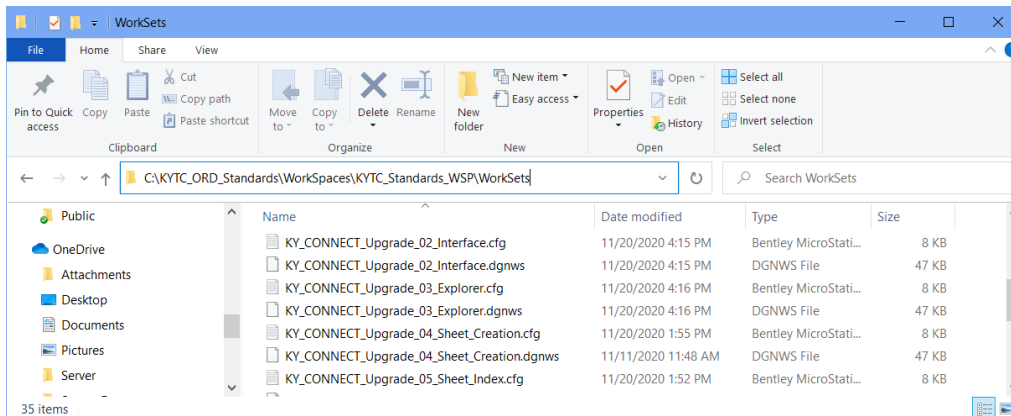


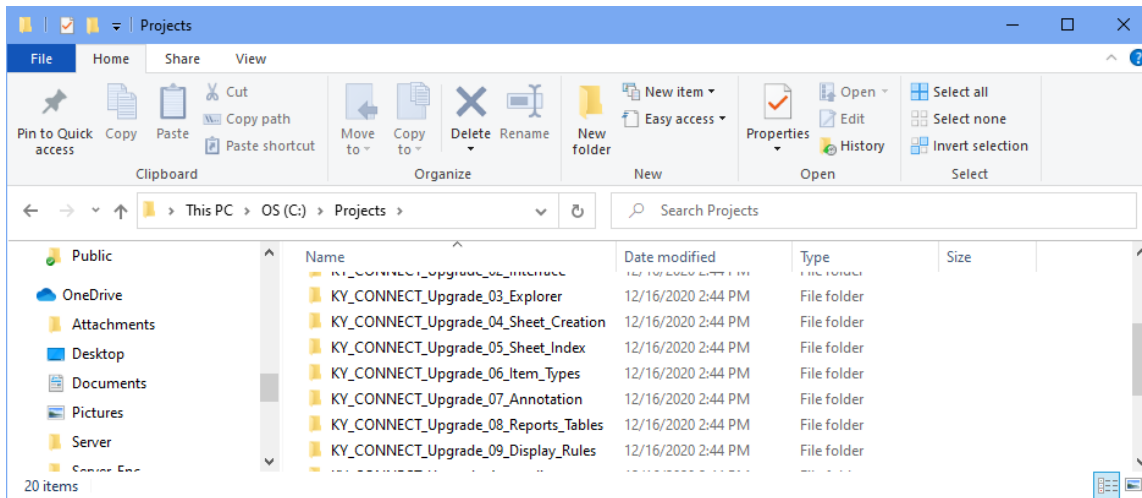
## PREPARING FOR YOUR VIRTUAL TRAINING USING THE KYTC CONFIGURATION

Prior to the class, there are a few things to have prepared.

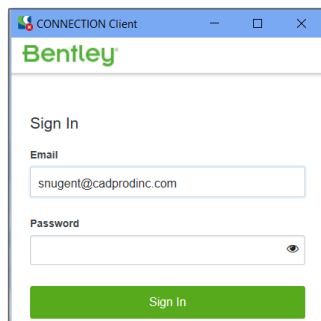
- For KYTC employees, please email [KYTCCaddSupport@ky.gov](mailto:KYTCCaddSupport@ky.gov) if you have any problems with these instructions.
  - 1. Make certain the KYTC configuration is installed. Consultants can download it here: <https://transportation.ky.gov/CADD-Standards/Pages/default.aspx>
  - 2. You must have an internet connection with enough bandwidth to support video streaming.
  - 3. A microphone and speakers (or headset) are required for the best experience.
  - 4. A video camera is recommended but not required.
  - 5. Zoom client must be installed. Please download it here: (<https://zoom.us/download>).
    - For KYTC employees, if you have trouble downloading from this link, check the Software Center on your machine and try downloading Zoom from there.
  - 6. Follow these directions to join a test meeting: [https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting?mobile\\_site=true](https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting?mobile_site=true)
  - 7. You must have OpenRoads Designer (Preferably Version 2020 R2 or R3) installed on your machine (ORD or MicroStation CONNECT Version 13 if you are taking a MicroStation class).
  - 8. Download and install the data files for the class you are taking.
    - a. If you're taking **MicroStation CONNECT Basic** download here: [https://www.dropbox.com/s/tx2rx0bvvyj5yuju/KYTC\\_Basic\\_MSC\\_01\\_21.exe?dl=0](https://www.dropbox.com/s/tx2rx0bvvyj5yuju/KYTC_Basic_MSC_01_21.exe?dl=0)
    - b. If you're taking **Upgrading to MicroStation CONNECT** download here: [https://www.dropbox.com/s/b4huc39z2ckf5da/KY\\_CONNECT\\_Upgrade\\_11\\_20.exe?dl=0](https://www.dropbox.com/s/b4huc39z2ckf5da/KY_CONNECT_Upgrade_11_20.exe?dl=0)
    - c. If you're taking **OpenRoads Designer** download here: [https://www.dropbox.com/s/74r1ielge6v0m5e/ORD\\_HWY\\_60\\_KYTC\\_07\\_20.exe?dl=0](https://www.dropbox.com/s/74r1ielge6v0m5e/ORD_HWY_60_KYTC_07_20.exe?dl=0)
- Each is a self-extracting zip file.
9. Run the .exe to unzip the file to c:\
  10. If you have the KYTC configuration installed somewhere other than the default path of C:\KYTC\_ORD\_Standards, move the .cfg and .dgnws files from the location they were installed (shown below) to the proper path for WorkSets in your custom location. (WorkSet names will vary by class.)



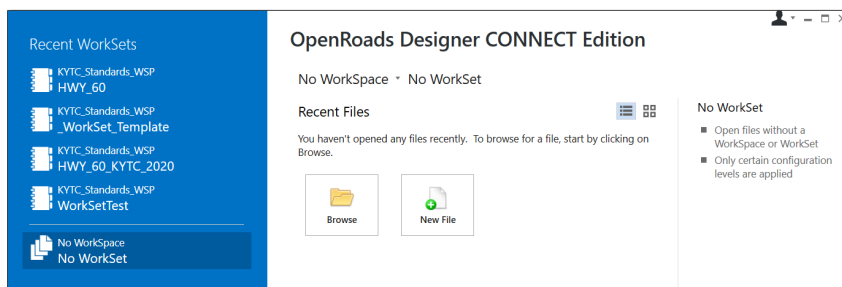
11. Check that you have a C:\Projects\ with subfolders for the training class. (Folder names will vary by class.)



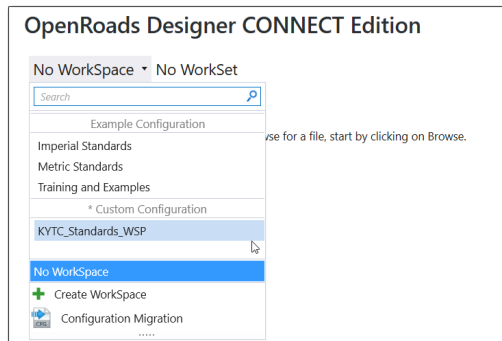
12. You must have a Bentley login to run the software. Your login is how Bentley tracks licensing through the CONNECTION Client.



13. To test your setup, start MicroStation or ORD. CONNECTION Client will start automatically if you haven't already logged in.
14. If you see a Welcome page, pick the arrow on the right side to go to the Work Page which is shown below.



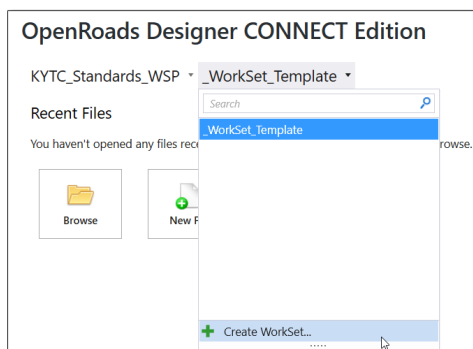
15. Select the drop-down list next to **WorkSpace** and make certain you can see **KYTC\_Standards\_WSP**.



This is the KYTC configuration that we will be using in class.

16. Select **KYTC\_Standards\_WSP**,

- a. For *OpenRoads Designer* or *Basic MicroStation CONNECT*, choose the second drop-down and make certain **Create WorkSet** is available. (If you've been using the software, you may see other WorkSets listed.)



- b. For *Upgrading to MicroStation CONNECT*, choose the second drop-down and make certain **WorkSets** for the class are available. (If you've been using the software, you may see other WorkSets listed.) If you do not see the class WorkSets, most likely your configuration is loaded in a non-standard location – see step 10.

17. Cancel and Exit ORD (or MS).

18. Your machine is ready for your virtual training class!

You will receive a manual prior to the training. We will be using the manual throughout the class, so be sure you have it available each day.

During class, please join from the same machine where your software is loaded – when we go into breakout rooms, you will be sharing your screen with me for questions.

If you are unfamiliar with Zoom and like more detailed information, here's a link to a Zoom video on joining a meeting. <https://support.zoom.us/hc/en-us/articles/201362193> and don't forget to download the tips sheet on the page where you found this list.