

# Utah Domain Active Directory Authentication

Before you can log on to Interchange you will need to have an Active Directory account in the Utah domain. These are assigned by DTS, not your Interchange site/project administrator. You may already have one if you have a Utah.gov email address assigned to you. In this case, you would use the same user name and password for Interchange that you use to sign into your Utah.gov email account. **NOTE:** This is NOT your ePM account login!

Information contained in this guide:

1. **Step 1** - Create a Utah ID for yourself and choose a password. (Page 1)
2. **Step 2** - Request an Active Directory account from DTS. (Page 5)
3. **Step 3** – Sign into Interchange. (Page 6)
4. **Important Password Information** (Page 7)

## **Step 1 – Create a Utah ID**

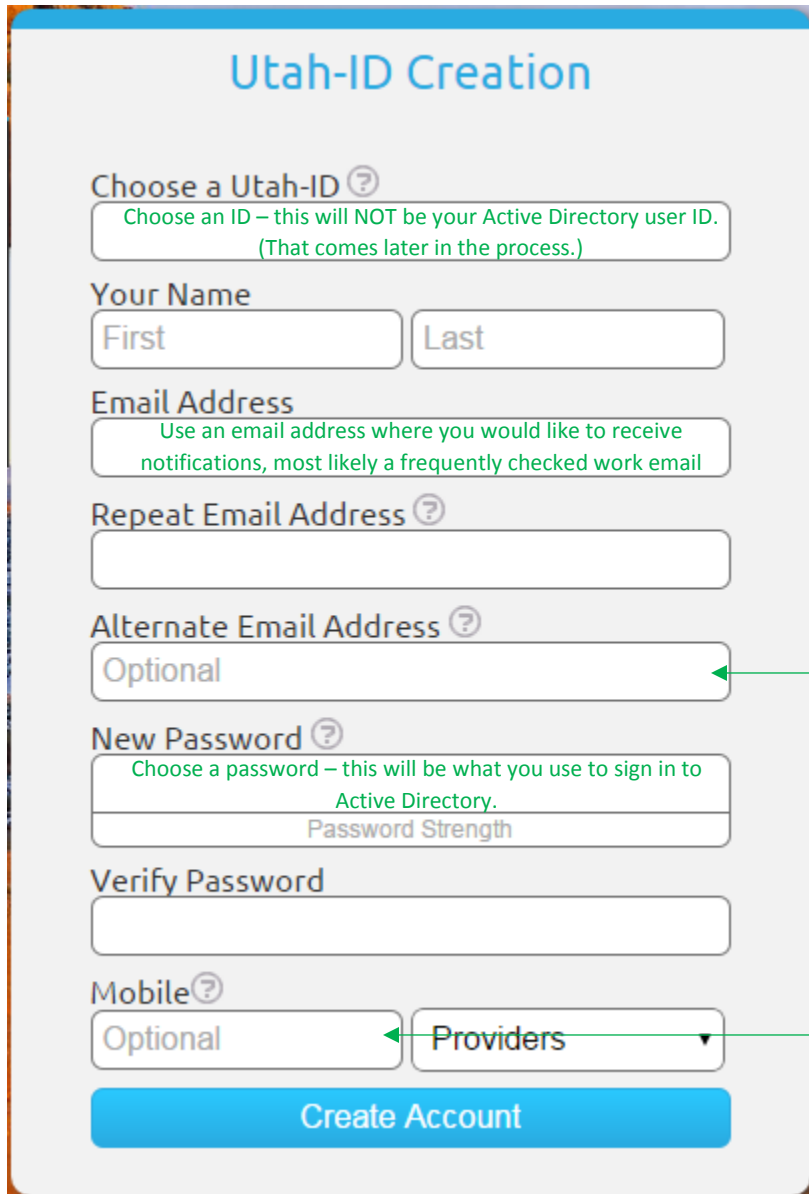
Go to <https://login.utah.gov/user/portal> and click on **Create Account**.

The image shows a screenshot of the Utah ID login and account creation interface. At the top is the Utah ID logo, which consists of the word "Utah" in blue and "ID" in white inside a blue square. Below the logo are two input fields: "Email or Utah-ID" and "Password". Under these fields is a blue "Login" button. Below the "Login" button is the text "Or Login using:" followed by three social media login buttons: "Google", "YAHOO!", and "facebook". At the bottom of the interface, there are two links: "Forgot Password?" and "Create Account". The "Create Account" link is circled in green, and a green arrow points from it to the right, towards the text "Click here to create a new Utah ID."

Click here to create a new Utah ID.

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Fill out the information on the form and click the **Create Account** button on the bottom. Don't forget to fill out an alternate email address. This may be used to recover passwords or other account information if needed later on.



The form is titled "Utah-ID Creation" in blue text at the top. It contains several input fields and a "Create Account" button at the bottom. The fields are: "Choose a Utah-ID" with a help icon and a green instruction box; "Your Name" with "First" and "Last" sub-fields; "Email Address" with a green instruction box; "Repeat Email Address" with a help icon; "Alternate Email Address" with a help icon and a green instruction box pointing to it; "New Password" with a help icon, a green instruction box, and a "Password Strength" indicator; "Verify Password"; "Mobile" with a help icon, a green instruction box pointing to the "Optional" field, and a "Providers" dropdown menu; and a blue "Create Account" button.

Utah-ID Creation

Choose a Utah-ID ?  
Choose an ID – this will NOT be your Active Directory user ID.  
(That comes later in the process.)

Your Name  
First Last

Email Address  
Use an email address where you would like to receive notifications, most likely a frequently checked work email

Repeat Email Address ?

Alternate Email Address ?  
Optional

New Password ?  
Choose a password – this will be what you use to sign in to Active Directory.  
Password Strength

Verify Password

Mobile ?  
Optional Providers

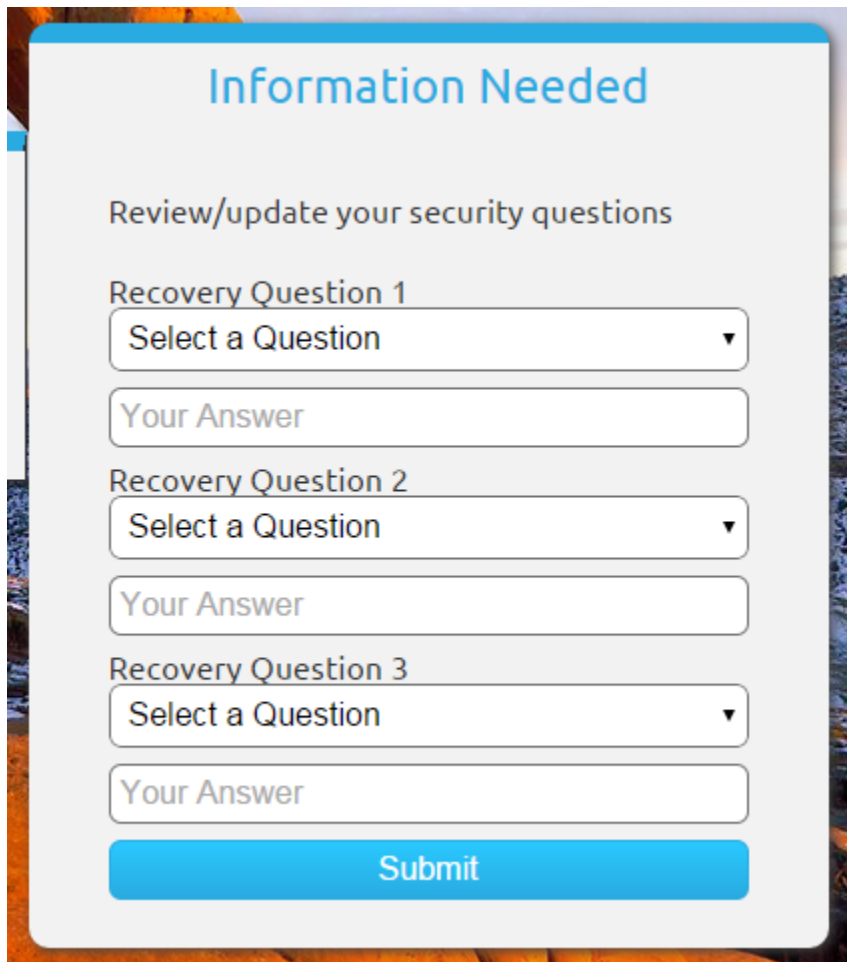
Create Account

Add an additional email address you can use if your primary one isn't available, i.e. you change jobs or if you need to recover your password.

If you don't have an alternate email address, you can provide a mobile phone number and receive a text in the case that you need to recover your password.

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Next you will need to set up some security questions. These will enable you to be able to reset your password in the future. **Active Directory passwords expire every 90 days**, so this is an important step.



The screenshot shows a web form titled "Information Needed" in blue text. Below the title is the instruction "Review/update your security questions". The form contains three identical sections for "Recovery Question 1", "Recovery Question 2", and "Recovery Question 3". Each section has a dropdown menu labeled "Select a Question" and a text input field labeled "Your Answer". At the bottom of the form is a blue "Submit" button.

Information Needed

Review/update your security questions

Recovery Question 1

Select a Question ▼

Your Answer

Recovery Question 2

Select a Question ▼

Your Answer

Recovery Question 3

Select a Question ▼

Your Answer

Submit

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Once you have set up your questions, you will be emailed an activation code to the account that you used for your primary email address. Enter the code on this screen to activate the account.

## Activate Account

You should receive an email containing a validation code. Please enter the code below to activate your account. Or the email provides a link that you may select to activate your account.

To get help with activation or any other problem with Utah-ID you may click on the "Ask For Help" link at the bottom of this page, to submit a "Help-Desk" ticket.

Email Address

OliverAFortenberry@gmail.com


Mail New Validation Code

Code

Enter the code that was sent to you in the email here.

Alternate Activation Method

You may also Activate your account by logging in with your Google account.

 You may bypass account activation by checking this box.

Bypass Activation ☐

Warning: Accounts that are not activated will be deleted after a short time. You may login 3 more times without activating your account.

Activate

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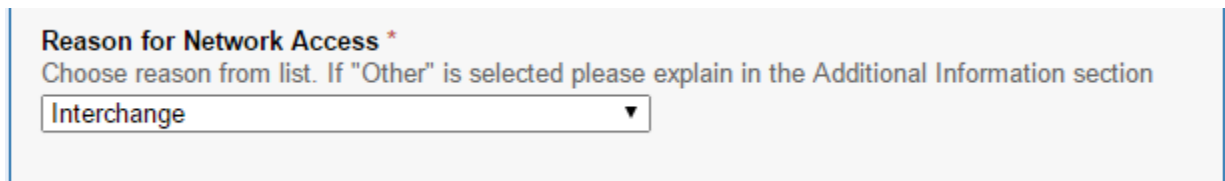
## Step 2 – Request an Active Directory account

When you have activated your Utah ID account you can request an Active Directory ID. To do this, use the following link to get to the online form:

<https://docs.google.com/spreadsheet/viewform?formkey=dENPU0o3RExYSU8zXzkxU2FRbnlmRXc6MQ>

Fill in the required fields.

- In the **Email** field, put the email address at which you would like to be notified of tasks, documents, updates, etc. from Interchange. *This does not have to be a Utah.gov email address – it should be the same email address you used for your Utah ID.*
- In the **UDOT Contact Email** field, put the name of the Project Manager or Resident Engineer of the project you will be working on. This should be someone who can verify that you should have access to the project on Interchange if there are any questions. **NOTE:** Once you have an Active Directory account, you will only need to contact the PM or RE to get access to additional projects – you will not need to fill out this form a second time.
- Under **Reason for network access**, choose **Interchange** if you are working on a project. (For access to PMO for Preconstruction, choose **Interchange - Project Management Office (PMO)**)



The screenshot shows a form section titled "Reason for Network Access \*" in red. Below the title is a blue instruction: "Choose reason from list. If 'Other' is selected please explain in the Additional Information section". A dropdown menu is shown with the word "Interchange" selected and a downward arrow on the right side of the box.

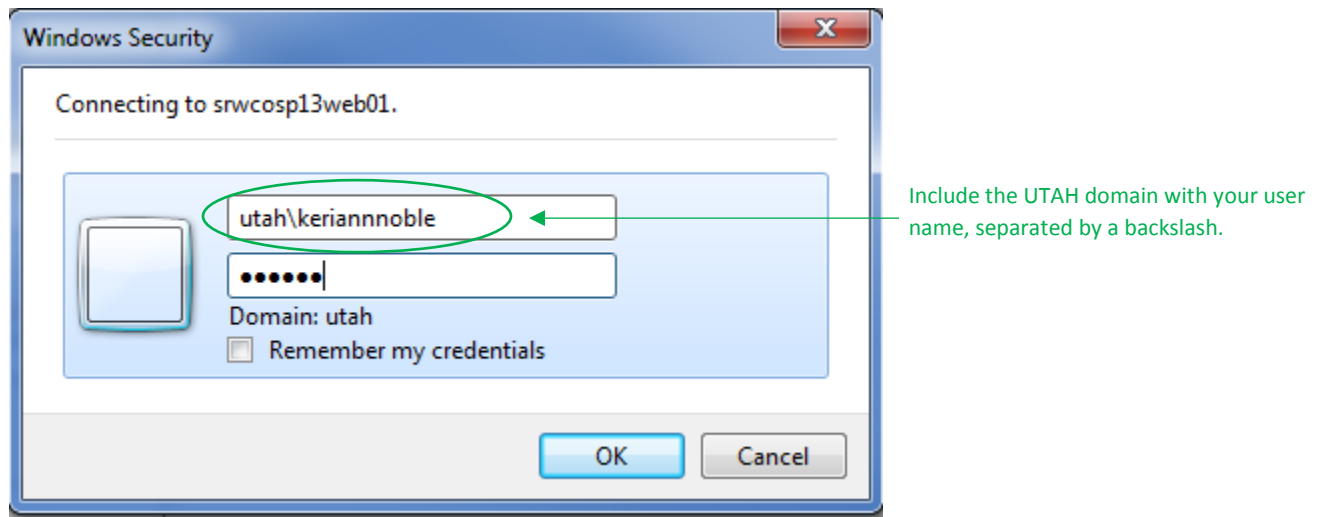
When you have finished the required information, click the **Submit** button on the bottom of the form. This will send the information to DTS so they can set up your account. You should receive feedback from them via email or telephone. If you have any questions or concerns about your Active Directory account, you can contact the Help Desk at 801-965-4901.

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## Step 3 - Sign in to Interchange

Once you have your user name and password for Active Directory, you can obtain a link for the Interchange project page you need access to from the Project Manager or Resident Engineer on the project, or another person designated by the project as the Security Manager. **NOTE:** You will need to wait at least an hour after receiving your Active Directory logon information from DTS before signing in to Interchange. There is a synchronization process that needs time to run before you will be able to authenticate to the network. You will receive a new user ID, but your email address and password will be what you set up for your Utah ID.

Go to the link you have been sent either by DTS or by the Project Manager, Resident Engineer, or other designated Security Manager. Enter your new Active Directory user name and password in the authentication box – it will look similar to this, depending on your browser:



Make sure you put **utah\** before your user name to indicate the domain you want to log on to. Your user name (including utah\ ) is not case sensitive, but your password is.

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## IMPORTANT PASSWORD INFORMATION

**ACTIVE DIRECTORY PASSWORDS EXPIRE EVERY 90 DAYS!** This is state policy. You will be responsible for changing your own password every 90 days.

**You should suspect your password may be expired if...**

- You enter your user name and password to sign in and the sign in box comes back repeatedly without routing you to Interchange. This will happen over and over because Active Directory no longer recognizes your password as a valid password.
- It has been around 90 days since you got your account set up, or you last changed your password.

To change your password, go to <https://login.utah.gov/user/portal>, sign in, and click on the My Account tab. Here you will see a list of options for managing your account. **Change Password** will allow you to reset a password that is not expired.

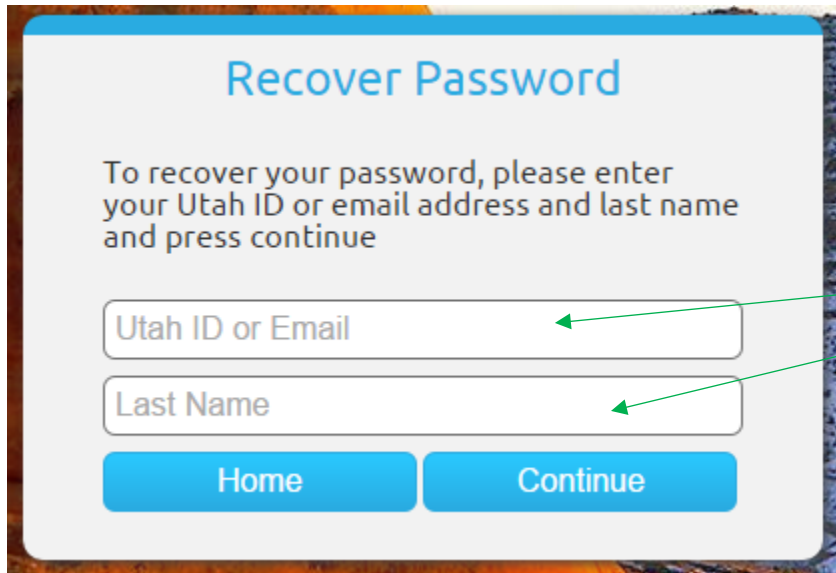


Use this link to change your Active Directory password.

Use this link to set up security questions.

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If your password expires before you change it you can reset it by going to <https://login.utah.gov/user/recover>, entering your user name or the email address associated with your account and your last name. This will email you a link that will allow you to set a new password. If you continue to have problems logging in, contact DTS Help Desk at 801-965-4901 and tell them you need a new Active Directory password.



The screenshot shows a 'Recover Password' form with a blue header. The form contains the following elements:

- Title:** Recover Password
- Instructions:** To recover your password, please enter your Utah ID or email address and last name and press continue
- Input Fields:**
  - A text box labeled 'Utah ID or Email' with a green arrow pointing to it from the explanatory text on the right.
  - A text box labeled 'Last Name' with a green arrow pointing to it from the explanatory text on the right.
- Buttons:** Two blue buttons at the bottom, 'Home' and 'Continue'.

If your Active Directory password expires you can reset it at <https://login.utah.gov/user/recover>. Enter your user name or email address associated with your AD account and your last name and click **Continue**. This will send an email to that account with a link in it that will allow you to change your password.