Self Registration User Guide
For
TIMS Applications

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Self Registration

User Guide

For

TIMS Applications

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Registering for Access to TIMS Applications

The Alberta Transportation (AT) ministry has developed a number of software programs which are collectively known as the Transportation Infrastructure Management System or TIMS. Several of these “TIMS” programs are accessed by people from outside of AT. This document outlines the process by which a user acquires security access to one or more of these TIMS Applications.

User ID Setup

In order to access the TIMS Applications, you require a User ID and Password. These are created using the Transportation Self Registration process.

Self Registration steps for accessing are:

1. Access the internet
2. Navigate to the Transportation Extranet site.
3. Access the Self Registration form
4. Complete and Submit the Self Registration form
5. Wait for an approval email from Transportation
6. Activate User Account and Setup Password
7. Confirm Activation of User Account (must be performed with 1 hour of activation)
8. Navigate to the Transportation Extranet site
9. Enter your Login ID and Password
10. Click the application link for the system you are wanting to access and have permissions for

Each of these steps is covered on the following pages.
Access the Internet

- From your computer’s desktop double-click the Internet Explorer icon.

Navigate to the Transportation Extranet site

- Extranet site URL: https://extranet.infra.gov.ab.ca/login.html

Make sure that you type the https portion of the address.

The AT Extranet site is a secure website that AT uses to allow non-Transportation staff access to specific software applications.
Access the Self Registration form

a) Click on the User Self Registration link.

b) Click on the Agree button to accept the Alberta Transportation Online Access User Agreement.
Complete, and Submit the Self Registration Form

As some of the information on this form is of a personal nature, the form is to be completed by the person who will be accessing one or more of the TIMS Applications (i.e. PMA, TIMS WebMap, AIA, MGMA, BIS etc).

Mandatory fields are marked with an orange * asterisk and text.

When you select the application, “TIMS-Transportation Infrastructure Management System”, the User Information field changes.

Complete, and Submit the Self Registration Form

As some of the information on this form is of a personal nature, the form is to be completed by the person who will be accessing one or more of the TIMS Applications (i.e. PMA, TIMS WebMap, AIA, MGMA, BIS etc).

Mandatory fields are marked with an orange * asterisk and text.

When you select the application, “TIMS-Transportation Infrastructure Management System”, the User Information field changes.
How To: Fill in the Registration Form

1. Fill in all the mandatory fields (marked with an orange * asterisk and text)

2. When completed, click on the ORANGE validate button, to validate the data that has been entered.

3. The orange validate button, changes to GREEN.

4. Review the information entered on the screen and if all is correct, click the GREEN Data Validated button to save and submit your request.

   Data validated. Review the data and then click here again to confirm and save the data

Note: If a mandatory field has been missed or incorrectly filled in, an error message is displayed. Make the correction and click on the ORANGE validate button.

5. Clicking on the GREEN Data Validated button a second time, will save and submit your request for access.

6. Print the Registration Form screen (page 9) for your records.

7. Once your request has been approved by Transportation, you will receive an approval email confirmation with your next steps to activate, confirm activation and setup your password.

8. Close the internet session, click on the Close (X) Button.

END

An email approval notification will be sent to your email account that lists your next steps to activate your account, create a password and confirm activation of the account.
Registration Form

Note: Print the following information and keep for your records.

Reference the note to TIMS Users at the bottom of the ‘Registration Form Screen’.
Registration Approved and Confirmation Email Received

You will receive an email confirming that your registration has been approved. The email includes links to the User Maintenance application where you activate your account and where you can change/setup your password.

From: TRANS TIMS Online Services
To: Roberta Baker (TRANS)
Cc: 
Subject: TIMS - Transportation Infrastructure Management System - Your registration has been approved.

Dear Roberta Baker,

We are pleased to inform you that your registration for the application: “TIMS - Transportation Infrastructure Management System” has been approved. Please follow the steps below to activate your account.

1. Click the following link and choose Activate. Then enter your choice of password.


2. After you have activated and created your password, you will receive another email to click a link to confirm the activation. Confirmation of Account Activation must be done within one hour of performing Activation and password setup.

3. Then you are ready to log in to the application TIMS - Transportation Infrastructure Management System using the following link and your user name Roberta Baker and password.

   https://extranet.infra.gov.ab.ca/login.html

If you have any questions, or cannot activate your application user name, please contact your application administrator, or reply to this email with the problem. If possible, attach a screen shot of any messages displayed on the screen. Please specify the application name “TIMS - Transportation Infrastructure Management System” in your email.

Yours sincerely,
Application Administrator

Registration Approval Confirmation includes links to activate Account and create Password

Confirmation of Account Activation must be done within one hour of performing Activation and password setup of account.
Activate User Account and Create Password

How To: Activate your Account and Create Password

1. From the registration approval email, click on the link to activate your account.
2. The ATU ADS - User Name and Password Maintenance Screen appears

3. Click on the Activate ATU ADS User Name link.
4. Enter the following information into the Activate User Name Screen.

5. Once completed, click on the Submit Request button.
6. An email will be sent to your email address. Confirmation of Account Activation must be done within one hour.

END

Password Rules: min 7 characters, min 1 UPPERCASE, 1 lowercase, 1 number
Confirm Activation of User Account

Confirmation must be given within one hour from the Activation request and password setup.

**How To: Confirm Activation of your Account.**

1. Open the “activation pending authorization” email.

   ![Email Confirmation](image)

   **Confirmation message:**
   
   Thank you for your request to activate the ATU ADS user name:
   
   Roberta.baker
   
   Your authorization to complete this activation must be given within one hour. To authorize the activation, follow these steps:
   
   **STEP 1:** Go to the online authorization page:
   
   [Link to Authorization Page]
   
   **STEP 2:** Click the “Authorize activate button” or if, for any reason, you feel that this activation should not occur, click the “CANCEL activation button instead.”
   
   **STEP 3:** View activation (or cancellation) progress messages.
   
   For further assistance, or if you did not request this activation, reply to this e-mail, or
   
   Phone ATU Help: 1-888-627-1162, Subject: ATU ADS

2. Click on the Online Authorization Page link.

3. The **Authorize Activate of User Name** screen appears.

   ![Authorize Activate](image)

4. Click on the **Authorize Activate** button.

5. You receive the following message and an “Activation Complete” email will be sent.

   “Thank you. The activation of user name Roberta.baker is complete.
   
   A confirmation e-mail message was sent to jhbaker@syban.net”

6. You are ready to login to the Transportation Extranet and access your TIMS applications.

END
Access the Internet

1. Navigate to the Transportation Extranet site
2. From your computer’s desktop double-click the Internet Explorer icon
   (Extranet site URL: https://extranet.infra.gov.ab.ca/login.html)
   Or
3. Click on the approval email received and use link on Step 3.

Approval Confirmation Email

Dear Roberta Baker,

We are pleased to inform you that your registration for the application "TIMS - Transportation Infrastructure Management System" has been approved. Please follow the instructions below:

1. Click the following link and choose activate. Then enter your choice of password.
   https://wir_infra.gov.ab.ca/help/UserName_Master.asp?wirid=70

2. After you have activated and created your password, you will receive another email to click a link to create the activation. Confirmation of Account Activation must be done within 1 week of performing activation and password setup.

3. Then you are ready to log in to the application TIMS - Transportation Infrastructure Management System using the following link:
   https://extranet.infra.gov.ab.ca/login.html

If you have any questions, or cannot activate your application user name, please contact your application administrator, or reply to this email with the problem. If possible, attach a screen shot of any messages displayed on the screen. Please specify the application name "TIMS - Transportation Infrastructure Management System" in your email.

Yours sincerely,
Application Administrator
Enter your User Name and Password

As an external user your Domain will be ATU. Enter the User Name and password you created at the Activation step.

For quicker access to AB Transportations’ Extranet site, save the web address as a favourite.
Access the TIMS Applications

After logging in you will be on the TIMS Application screen. Select the application that you have been approved to access.

Once you select the application link, the homepage for the application will appear.
Changing Passwords

Password changes are required every 60 days.

To change your password, you need to be on the Registered User Log In site.

- URL: Extranet site URL: [https://extranet.inftra.gov.ab.ca/login.html](https://extranet.inftra.gov.ab.ca/login.html)

Consult the [How to Change or Reset Your Password Guide](https://extranet.inftra.gov.ab.ca/login.html) for more detail on changing or resetting passwords.

Add a reminder in your calendar to update your password prior to the 60 days expirer date.
**How To: Change or Reset your Password.**

1. Start an **Internet** session.
2. Navigate to the Registered User Log In site. URL: [https://extranet.inftra.gov.ab.ca/login.html](https://extranet.inftra.gov.ab.ca/login.html)
3. Click the Change or reset your password link.
4. On the *User Name & Password Management* screen, in the *Change ATU ADS Password* section, click the **CHANGE** link.
5. In the *Type your ATU ADS User Name* field, enter your **User ID**.
6. In the *Type your OLD password* field, enter the current **Password**.
7. In the *Type a new password* field, enter your **new Password**.
8. In the *Type the new password again* field, enter your **new Password** again.
9. Click the **Submit Request** button. **END**

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Once you have changed your password there is a 5 – 10 minute delay to sync the password with the network. Please wait this long before using you newly changed password.

Add a reoccurring appointment in your calendar as a reminder to update your password every 58 days.