TIMS

Transportation Infrastructure Management System

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

Self Registration User Guide
For
TIMS Applications

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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.inftra.gov.ab.ca/login.html
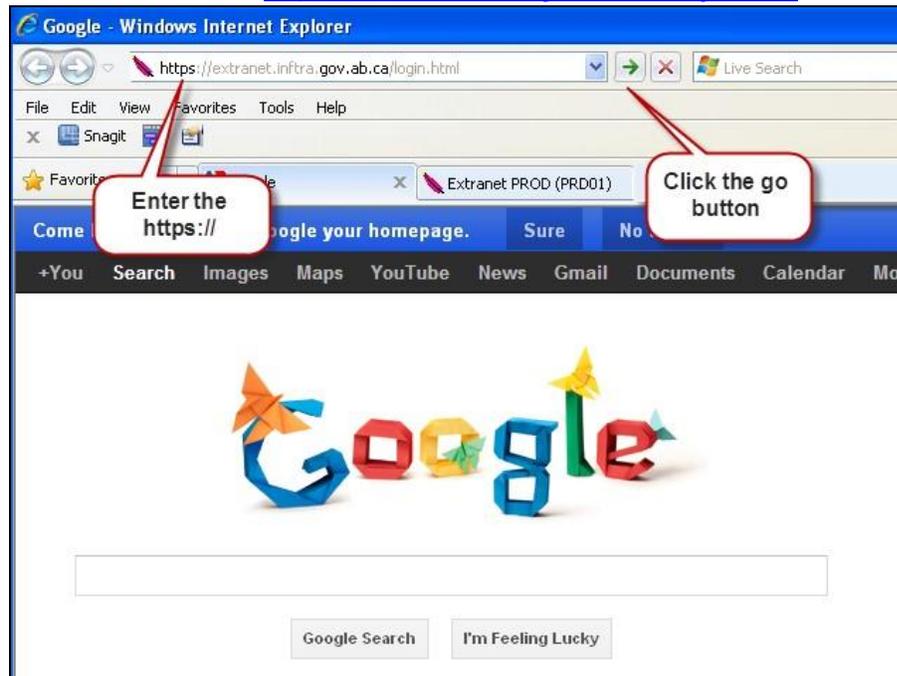
!   *Make sure that you type the **https** portion of the address.*

!   *The AT Extranet site is a secure website that AT uses to allow nonTransportation staff access to specific software applications.*

Access the Self Registration form

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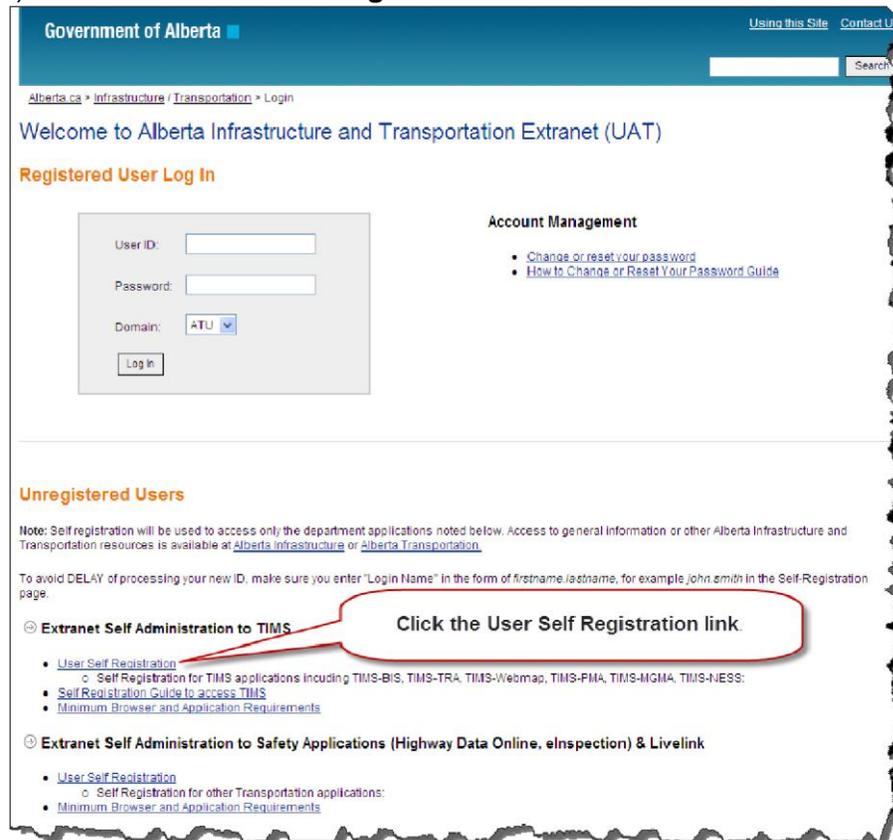
b) Click on the **Agree** button to accept the Alberta Transportation
Online Access User Agreement.

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.

Self Registration Form with Orange Mandatory Fields

> **!** *Within **Access Requested and Reason** field you **MUST** provide the TIMS applications you are requesting access for as well as a reason for requesting access.*

The TIMS applications which access can be requested for are described below.

BIS (Bridge Information System)
- Supports capture of the inventory and inspection data for all bridges and bridge-related structures in Alberta provincial highways and rural municipal roads.
- Authorized users can be granted view only access as well as edit access to allow them to provide updates and record the results of structure inspections.
- If requested please identify the level of access being requested (ie view only or edit access)

ERTA (Environmental Regulation Tracking Application)
- Supports management of environmental commitments and compliance for provincial highway construction projects.

- Authorized users can be granted access as view only or with ability to update information on environmental projects, permits, commitments and contaminated sites.
- **NOTE: Access is restricted to employee's of consultants that have an active contract with Alberta Transportation for the management of environmental projects or contaminated sites.**
- If requested please identify the level of access being requested (ie view only or edit access)

MGMA (Municipal Grants Management Application)
- Supports the submission and management of the municipal grant programs.
- Authorized users are able to view and submit grant applications for their municipality.
- **If access is being requested you MUST specify the municipality you are acting on behalf of.** For example your address may be in Gibbons but you require access to view and request grants for Sturgeon County.

NESS (Network Expansion System)
- Supports the identification and tracking of construction activities required to expand the provincial highway network such as highway widening, twinning or identification of entirely new sections of highway.
- Authorized users are able to generate the Geometric report that provides information such as width sufficiency issues, width safety issues, collision summaries and current and future traffic volumes for the provincial highway network.

PMA Delivery (Project Management Application for construction delivery projects)
- Supports the planning, tracking and delivery of highway construction projects for the provincial highway network.
- Authorized users are able to
    - View and update highway construction tenders
    - View and update the tender UPS (unit price schedule)
    - Uploading tender and contract documents,
    - View and update engineering self evaluations, and
    - View contract change requests.
- Also includes access to the EASA application used by consulting company HR staff to manage their own company's employee access to PMA Delivery (including removing access for employee that have left the company)

PMA Maintenance (Program Management Application for Highway Maintenance Contract management)
- Supports the tracking, planning and delivery of highway maintenance contracts including work orders, worksheets and progress estimates.
- **NOTE: Access is restricted to employee's of the Alberta Transportation contracted highway maintenance contractors.**
- Authorized users can view and download work orders, import worksheets (for completed work) and provide recommendations for maintenance activities.

TSSA (Traffic Signal System Application)
- Supports the capture of the inventory for traffic signal systems on the provincial highway network.

- **NOTE: Access is restricted to contractors and consultants with an active contract for the management of traffic signal systems with Alberta Transportation.**
- Authorized users are able to view signal system inventory information such as location and signal system timings.

ATMaps
- A modern web based mapping solution that provides facilities to view the location and information on items such as bridges, highways and highway traffic volumes.
- Note if you have requested access to any of the above applications you do not have to request this application as all users who are approved for access to a TIMS application will receive access to this application.
- If this is the only application you are requesting access to then include ATMaps in the "Access Requested and Reason" field on the Self Registration Form.

!	*Note that access can be requested for multiple applications if that is what is required. Simply list them comma separated, for example BIS, NESS, PMA-Delivery,*

Also within the "Access Requested and Reason" field you must provide a brief explanation why you require access to the applications you identified. For example your request may look like one of the following examples::

- PMA-Delivery. Engineering consultant on contract to transportation, required to view and update tender packages
- MGMA, municipal employee for completing grant applications
- BIS, inspection consultant on contract for viewing and adding inspections on structures
- BIS, NESS, engineering consultant on contract for viewing information on highways and structures.
- PMA Maintenance, maintenance contractor required for viewing work orders and submitting worksheets
- TSSA, engineering consultant for viewing information on signal systems.
- ERTA, environmental consultant on contract require to view and update environmental project information
- The above are examples only for guidance on competing this field. The more info provided the more likely your request can be reviewed and approved quickly.

How To: **Fill in the Registration Form**

1. Fill in all the mandatory fields (marked with an **orange** * asterisk and text)

2. When entering Access Requested and reason indicate the TIMS Applications you are requesting access for as well as your reasons for requesting access.

3. 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

4. The orange validate button, changes to **GREEN**.

5. 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 [?]
* First Name:	Roberta
Middle Initial:	
* Last Name:	Baker
* Phone:	780 855-2523
* Individual Work E-mail:	
** Company Name:	EasyLearn Comuputing

6. Clicking on the **GREEN** Data Validated button a second time, will save and submit your request for access.

7. Print the Registration Form screen (page 9) for your records.

8. 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.

9. 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.

> **!** *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 s̶   ̶ser name.

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

> https://wlr.inftra.gov.ab.ca/help/User_Name_Maint.asp?a=ATU.

Link to activate and setup password

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 |
    and your user name Roberta Baker and password.

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

Link to access TIMS Applications

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

> **!** *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 <u>Activate ATU ADS User Name</u> 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.
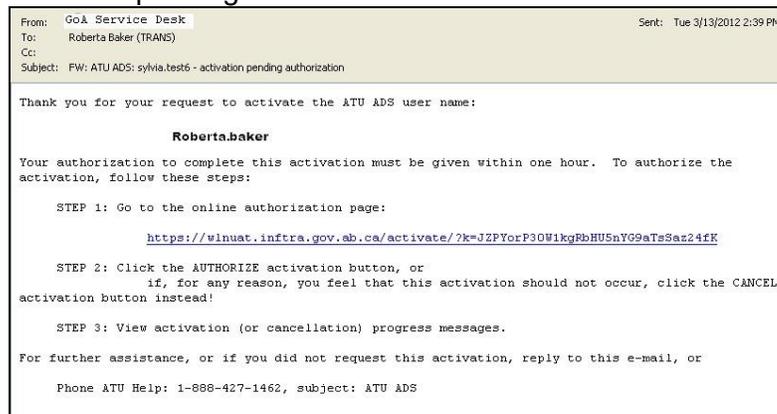
2. Click on the Online Authorization Page link.

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.inftra.gov.ab.ca/login.html **Or**

3. Click on the approval email received and use link on Step 3.
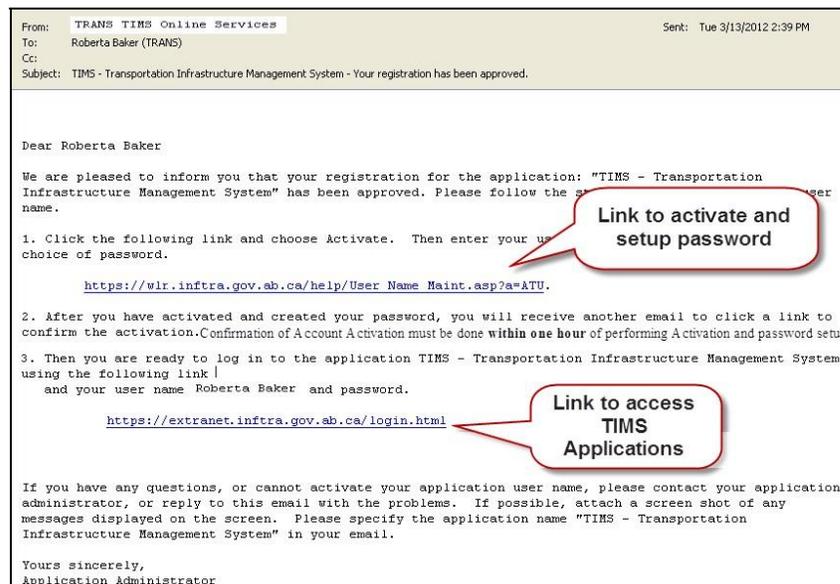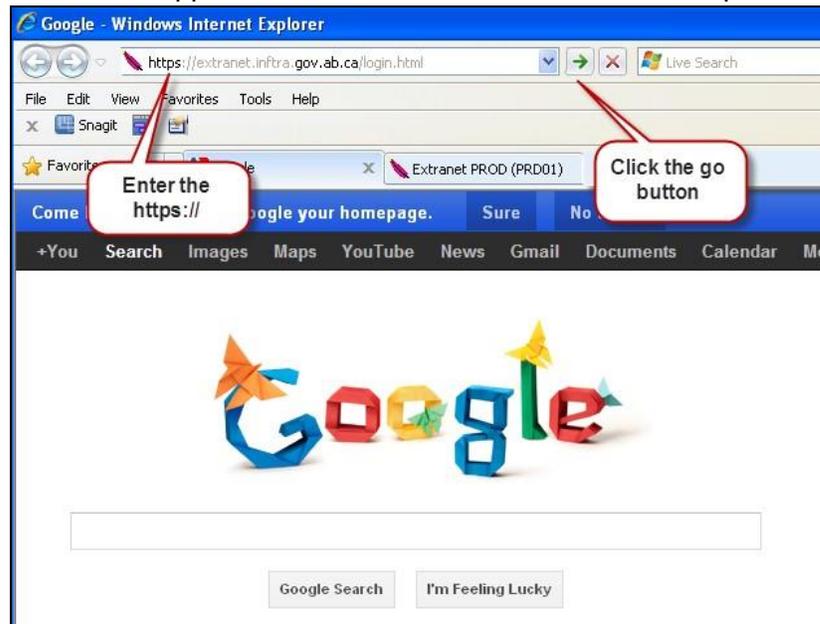
Approval Confirmation Email

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.

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.

Published Applications Page

! *Note the AIA (Appurtenance Inventory Application) is ONLY available to Alberta Transportation employees.*

! *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.inftra.gov.ab.ca/login.html

Registered User Log In site

!   *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.inftra.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.*