CTR Tool

VERIFY ACCESS FOR AN ETC

CTR Tool: verify access for an ETC

1. Log into ctrsurvey.org, click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.

2. Scroll or search to find the **WORKSITE** for which you wish to verify ETC access.

3. Click on the worksite name.
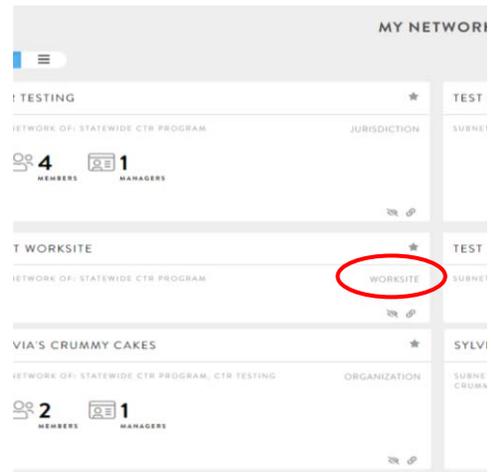
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4. Confirm that the ETC is listed as manager for this worksite by clicking on the **MANAGERS** button and finding their name in the list.

5. If ETC is listed as a manager, verify that the email address is the same as they are using to log in.
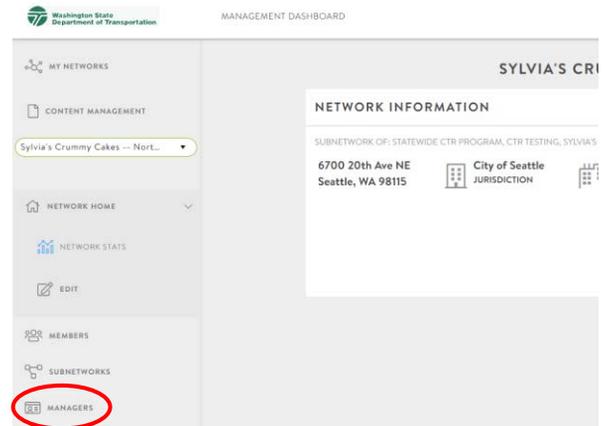
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6. If the ETC is not listed as a manager, follow the steps in "**Add an ETC"** document available on the TDM Board webpage at tdmboard.com/ctr-tool/.

Trainings

Check the meetings page for scheduled virtual trainings.

Here are some step-by-step instructions for some key functionalities of the tool.

1. How to log in (PDF 230KB) – for a new user to sign into the tool for the first time.
2. Verify an ETC (PDF 280KB) – check if an ETC has access to a worksite and update the worksite with ETC info.
3. Add an ETC (PDF 530KB) – helping an ETC sign into the tool for the first time and join a worksite.

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7. Verify that the correct ETC is included on the worksite **NETWORK INFORMATION** card.

   - Choose **EDIT** from the **NETWORK HOME** dropdown menu.
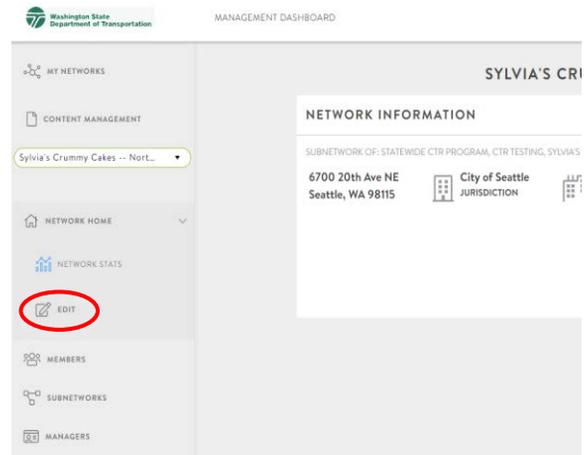
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8. Add the ETC to the worksite's **NETWORK INFORMATION** card.

    - Scroll down to the **WORKSITE NETWORK INFORMATION** section.

    - Add the name and email of the ETC.

9. Click **SAVE CHANGES**.