# MONTANA DEPARTMENT OF TRANSPORTATION
## CEI Share Drive and Laptop Procedures
Version: 07/11/2024

The following are recommended procedures for CEI crews to follow regarding accessing the MDT share drives and using MDT laptops.

### MDT Laptops

1. To provide access to the QA Suite and the MDT share drives, MDT has some laptops that can be checked out to the CEI crews.

2. Accessing an MDT laptop and the MDT share drives will require a user profile to be created including a U number and a Secure ID token or mobile application. This is accomplished by the Term Contract Manager in the Consultant Design Bureau submitting the Add/Remove Contingent Worker form, followed by a Service Desk ticket with the user's information and the access needed.

3. Once the User profile and access have been granted, MDT laptops are checked out through the Engineering Operations Training Section. One laptop per CEI crew is recommended. If there are multiple contract locations a crew is working on simultaneously there may be justification for an additional MDT laptop to be checked out to the CEI crew.

   a. The AASHTOWare Project website is available using any device that has internet access. The MDT laptops will only be needed to access the QA Suite and the MDT share drives.
   b. It is recommended that each laptop is connected to the MDT network weekly. This allows the laptops to receive important updates and keep them secure. This can be accomplished through VPN access or mobile hotspot at a location of your convenience. If they do not get the updates in a timely manner, they can become separated from the MDT domain. Reconnecting them requires them to be physically taken to an MDT district or headquarters location and dropped off to an IT representative to get them reconnected and any patches or updates installed.

### CEI crew use of MDT share drive folders

An automated process will set up a folder for each contract with sub-folders and applicable templates on the designated district share drive the contract is assigned to. The CEI crew will be granted access to the contract folders by using the MDT laptop checked out to the designated CEI crew member. Please note the following procedures when accessing the folders:

1. Do not rename or move the main contract folder or any of the 13 sub-folders that are created when the project is activated. Doing so will break automated links that are set up for various functions throughout the lifecycle and finalization of the contract. Folders within the sub-folders may be created to organize information as long as the original folders are not altered in any way.

2. If the MDT mentors working with the CEI crews do not have access to the CEI crew's folder, they can create a Service Desk ticket requesting access to the contract folder. CEI folders should not be moved under the mentor's crew due to the automatic links that are set up for the contract.

3. Please refer to the Construction Filing System guidance document located on the CEI website for detailed information on how and where to save documents to the share drives.