

# **Request Security Access**

First review the type of account you need to request (New, Update Existing or Deactivated Account) and submit the appropriate request either via a self-registration form or an email request.

### **New Accounts**

Never had an ATU account.

- 1. Access the Transportation Extranet: <u>https://extranet.inftra.gov.ab.ca/inftra\_login.html</u>
- 2. Under the Extranet Self Administration To TIMS, click on the "User Self Registration" link.
- 3. Complete and Submit the Self Registration Form.
  - Refer to the <u>Self Registration Guide</u> for more details of registration process.

### **Existing Accounts**

You have an ATU account: FN.LN@gov.ab.ca and currently access another TIMS application, such as PMA, on a **regular** basis.

- 1. To request account modifications, send an email to Transportation START-IT: emailto: it.services@gov.ab.ca
- 2. Login access/permission issues, send an email to o Transportation START-IT: **emailto**: <u>it.services@gov.ab.ca</u>

## **Deactivated Accounts**

You had an ATU account but have not logged in for greater than a year.

- 1. Access the <u>Transportation Extranet</u> site:
- To request account modifications, send an email to Transportation START-IT: emailto: <u>it.services@gov.ab.ca</u>
- Login access/permission issues, send an email to o Transportation START-IT: emailto: <u>it.services@gov.ab.ca</u>.

#### **Password Reset**

Try logging in and if a message of **'authentication failed'** is received, try resetting your password.

Remember to change your password before *90* days. You will **NOT** receive a reminder notification. If you forget to change your password, refer to the user guide below on how to reset the password.

See: To assist with password problems, refer to the Resetting passwords guide located on the <u>https://extranet.inftra.gov.ab.ca/inftra\_login.html</u>.