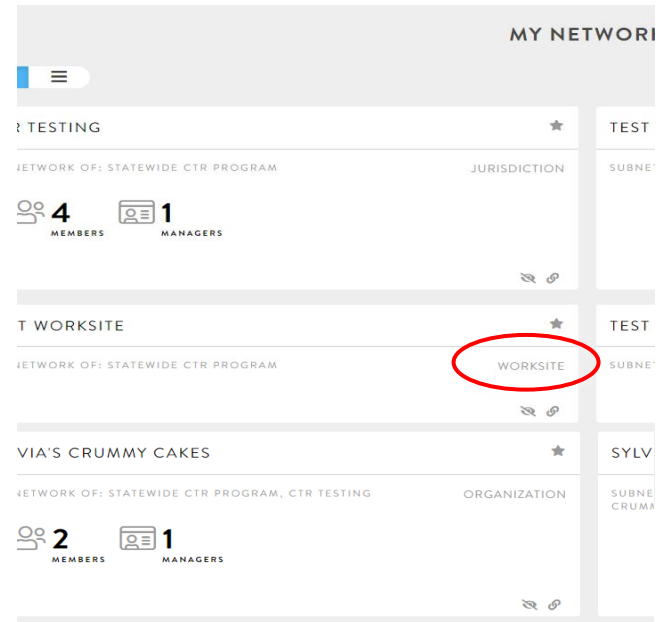


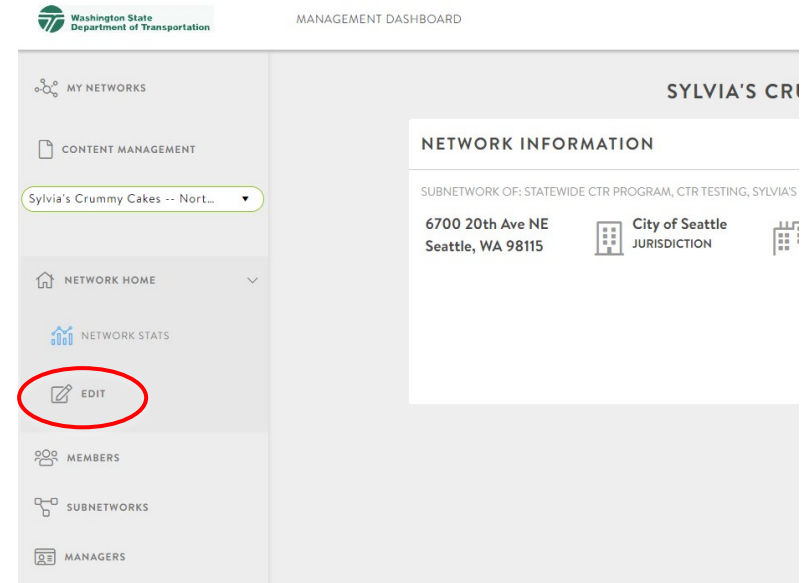
# CTR Tool: add an ETC

1. Log into [ctrsurvey.org](https://ctrsurvey.org), click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.
2. Scroll or search to find the **WORKSITE**.
3. Verify that you are choosing a worksite rather than an organization or jurisdiction.
4. Click the worksite's name to review.



# CTR Tool: add an ETC

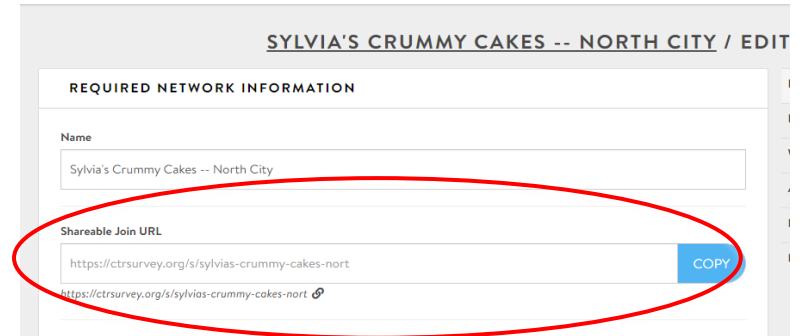
5. (Implementer): Find the worksite to which the new ETC should be linked.
  - Choose **EDIT** from the **NETWORK HOME** dropdown menu.



The screenshot displays the 'MANAGEMENT DASHBOARD' for the 'Washington State Department of Transportation'. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'MY NETWORKS' section with a dropdown menu currently showing 'Sylvia's Crummy Cakes -- Nort...'. Below this are links for 'CONTENT MANAGEMENT', 'NETWORK HOME', 'NETWORK STATS', 'EDIT', 'MEMBERS', 'SUBNETWORKS', and 'MANAGERS'. The 'EDIT' link is circled in red. The main content area shows 'SYLVIA'S CRI' with a 'NETWORK INFORMATION' section. This section includes the text 'SUBNETWORK OF: STATEWIDE CTR PROGRAM, CTR TESTING, SYLVIA'S', the address '6700 20th Ave NE Seattle, WA 98115', and the 'City of Seattle JURISDICTION'.

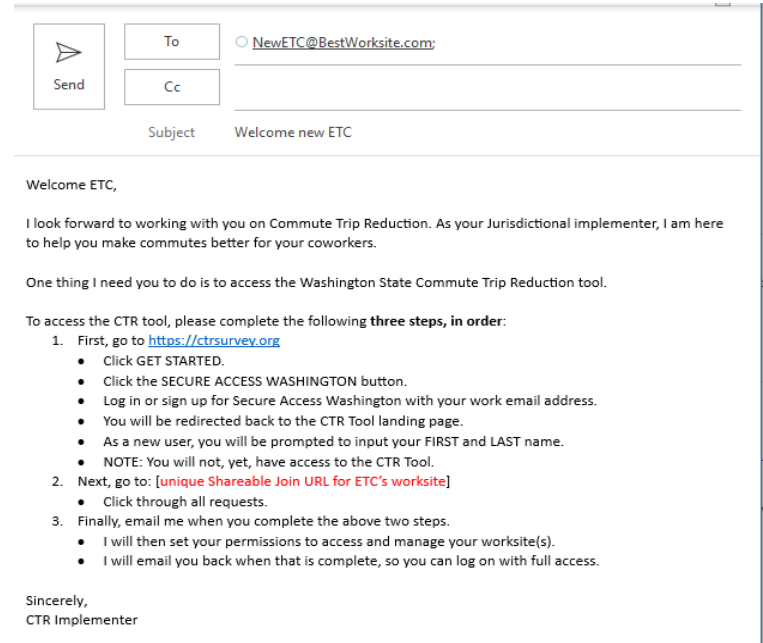
# CTR Tool: add an ETC

6. (Implementer): Click **COPY** for the *Shareable Join URL* link of the ETC's worksite.

A screenshot of a web application interface titled 'SYLVIA'S CRUMMY CAKES -- NORTH CITY / EDIT'. The main section is labeled 'REQUIRED NETWORK INFORMATION'. It contains two input fields: 'Name' with the value 'Sylvia's Crummy Cakes -- North City' and 'Shareable Join URL' with the value 'https://ctrsurvey.org/s/sylvias-crummy-cakes-nort'. A blue 'COPY' button is positioned to the right of the URL field. A red oval highlights the 'Shareable Join URL' field and the 'COPY' button. Below the input field, the URL is repeated with a small external link icon.

# CTR Tool: add an ETC

7. (Implementer): Send instructions to new ETC. The ETC then completes the multi-step CTR Tool log-in and set-up process using the instructions from the sample email.
  - Email [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov) for the sample email.



The screenshot shows an email client interface. The header includes a 'Send' button with a right-pointing arrow, a 'To' field containing 'NewETC@BestWorksite.com', and a 'Cc' field which is empty. The 'Subject' is 'Welcome new ETC'. The body of the email starts with 'Welcome ETC,' followed by a paragraph: 'I look forward to working with you on Commute Trip Reduction. As your Jurisdictional implementer, I am here to help you make commutes better for your coworkers.' Below this is another paragraph: 'One thing I need you to do is to access the Washington State Commute Trip Reduction tool.' This is followed by a section titled 'To access the CTR tool, please complete the following three steps, in order:' with a numbered list of instructions. The list includes a link to 'https://ctrsurvey.org' and a note about unique shareable URLs. The email ends with 'Sincerely, CTR Implementer'.

Send

To NewETC@BestWorksite.com

Cc

Subject Welcome new ETC

Welcome ETC,

I look forward to working with you on Commute Trip Reduction. As your Jurisdictional implementer, I am here to help you make commutes better for your coworkers.

One thing I need you to do is to access the Washington State Commute Trip Reduction tool.

To access the CTR tool, please complete the following **three steps**, in order:

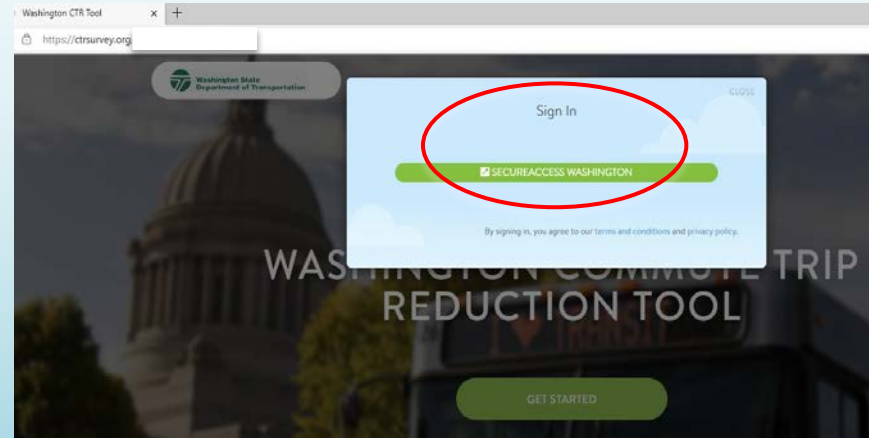
1. First, go to <https://ctrsurvey.org>
  - Click GET STARTED.
  - Click the SECURE ACCESS WASHINGTON button.
  - Log in or sign up for Secure Access Washington with your work email address.
  - You will be redirected back to the CTR Tool landing page.
  - As a new user, you will be prompted to input your FIRST and LAST name.
  - NOTE: You will not, yet, have access to the CTR Tool.
2. Next, go to: [\[unique Shareable Join URL for ETC's worksite\]](#)
  - Click through all requests.
3. Finally, email me when you complete the above two steps.
  - I will then set your permissions to access and manage your worksite(s).
  - I will email you back when that is complete, so you can log on with full access.

Sincerely,  
CTR Implementer

# CTR Tool: add an ETC

\* ETCs to complete steps A – J

- A. Go to [ctrsurvey.org](https://ctrsurvey.org).
- B. Click **GET STARTED**.
- C. Click **SECURE ACCESS WASHINGTON**.



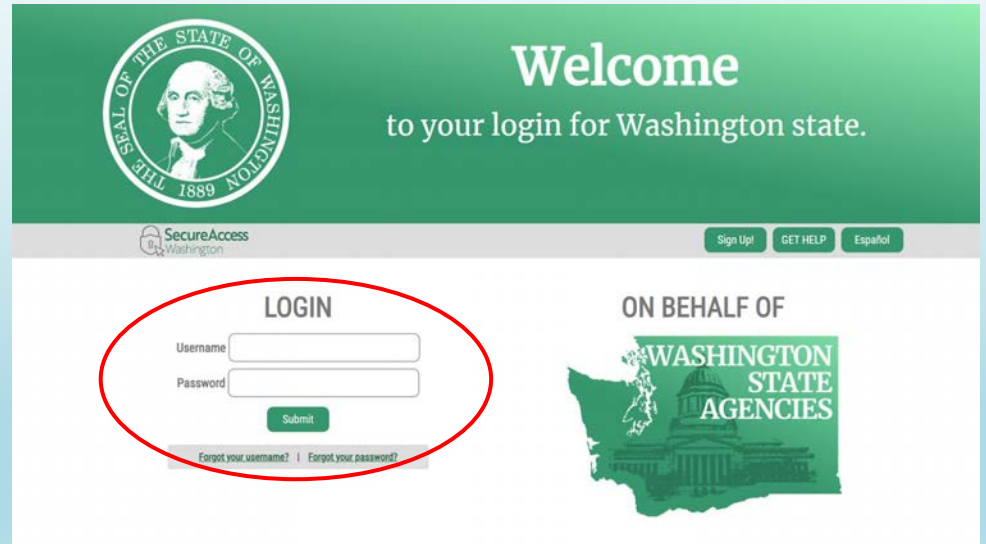
# CTR Tool: add an ETC

\* ETCs to complete steps A – J

D. Sign/log into Secure Access Washington.

**NOTE:**

- Use your work email address to complete the set-up process.
- It must match the email address used for the CTR Tool.



# CTR Tool: add an ETC

\* ETCs to complete steps A – J

E. Return to [ctrsurvey.org](https://ctrsurvey.org).

F. As a new user, the ETC will be prompted to enter their name.

- This helps the implementer find the ETC in the CTR Tool.

The screenshot shows the Washington State Department of Transportation website. A modal window titled "Please provide a little bit more information..." is displayed. Inside the modal, there is a section titled "Please verify that your name is correct:" with two input fields: "First Name" and "Last Name". Both fields contain the text "Constructor". A blue "SUBMIT" button is located to the right of the "Last Name" field. Below the modal, there is a "WELCOME!" message and a "REQUEST MANAGEMENT ACCESS (COMING SOON)" button. The top right of the page shows "Hi, Constructor!" and a "LANGUAGE" dropdown menu.

# CTR Tool: sdd an ETC

\* ETCs to complete steps A – J

After entering their name, the CTR Tool won't recognize the ETC yet – they must complete the rest of the following instructions to complete the process.

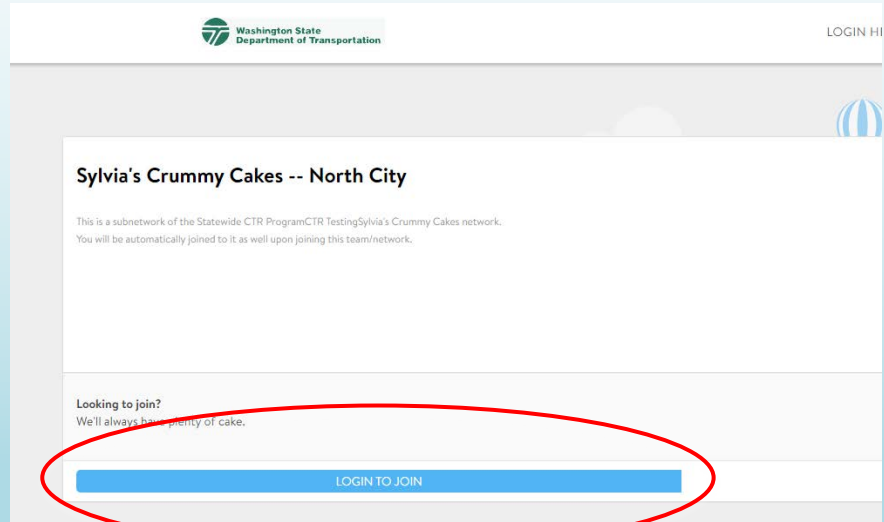




# CTR Tool: add an ETC

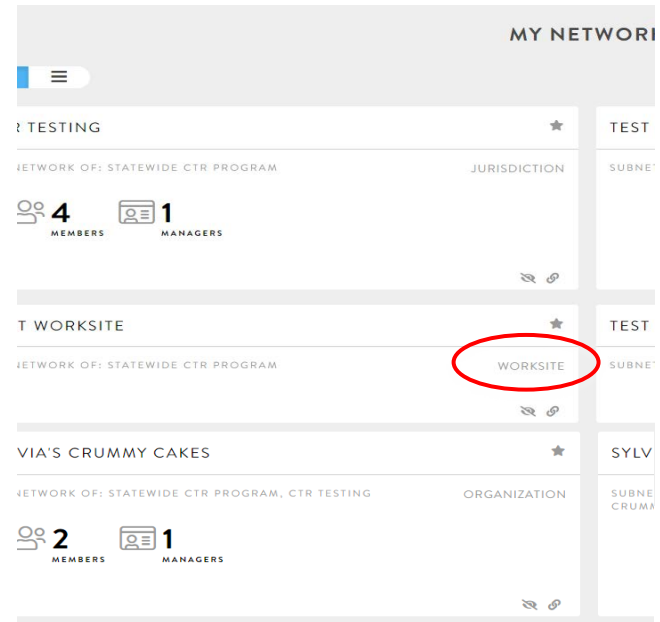
\* ETCs to complete steps A – J

- G. The ETC follows the *Sharable Join URL* link that was sent by the implementer.
- H. Click **LOGIN TO JOIN**.
- I. Click **OK**.
- J. The ETC emails the implementer to confirm completion of these steps.



# CTR Tool: add an ETC

- (Implementer): Log into [ctrsurvey.org](https://ctrsurvey.org), click **MANAGEMENT DASHBOARD** and go to **MY NETWORKS**.
- Scroll or search to find the **WORKSITE**.
- Verify that you are choosing a worksite rather than an organization or jurisdiction.
- Click the worksite name to review.

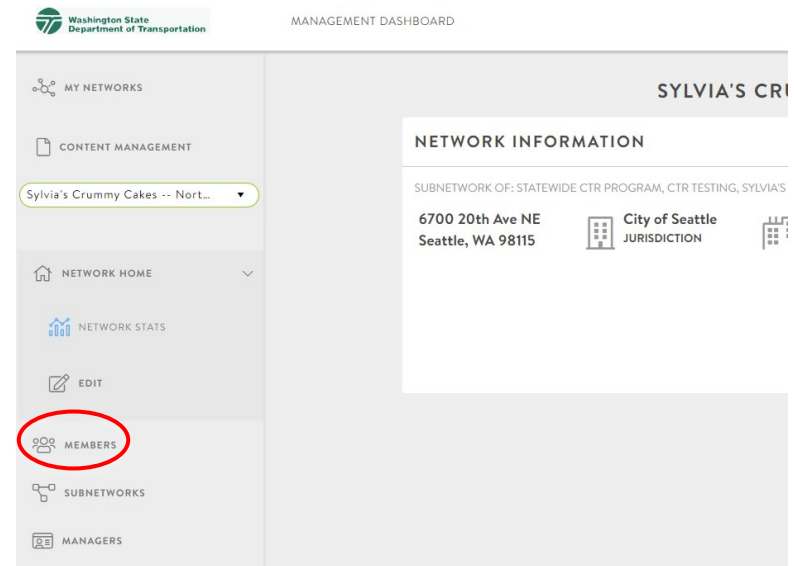


# CTR Tool: add an ETC

12. (Implementer): Confirm that the ETC is listed as a member for this worksite.

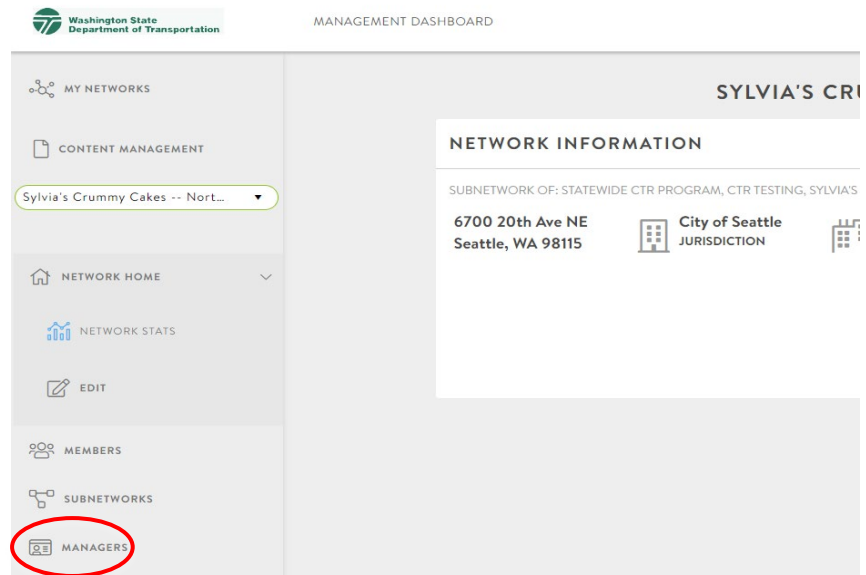
13. If the ETC is not listed as a member:

- Confirm with the ETC that they followed the worksite's *Shareable Join URL* and completed the process.

A screenshot of the WSDOT Management Dashboard. The top left shows the Washington State Department of Transportation logo and the text "MANAGEMENT DASHBOARD". The main content area is divided into two columns. The left column contains a sidebar with navigation options: "MY NETWORKS", "CONTENT MANAGEMENT", a dropdown menu showing "Sylvia's Crummy Cakes -- Nort...", "NETWORK HOME", "NETWORK STATS", "EDIT", "MEMBERS" (highlighted with a red circle), "SUBNETWORKS", and "MANAGERS". The right column displays "SYLVIA'S CRI" and "NETWORK INFORMATION". Below this, it shows "SUBNETWORK OF: STATEWIDE CTR PROGRAM, CTR TESTING, SYLVIA'S" and "6700 20th Ave NE Seattle, WA 98115" with a "City of Seattle JURISDICTION" icon.

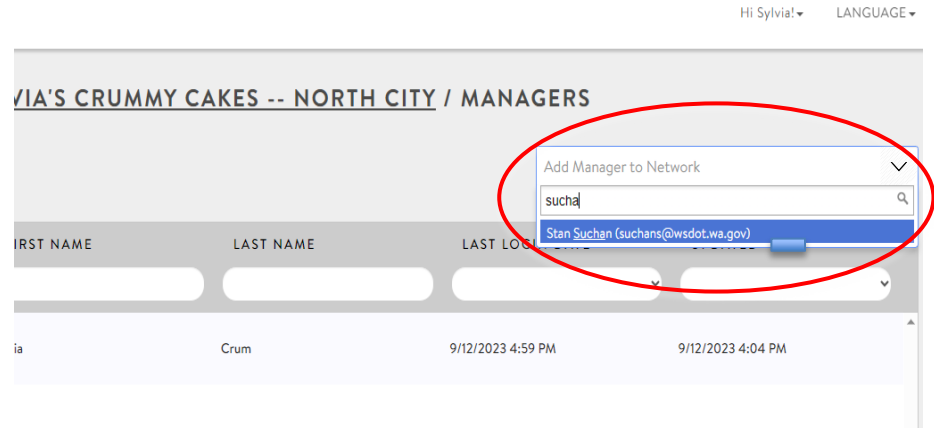
# CTR Tool: add an ETC

14. (Implementer): Choose **MANAGERS** menu to add the ETC as a manager for this worksite.



# CTR Tool: add an ETC

15. (Implementer): Copy and paste the ETC's registered email address into the *Add Manager to Network* field.
16. Click on the ETC's name when it appears in the dropdown list.
  - This adds them to the managers list and grants them manager-level permissions.



# CTR Tool: add an ETC

17. (Implementer): Inform the ETC that they can log in with full access to the **MANAGEMENT DASHBOARD** for their worksite(s).

