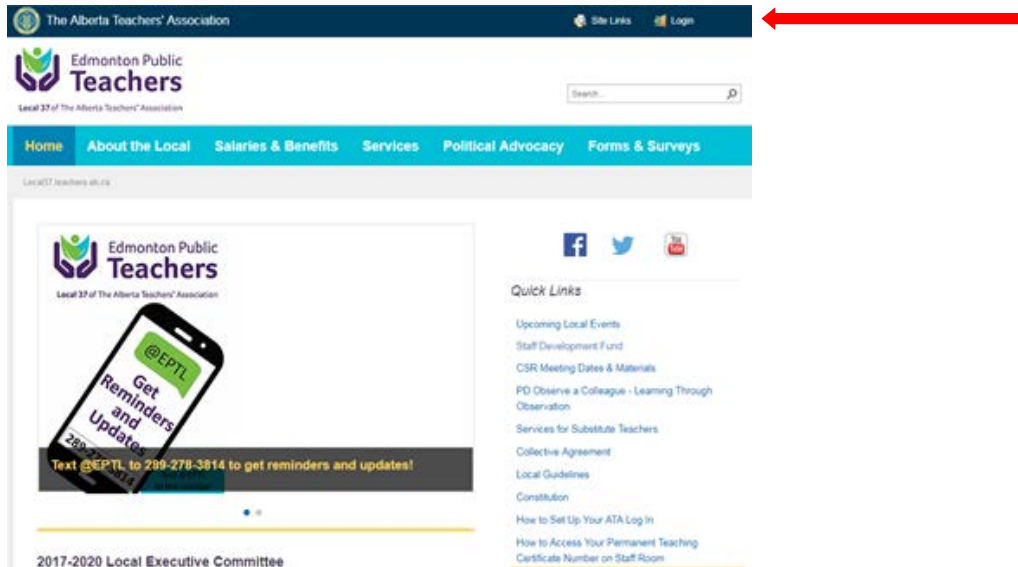


HOW TO SET UP AN ATA LOGIN ACCOUNT


Go to local37.teachers.ab.ca, click **Login** to go the Online ATA Account page.




Once you have selected Login, follow these 10 steps:

1. Select **Request an account**.
2. Confirm understanding of ATA's privacy policy.
3. Provide the information requested, including your **teaching certificate number**.
4. Get your teaching certificate number from Staffroom; alternately, contact Alberta Education (780-427-2045) or TQS (780-447-9400).
5. Select **STEP 2** to continue once all of your information is entered.
6. Select a **username**.
7. Select and confirm your **password**.
8. Select **STEP 3** to continue once you have selected your username and confirmed your password.
9. Review and confirm the account details displayed for accuracy; select **confirm if correct**. Select STEP 2 to go back if you need to make any changes to your information.
10. **You're done!** An email message will confirm your account is active

If you require assistance contact: onlinesupport@teachers.ab.ca; 1-855-407-3891 (Mon-Fri 8:00 am to 5:00 pm).





Local 37 of The Alberta Teachers' Association

Username: _____

Password: _____