Accessing SiteManager, RUG, Or NDOT Report Portal via the Remote Desktop Services (RDS) Gateway

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1. If not an NDOT employee proceed to step 3.

2. For NDOT employees only, a shortcut may be in the start menu that looks like this:

  a. The shortcut will open the link in step 4. Please proceed to step 4a.

3. Open a internet browser.

  a. Steps below are shown using Chrome. Most browsers are similar but the following steps could vary slightly.

4. Navigate to this site: https://rds.nebraska.gov/RDWeb/

  a. Use STN credentials to login on this site:

   i. Username: stn\firstname.lastname

      1. Important the "stn\" is included in the username

   ii. Password: initial provided via email

   iii. Make sure to check the box agreeing to the terms before clicking 'Sign in'.

   iv. Please note that users outside the state network would be prompted by the Multi Factor Authentication (MFA) at this point under a previous setup. With the current server the prompt will now happen at a later step.

5. Once logged in, click on either SiteManager, RUG, or the NDOT Report Portal to access the resource. There may be other resources available that are accessed the same way.

   a. While the application is loading, users outside of the state network will receive an MFA prompt on their mobile device.
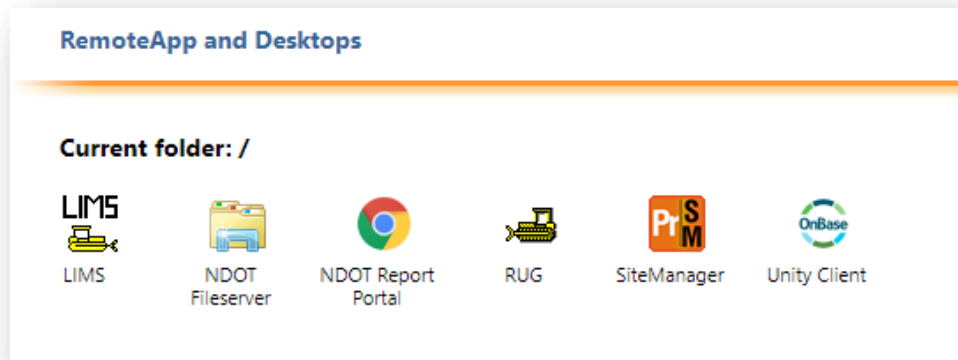
   b. When clicking on one of the resources above, prompts may appear to connect and accept terms. Click "Connect" to continue with opening the application.

      i. When launching a resource using modern internet browsers, a file may download and the user will need to open the downloaded file to see prompts.

      ii. Note: If the box next to "Don't ask me again for remote connections from this publisher" is checked, this prompt may not appear again.

   c. Enter STN credentials in the box that appears (User: STN\firstname.lastname, Password):
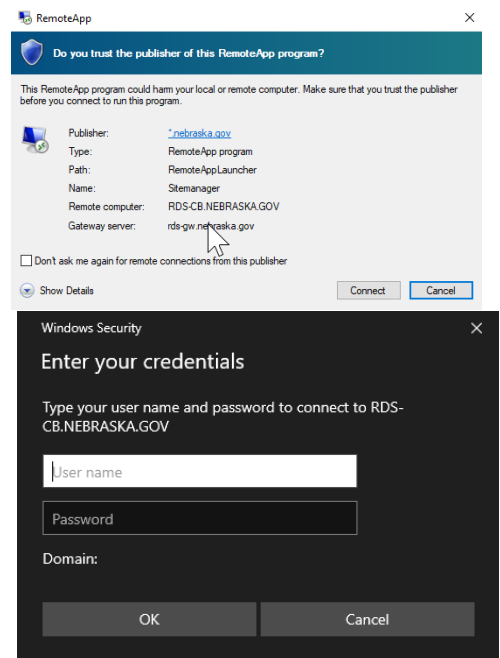
6. After the prompts, the resource will open and appear like any app running on the computer.

7. Use the resource normally.

   a. Please note there are some known frequently noticed occurences:

      i. Applications may appear "behind" other running applications on the computer. Simply minimize other applications or click on the application in the task bar to bring to the fore-front.

      ii. If the SiteManager application times-out and the user re-launches the application, prompts may appear notifiying the user about the application already in a running state and a second error about not being able to connect to a database table.