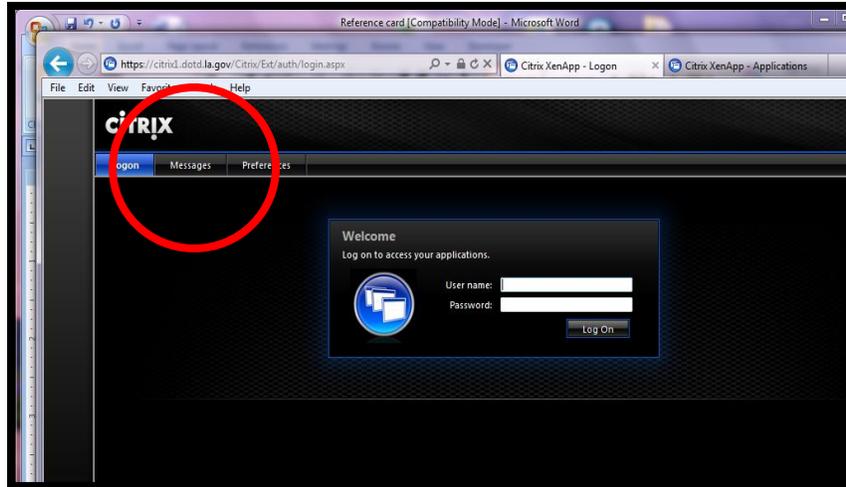
At this time Citrix is only compatible with Internet Explorer

Access

To access our remote systems page, go to the LA DOTD home page, <http://www.dotd.la.gov>, and look for the "Construction" link in the left hand column menu, then click on Remote Systems (Citrix).

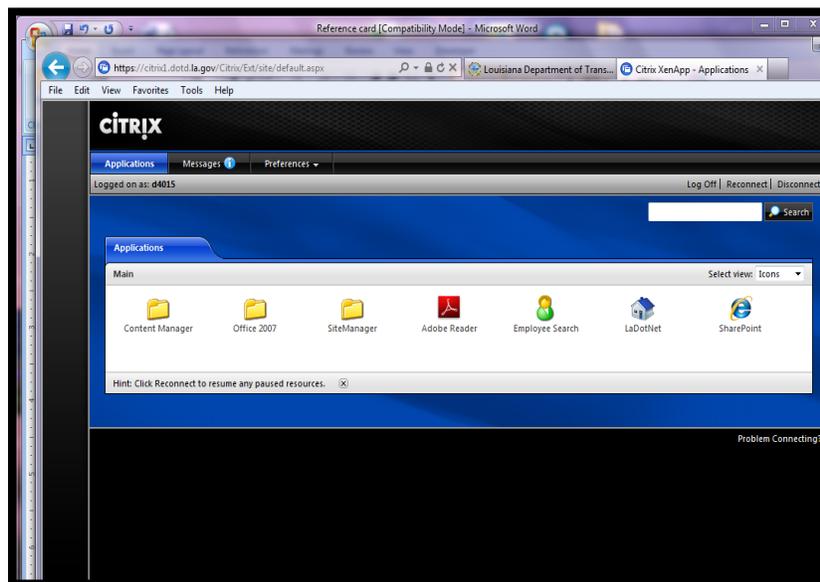


Once you logon, you'll need to install the Citrix Online Plug-in by clicking the Citrix Web Client under "Messages" or you can go to <http://receiver.citrix.com/?ntref=citrixdotcomdownloads>

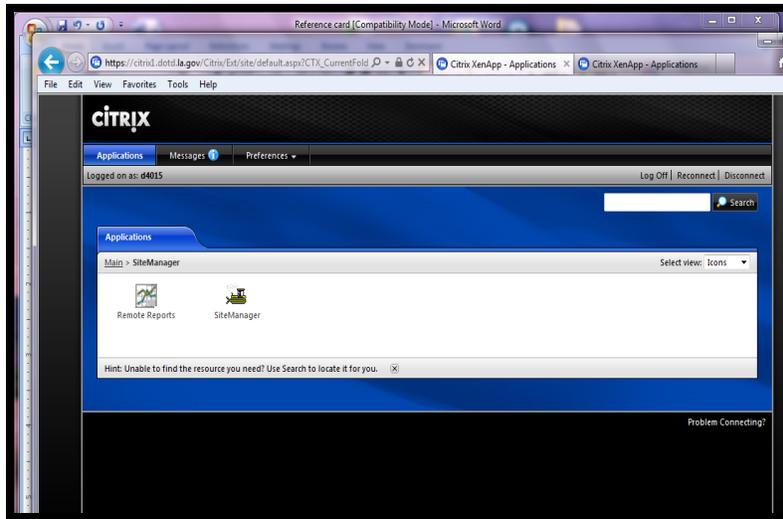


Citrix Password Policy

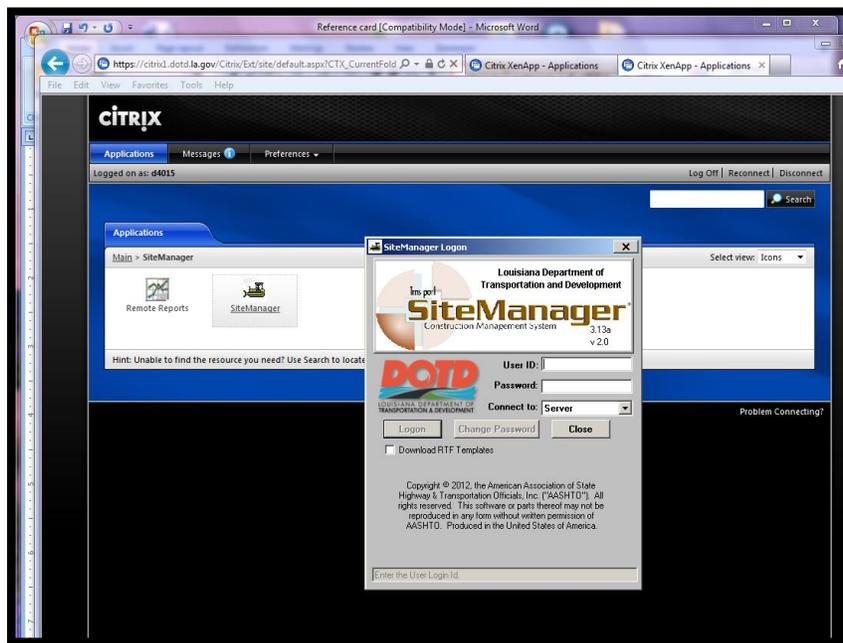
- Passwords must be ***exactly*** 8 characters in length
- Passwords must contain at least one upper-cased letter
- Passwords must contain at least one lower-cased letter
- Passwords must contain at least one numeric character
- Passwords cannot contain your name or any part of your user id
- **Passwords will expire after 30 days**
- **Passwords cannot be re-used**
- Accounts will be locked out after **three** failed log on attempts



After this plug-in install, just click the Site Manager link to the left under Applications to launch the program.



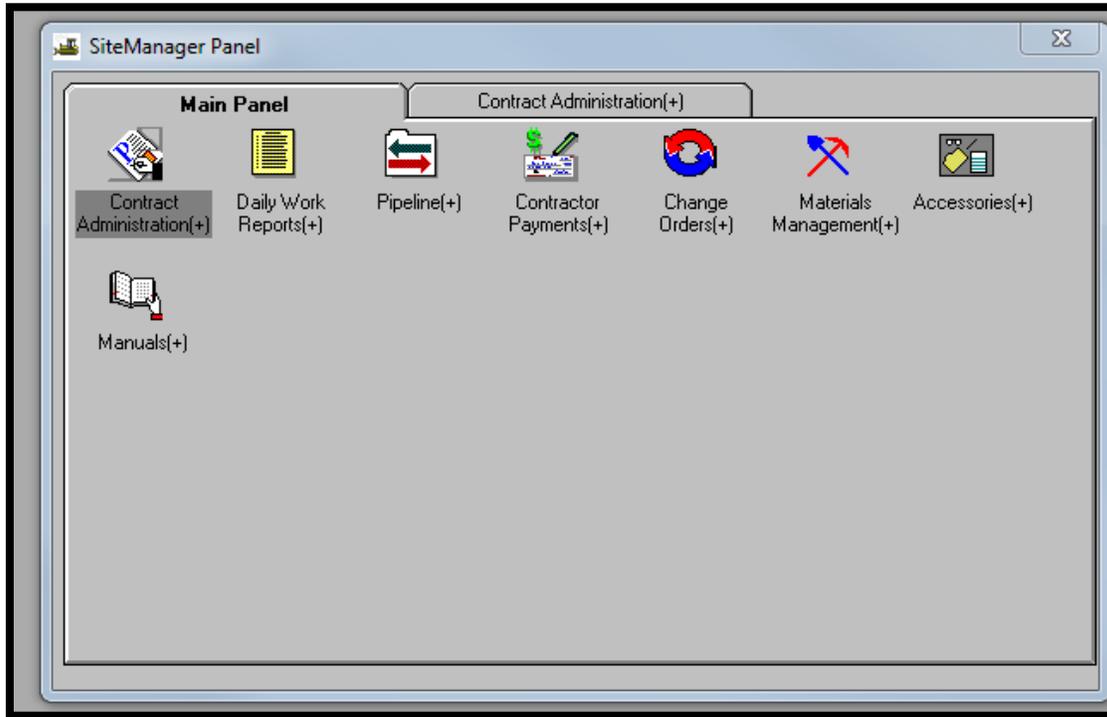
Click on SiteManager to go into SiteManager or click on Remote Reports to view any of the reports available to you, or to enter the Traffic Control Log Book entries.



SiteManager will use the same User ID as Citrix. SiteManager is case sensitive so all IDs have been created using lower-cased letters (**<contractor prefix in lower-case>**).

Your account in SiteManager will have a temporary password of **PASSWORD**. It too will have to be changed using the "Change Password" button at the time of the first log

in. The SiteManager password does have to be five to eight characters but has no other password policy. The SiteManager password will never expire.



Any questions or problems please contact either:

Keith Beard at 225-767-9186 / Keith.beard@la.gov

Alan Rusch at 225-379-1592 / Alan.rusch@la.gov