

Hosted Environment Initial Login Guide

You have been given a temporary password and must change it on first login.

To change it:

****You must use Internet Explorer****

- Go to the hosted applications web portal at <https://odot-cs-prod.infotechfl.com>
- The first time visiting the web portal you will be prompted to allow the 'Microsoft Remote Desktop Services Web Access Con...' add-on. Please click the **Allow** button prior to changing your password.
- Click on the [Change Password](#) link.
- Enter your username in the first box, for ODOT employees this is the same username you use to log onto your computer (ie 142610), for consultants contact Trns•Port branch.
- In the second box enter the current password: **Thunder1** and then enter a new password.
 - Passwords must not contain the user's entire account name value or entire full name value.
 - Passwords must be at least 8 characters and contain characters from three of the following categories:
 - Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters)
 - Lowercase characters of European languages (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters)
 - Base 10 digits (0 through 9)
 - Non Alphanumeric characters: ~!@#%&* _+=`|\(){}[]:;'"<>.,?/
 - The password cannot be one of the last 5 passwords used
 - The maximum password age is 90 days

Note: passwords expire after 90 days. Once your password expires you will not be able to log into the hosted sites. You must return to the password reset web site at <https://odot-cs-prod.infotechfl.com> and change your password.

After changing your password, you will see the message "Your password is successfully updated." Click on the Home link (this does not look like a link) near the bottom of the page and it will take you back to the hosted applications web portal login page. After logging in you will be presented with the SiteManager 3.9b icon.

Things To Remember

Hosted applications web portal - <https://odot-cs-prod.infotechfl.com>

- Remember you must use Internet Explorer
- You **MUST** click the Allow button when visiting the web portal the first time.
- You will see only the SiteManager 3.9b icon.