![Edmonton Public Teachers logo]

**Local 37** of The Alberta Teachers' Association
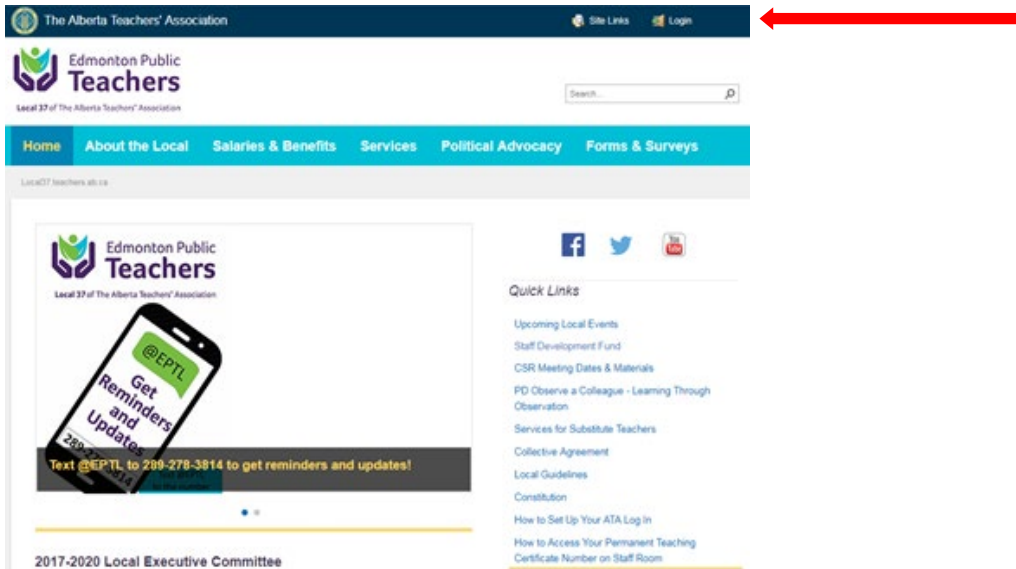
# HOW TO SET UP AN ATA LOGIN ACCOUNT

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**. (If you already have a login, you can also *Retrieve your Username or Reset your Password* through this screen.)
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 Connect (choose Division Apps, Pinpoint-Staff, log in, agree, open Qualifications folder, open Qualifications History – you had to supply a copy of your certificate when you applied to work for EPSB); 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](mailto:onlinesupport@teachers.ab.ca)*; 1-855-407-3891 (Mon-Fri 8:00 am to 5:00 pm).*

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Username: _____

Password: _____