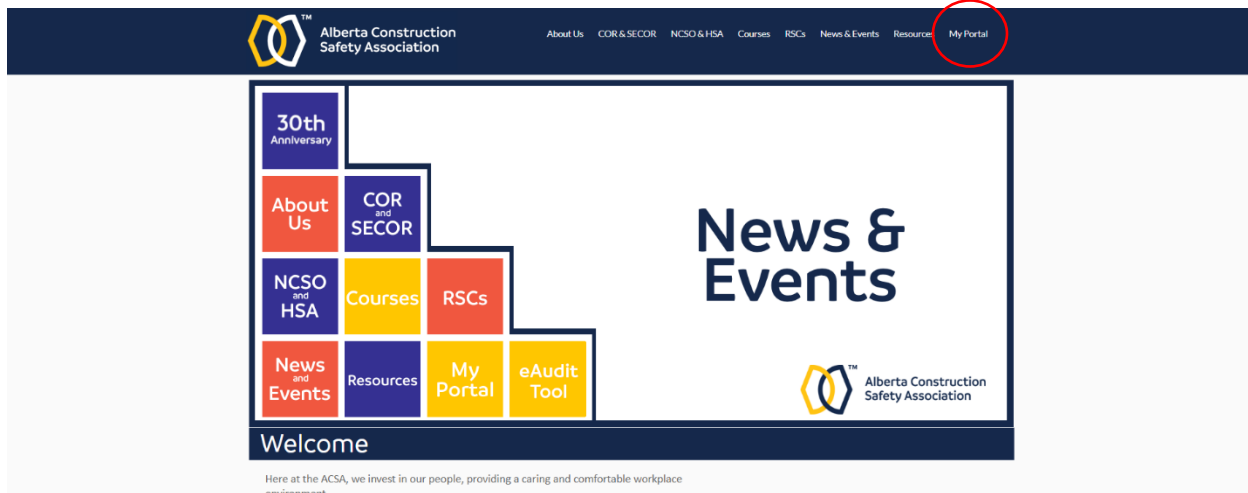


CSTS User Instructions

1. Open up Google Chrome web browser (Chrome works best be sure NOT to use Internet Explorer)
2. In the address bar type in: www.youracsa.ca
3. Click on “My Portal”



4. Click on “Register Here”
5. Fill in your personal information
 - Create a user name
 - Enter your postal code where it asks for Zip
 - Click on the small box to the right of “Division”

6. In the box under Title, enter “alberta ironworkers” then click search

The screenshot shows a window titled "Search Division" with a search interface. The "Title:" field is empty and circled in red. The "ID:" field is also empty. The "Search" button, which includes a magnifying glass icon, is circled in red. Below the search fields, there is a table header with columns "Title", "ID", and "Parent", and a "(0 Results)" indicator. A "Cancel" button is located at the bottom right.

Click on “Alberta Ironworkers Union Local 725”

The screenshot shows the "Search Division" window after a search. The "Title:" field now contains the text "alberta ironworkers". The "Search" button is still present. Below the search fields, there is a table with 3 results. The table has columns "Title", "ID", and "Parent". The third row of the table is circled in red.

Title	ID	Parent
ALBERTA IRONWORKERS APPRENTICESHIP & TRAINING PLAN	213887	Segment 3
ALBERTA IRONWORKERS UNION LOCAL 720	234844	Segment 3
ALBERTA IRONWORKERS UNION LOCAL 725	213888	Segment 3

A "(3 Results)" indicator is shown above the table. A "Cancel" button is located at the bottom right.

- After all your personal information is entered click “Next”

7. Create a password and enter it twice

Fill out the follow fields to create your student profile.

When selecting Division (Company), enter your employer in the search box that pops up. If they do not appear, enter ACSA STUDENT in the search box to set that as your temporary company.

When selecting Location, click on the province you live in, or International if you live outside of Canada.

* Required Field

Please check the boxes next to the type of messages you would like to receive from your ACSA.

COR Auditor Newsletter

Course Newsletter

NCSO / HSA Newsletter

Events

Opportunities to save

Regional Safety Committee Newsletters

* Passwords must contain both upper and lower case letters

* Passwords must contain alpha and numeric characters

* Passwords cannot have three or more consecutive same characters

* Passwords must be 8 - 20 characters

* Passwords cannot have leading or trailing spaces

* Passwords can not be the same as the Username, User ID, or email address.

* New password

* Confirm password

Already a user? [Login here](#)

Return to Browsing? [Click here](#)

[Back](#) [Cancel](#) [Log In](#)

8. Click "Log In"

9. Once you have logged in Click on the Course Catalogue

Welcome, Carlo (not you? [Logout](#))

[My Profile](#) [My Courses](#) [Course Catalogue](#) [Course Calendar](#) [NCSO/HSA Programs](#) [Purchase History](#) [Support & FAQ](#)

CSTS 2020 is Here! It's FREE until December 31, 2020

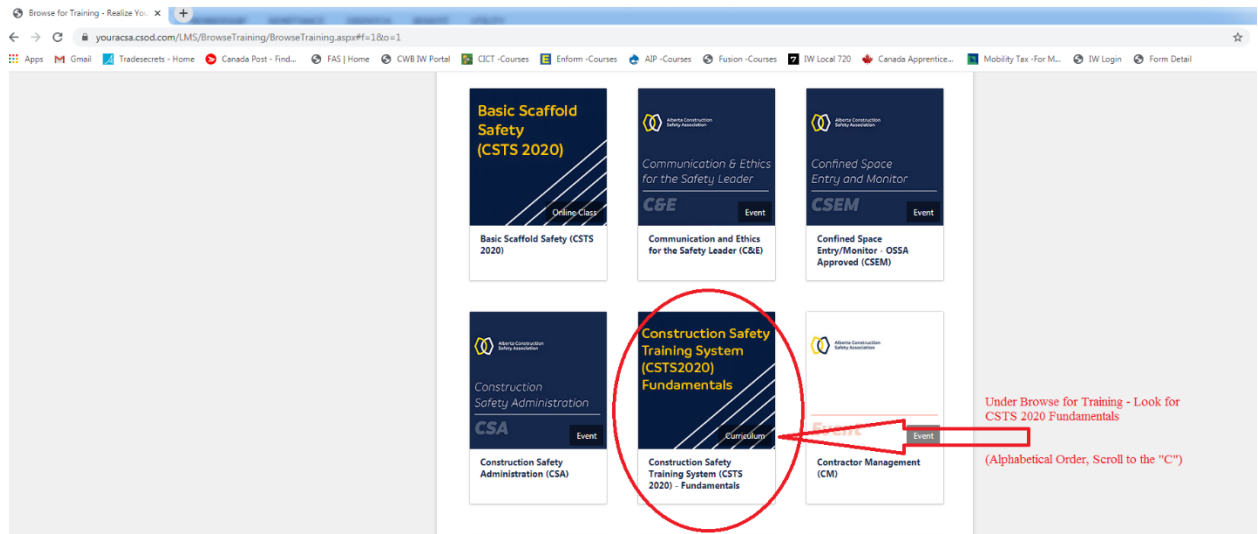
[Click on Course Catalogue](#)

CSTS 2020 Preview

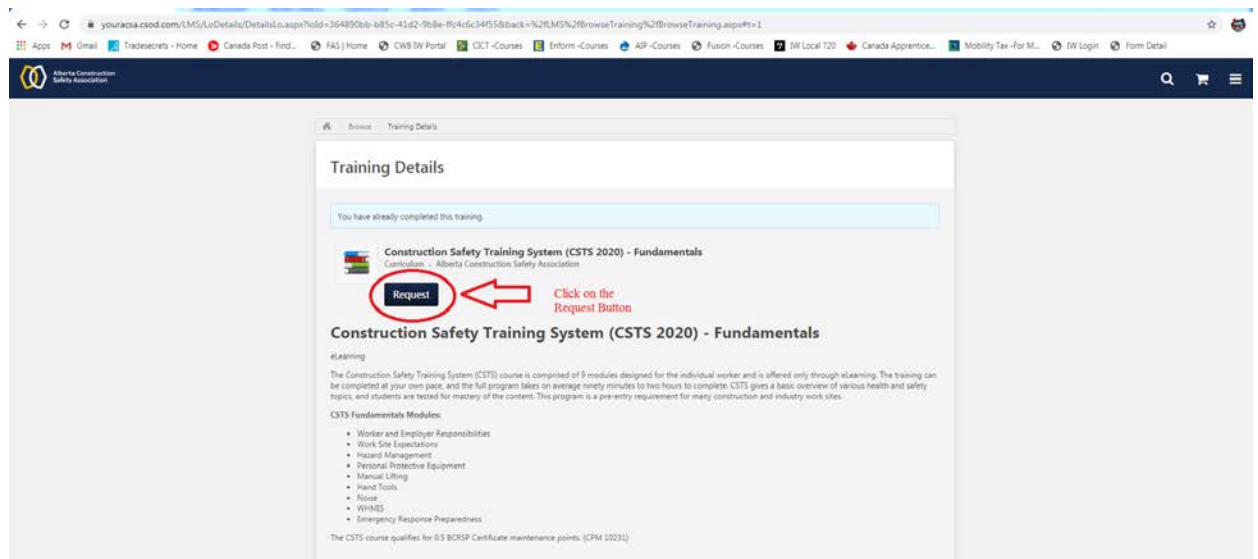
Construction Safety Training System

0:00 / 1:01

10. Under Browse for Training, Scroll to the “C” – Look for Construction Safety Training System (CSTS 2020) Fundamentals – Click on the Curriculum button



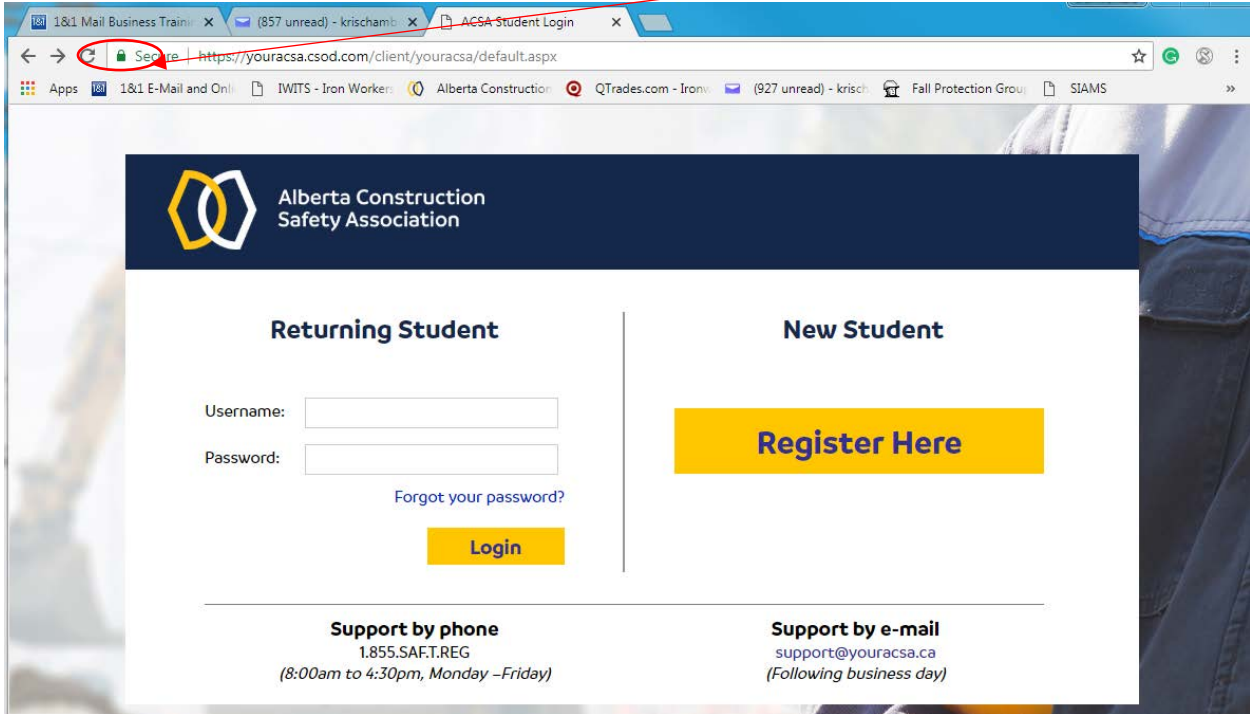
11. Click the Blue request button



12. Return to the main menu, click on the yellow 'My Courses' tab, and Select the CSTS 2020 to begin the course

Please note you may have to change some of the settings in Google Chrome in order for the training to begin

- Click on the Secure pad lock located on the left side of your address bar. After, click “Site settings”



Make sure the “Flash” player is set to “Allow” and also “Popups” is set to “Allow”

