

TIMS

Transportation Infrastructure Management System

*"Harnessing knowledge for excellence in transportation
asset lifetime management & performance"*

Self Registration User Guide For TIMS Applications

March 14, 2012

Self Registration

User Guide

For

TIMS Applications

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Table of Contents

Table of Contents	iii
Registering for Access to TIMS Applications	4
Access the Internet	5
Navigate to the Transportation Extranet site.....	5
Access the Self Registration form	6
Complete, and Submit the Self Registration Form.....	7
Registration Form.....	9
Registration Approved and Confirmation Email Received	10
Activate User Account and Create Password	11
Confirm Activation of User Account	12
Access the Internet	13
Enter your User Name and Password.....	14
Access the TIMS Applications.....	15

Table of Activities

How To: Fill in the Registration Form	8
How To: Activate your Account and Create Password	11
How To: Confirm Activation of your Account.	12
How To: Change or Reset your Password.	17

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

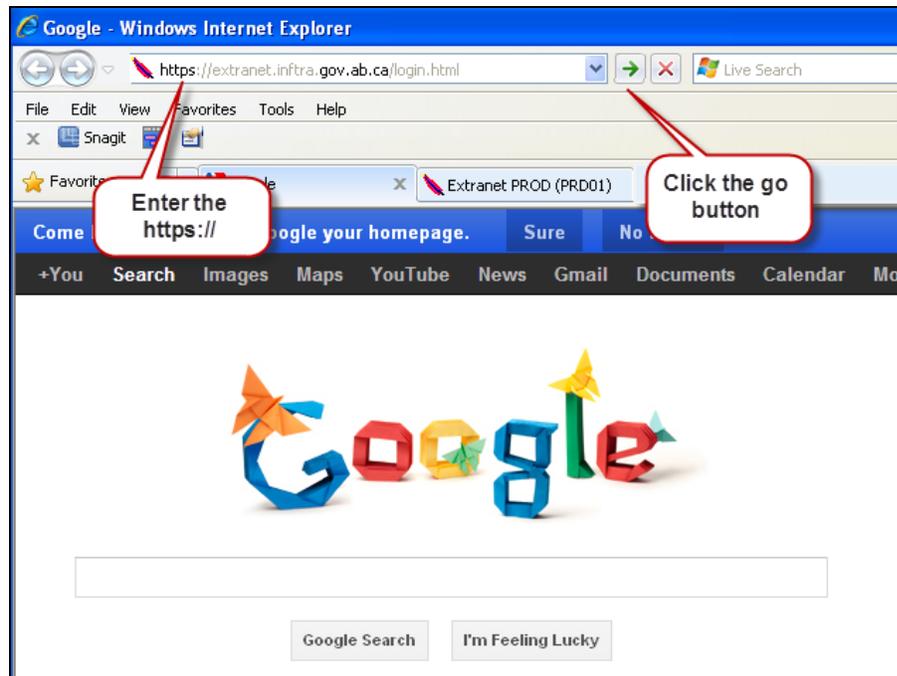
Each of these steps is covered on the following pages.

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.

The screenshot shows the Government of Alberta UAT login page. At the top, there is a navigation bar with 'Government of Alberta' and links for 'Using this Site' and 'Contact Us'. Below the navigation bar, there is a search box and a breadcrumb trail: 'Alberta.ca > Infrastructure / Transportation > Login'. The main heading is 'Welcome to Alberta Infrastructure and Transportation Extranet (UAT)'. Underneath, there is a section for 'Registered User Log In' with input fields for 'User ID', 'Password', and 'Domain' (set to 'ATU'), and a 'Log In' button. To the right, there is an 'Account Management' section with links for 'Change or reset your password' and 'How to Change or Reset Your Password Guide'. Below this, there is a section for 'Unregistered Users' with a note about self-registration and a list of links. A red callout box with a white background and a red border points to the 'User Self Registration' link in the list. The text inside the callout box says 'Click the User Self Registration link.'

b) Click on the **Agree** button to accept the Alberta Transportation Online Access User Agreement.

The screenshot shows the 'Registration Form' page for the Alberta Transportation Online Services. The page has a blue header with 'Government of Alberta Transportation' and a breadcrumb trail: 'Alberta.ca > Transportation > Online Services'. The main heading is 'Online Services'. On the left, there is a sidebar with links for 'Mobile Access', 'Login', 'Minimum Requirements', 'FAQ', 'Copyright & Disclaimer', 'Security and Privacy', 'Trouble-Shooting', 'TRAVIS Agencies', and 'Application User Guides'. The main content area is titled 'Registration Form' and contains the following text: 'The terms and conditions for using this site are contained in the text area below. In order to use this site you must read, understand, and agree to the "ALBERTA TRANSPORTATION ONLINE SERVICES USER AGREEMENT" below.' Below this text is a scrollable area containing the 'ALBERTA TRANSPORTATION ONLINE ACCESS USER AGREEMENT (last revised: March 2012)'. The agreement text includes: '1. ACCEPTANCE OF TERMS OF USE: Use of this web site is subject to the terms of this "ALBERTA TRANSPORTATION ONLINE ACCESS USER AGREEMENT" and any and all other policies published, at any time, on this web site. This agreement should be fully read and understood before using the Alberta Transportation Online Access site. By using this site, you fully agree to be bound by all terms and conditions of this agreement. Alberta Transportation reserves the right to modify the terms and conditions of this agreement at any time, without notice. Any modifications must be adhered to.' and '2. ALBERTA TRANSPORTATION SERVICE: This site is owned and operated by Alberta Transportation. It provides web site and other services on an "AS IS" and "AS AVAILABLE" basis. Use of the Alberta Transportation Online Access site is contingent on'. At the bottom of the agreement text, there is a paragraph: 'By clicking the button labeled "I Agree" below, you are acknowledging that you have read, do understand, and do agree to the "ALBERTA TRANSPORTATION ONLINE SERVICES USER AGREEMENT" located above.' Below this paragraph is an 'I Agree' button with a red arrow pointing to it.

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.

? **Registration Form** (* = Required field) (** = Required field for select applications)

Available Applications / Services - To avoid unnecessary delay in request approval, please select only the applications required for your job role. If you not sure if the application is needed for your role, click Show Description to bring up more information.

Carrier Services Permits	<input type="checkbox"/>	[Show Description]	** MVID & NSC Carrier Number required for NSC Permits
Carrier/Public Profile	<input type="checkbox"/>	[Show Description]	** MVID required for public / MVID & NSC Carrier Number Required for Carrier Profile
Dangerous Goods Permitting	<input type="checkbox"/>	[Show Description]	
ECS - Electronic Collision System	<input type="checkbox"/>	[Show Description]	
Prorate IRP - Online Portal	<input type="checkbox"/>	[Show Description]	** MVID - required
Rail Safety Certificates	<input type="checkbox"/>	[Show Description]	
TIMS - Transportation Infrastructure Management System 1	<input checked="" type="checkbox"/>	[Show Description]	** Company - Address - Comment - autoID - required
TRAVIS Web (Overloads/Annuals/Licensing)	<input type="checkbox"/>	[Show Description]	** MVID - required
TRAVIS Web (Routing Failover)	<input type="checkbox"/>	[Show Description]	** MVID - required
TRAVIS Web (Routing)	<input type="checkbox"/>	[Show Description]	** MVID - required
Vehicle Safety Permits	<input type="checkbox"/>	[Show Description]	** MVID - required
eFacility	<input type="checkbox"/>	[Show Description]	** MVID - Facility ID - required

User Information

Requested User ID:	Roberta.Baker	<input type="text"/>	** Company Address:	<input type="text" value="RR1"/>
* First Name: 2	<input type="text" value="Roberta"/>		** City:	<input type="text" value="New Norway"/>
Middle Initial:	<input type="text"/>		** Province:	<input type="text" value="AB"/>
* Last Name:	<input type="text" value="Baker"/>		** Postal Code:	<input type="text" value="T0B 3L0"/>
* Phone:	<input type="text" value="780 855-2523"/>		** Access Requested and Reason:	<input type="text" value="Access to TIMS WebMap and BIS application to document new screens"/>
* Individual Work E-mail:	<input type="text" value="jhbaker@syban.net"/>			
** Company Name:	<input type="text" value="EasyLearn Computing"/>			
Fax Number:	<input type="text"/>			

3 [Click here to validate data after you complete the above form.](#)

If you experience difficulties with this registration form, please contact the appropriate office below for assistance.

Self Registration Form with Orange Mandatory Fields

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.

Click here to validate data after you complete the above form

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.*

User Information
The Email field is required.

Requested User ID:	Roberta.Baker	<input style="float: right;" type="button" value="?"/>
* First Name:	<input type="text" value="Roberta"/>	
Middle Initial:	<input type="text"/>	
* Last Name:	<input type="text" value="Baker"/>	
* Phone:	<input type="text" value="780 855-2523"/>	
* Individual Work E-mail:	<input type="text"/>	
** Company Name:	<input type="text" value="EasyLearn Computing"/>	

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.

Online Services

Registration Form

Your request has been submitted. You will be notified when your request has been approved.

User	
Requested User ID:	Roberta Baker
First Name:	Roberta
Last Name:	Baker
Phone:	780 855-2523
Individual Work E-mail:	jhbaker@syban.net
Company Name:	EasyLearn Comupting
Fax Number:	
MVID:	
NSC Number:	
Facility ID:	
Company Address:	RR1
City:	New Norway
Province:	AB
Postal Code:	T0B 3L0
Comment:	Access to TIMS WebMap and BIS application to document new screens

Applications requested:	
TIMS - Transportation Infrastructure Management System	Requested

NOTE to TIMS Users:

1. Make a copy of this page for future reference.
2. Should you need to make any changes to this information in the future please contact Brian Jacobs at brian.jacobs@gov.ab.ca so that your account can be updated.
3. The following are the Minimum Requirements for Browser and TIMS applications:
 - **Browser Requirements**
Optimized for 1280 x 1024 or greater screen resolution.
 - **Browser Version Requirements**
Internet Explorer version 6 or 8 (version 7 is not supported).
Other alternatives to be used at own risk. (Firefox, Safari, Opera, etc.)
 - **Plug-In Requirements**
Adobe Acrobat version 3.01 or greater.
- Click [here](#) to download the latest version of Adobe Acrobat Reader.
Adobe SVG version 3.03 or greater.
- Click [here](#) to download the latest version of Adobe SVG Reader.



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	Sent: Tue 3/13/2012 2:39 PM
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 and setup your password.

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

<https://wlr.inftra.gov.ab.ca/help/User Name Maint.asp?a=ATU>
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 |

<https://extranet.inftra.gov.ab.ca/login.html>

 and your user name Roberta Baker and password.

If you have any questions, or cannot activate your application user name, please contact your application administrator, or reply to this email with the problems. 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

Link to activate and
setup password

Link to access
TIMS
Applications



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



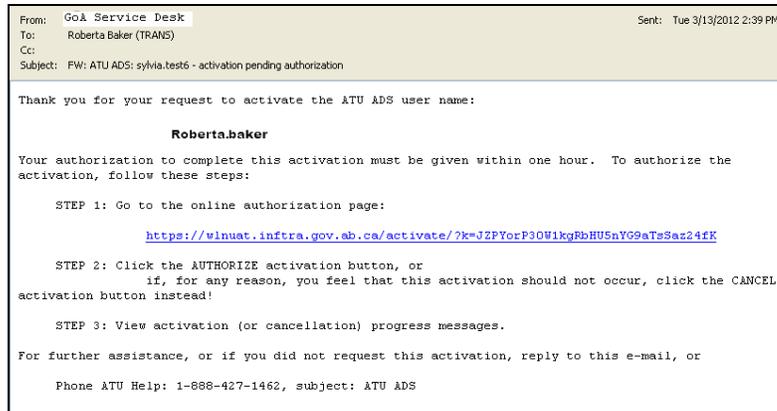
Password Rules: min 7 characters, min 1 UPPERCASE, 1 lowercase, 1 number

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.



2. Click on the Online Authorization Page link.
3. The *Authorize Activate of User Name* screen appears.



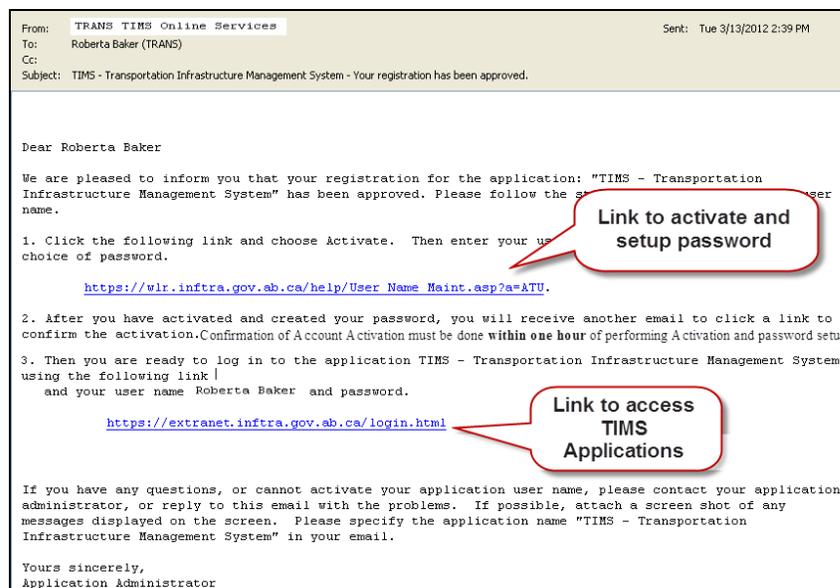
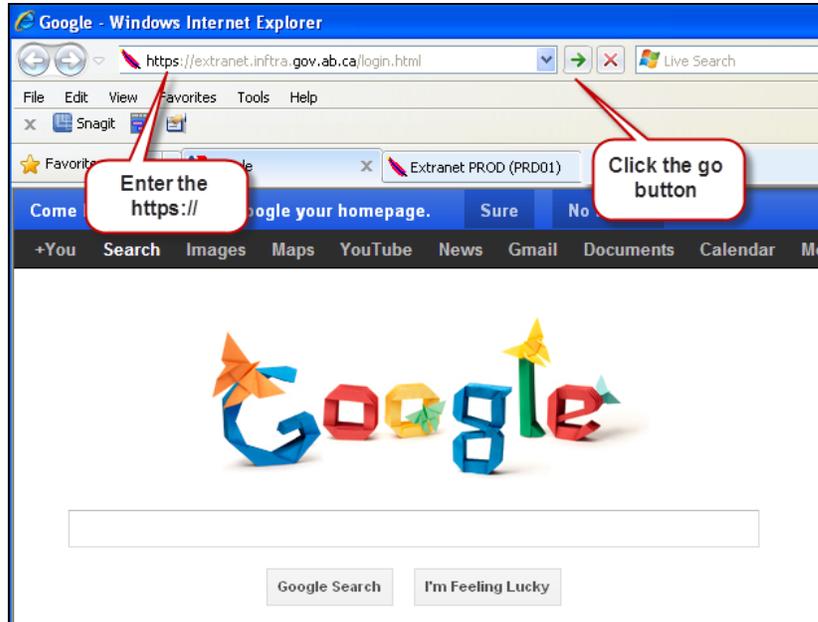
4. Click on the **Authorize Activate** button.
5. You receive the following message and an "Activation Complete" email will be sent.

"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

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.

Government of Alberta

[Alberta.ca](#) > [Infrastructure](#) / [Transportation](#) > Login

Welcome to Alberta Infrastructure and Transportation Extranet

Registered User Log In

User ID: **1**

Password: **2**

Domain: **3** **4**

Account Management

- [Change or reset your password](#)
- [How to Change or Reset Your Pas](#)

1. Enter your User Name
2. Enter Password
3. Domain: ATU
4. Click on Login button

Transportation Extranet Site



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.

The screenshot shows a web page titled "Published Development and UAT Applications" with a "Log Out" link in the top right. The page lists several applications with their descriptions:

- TIMS**
- AIA**: The TIMS Program requires an inventory of roadway appearance assets. The goal of the Appearance Inventory Application (AIA) is to "manage basic information about appearances" in terms of: location, basic attributes, condition and related roadway.
- BIS**: BIS (Bridge Information System) is a web based application designed to maintain inventory and inspection data for all bridges and bridge related structures in Alberta.
- MGMA**: The Municipal Grants Management Application (MGMA) provides the mechanized tools to facilitate the management of the municipal grants programs.
- NESS**: TIMS NESS (Network Expansion Support System) is a knowledge tool designed to assist department staff in managing roadway infrastructure and network expansion needs.
- NESS**: TIMS NeSS (Network Expansion Support System) is a knowledge tool designed to assist department staff in managing roadway infrastructure and network expansion need.
- PMA Maintenance**: The Program Management Application (PMA) is a web-based system that will replace the three main stand-alone applications (CPMS, CIS, CSAM) and the various work-around systems (BPMS, CMS, MCMS). PMA will also provide the keystone information for the departments' construction and rehabilitation projects.
- TIMS WebMap V2**: WebmapV2 is the next generation of TIMS WebMap, and is specifically designed to speed up access to data, reduce the number of steps required to create maps, or view imagery and digital video logs. Users can configure maps with specific features and geographic areas and save them for future use.
- TRA**: The TIMS Reporting Application (TRA) is a web based reporting tool that allows you to retrieve data from the TIMS Data Repository (TDR) using a collection of Oracle products.
- TSSA**: Traffic Signal System Application (TSSA) is a TIMS application designed to maintain and manage inventory data for traffic signal systems on the Alberta roadway network. This data includes operational details, repair needs and maintenance logs.

Some applications require the following plug-ins to work correctly:

- [Download Adobe Acrobat Reader](#)
- [Download Adobe SVG Viewer](#)

Callouts on the page:

- A red speech bubble pointing to the application links says: "Select the link to the application you have permission to access."
- A red rounded rectangle at the bottom says: "Plug-Ins required for TIMS applications" with a line pointing to the plug-in links.

Published Applications Page



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.infra.gov.ab.ca/login.html>

Government of Alberta

Using this Site Contact

Alberta.ca > Infrastructure / Transportation > Login

Welcome to Alberta Infrastructure and Transportation Extranet

Registered User Log In

User ID:

Password:

Domain: ATU

Log In

Account Management

- [Change or reset your password](#)
- [How to Change or Reset Your Password Guide](#)

click here to change or reset your password

Instruction Guide on how to change or reset your password

Registered User Log In site

Government of Alberta

Government of Alberta Active Directory Services (ATU ADS)

ads active directory services

ATU ADS - User Name & Password Maintenance

Use your ATU ADS User Name and password to log on to ATU ADS web applications, such as CORE-id. The format of your user name is usually "domain\firstname.lastname". See [ATU ADS User Name Help](#) for details on user name format and sign on considerations.

The following links are to the ATU ADS User Name Maintenance application, where you activate your ATU ADS User Name, can change, reset or test your password. **You are responsible for the status and security of your ATU ADS User Name and password.**

Forgot your password? ➔ [RESET ATU ADS Password](#)

Want to change your password?
Password about to Expire?
Password Expired? ➔ [CHANGE ATU ADS Password](#)

First time user, or name change? ➔ [ACTIVATE ATU ADS User Name](#)

Want to test to see if you can log on? ➔ [TEST ATU ADS Password](#)

Use to reset password when password is forgotten

Change password, must know old password



Consult the [How to Change or Reset Your Password Guide](#) 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.infra.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**

END



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.