



ACTIVATING AN ACCOUNT

Three scenarios are provided

Scenario #1: Returning CTAs Who Do Not Know Their ID Number

Scenario #2: CTAs Who Know Their ID Number

Scenario #3: New Enrollees – Those Interested in Becoming Certified

Scenario #1: ACTIVATION via CTANetwork.com

(personal email with link is not needed; can always go here)

Go to **CTANetwork.com** and click **MyCTA Login** upper right.

Log In Page: Scroll to the very bottom and click the [Activate Your Website Account Now](#) link.

Note: This upper-right *MyCTA Login* is where everyone logs in each time to manage their certification.

Account Activation Page: Enter the email address used in the old system or one the system may recognize. Follow the prompts to activate your account. If you need assistance, use *Contact Us* to send an email.

Once activated...

Return to CTANetwork.com and log in. *MyCTA Login* becomes *My Account*. Click again and it becomes *Manage My Account*. Click to open your account where you will be able to manage your profile, report renewal points, and more!

Scenario #2: ACTIVATION BY ACCOUNT ID NUMBER (local administrator gives ID number)

Go to **CTANetwork.com** and click **MyCTA Login** upper right.

Log In Page: Scroll to the very bottom and click the [Activate Your Website Account Now](#) link.

Note: This upper-right *MyCTA Login* is where everyone logs in each time to manage their certification.

Account Activation Page: Scroll to the very bottom and click [Quick Activation by Account ID](#) link.

Quick Activation by Account ID Page: Enter ID number, First Name and Last Name. *Note: The system will look for the exact name you used in the old system.*

Follow the prompts to activate account.

Once activated...

Return to CTANetwork.com and log in. *MyCTA Login* becomes *My Account*. Click again and it becomes *Manage My Account*. Click to open your account where you will be able to manage your profile, report renewal points, and more.

Scenario #3: NEW ENROLLEES DESIRING TO BECOME CERTIFIED

New enrollees can go to the Home Page **OR** the Log In area of *CTANetwork.com* as follows:

Via *CTANetwork.com* website Home page, **BECOME A CTA, Sign Up /Enroll:**

Go to **CTANetwork.com** and click **BECOME A CTA** at the top, then select *Sign Up / Enroll*.

On the *Sign Up / Enroll* page click the link to create an account log in.

Account Activation Page: At the bottom, click the **ACTIVATE ACCOUNT** button to create a new account and personal log in. Follow the prompts to finalize activation.

Once activated...

Return to CTANetwork.com and log in. *MyCTA Login* becomes *My Account*. Click again and it becomes *Manage My Account*. Click to open the account summary page.

Complete the Enrollment Form: At the top of the summary page, click **ACCESS ENROLLMENT FORM**. Complete the form, select an *Enrollment Class* (click the plus sign (+) to view class times and location), and finalize payment. We look forward to welcoming you as a new CTA!

Via *CTANetwork.com* website Log In area:

Go to **CTANetwork.com** and click **MyCTA Login** upper right.

Log In Page: Scroll to the very bottom and click the *Activate Your Website Account Now* link.

Note: This upper-right *MyCTA Login* is where everyone logs in each time to manage their certification.

Account Activation Page: At the bottom, click the **ACTIVATE ACCOUNT** button to create a new account and personal log in. Follow the prompts to finalize activation.

Once activated...

Return to CTANetwork.com and log in. *MyCTA Login* becomes *My Account*. Click again and it becomes *Manage My Account*. Click to open the account summary page.

Complete the Enrollment Form: At the top of the summary page, click **ACCESS ENROLLMENT FORM**. Complete the form, select an *Enrollment Class* (click the plus sign (+) to view class times and location), and finalize payment. We look forward to welcoming you as a new CTA!