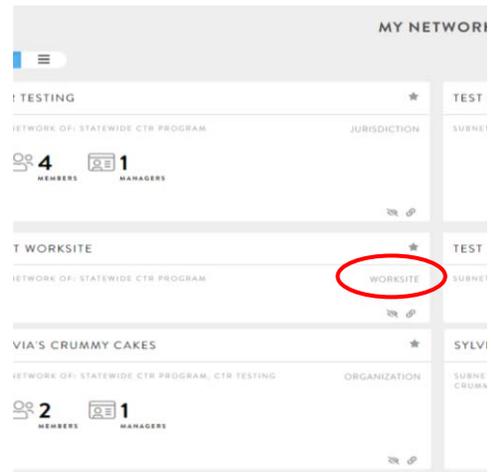


# CTR Tool

**VERIFY ACCESS FOR AN ETC**

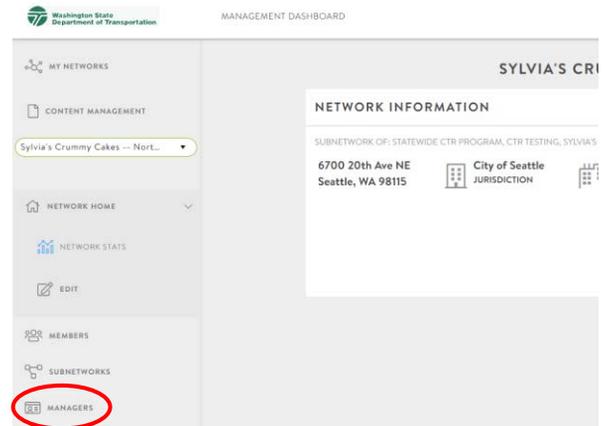
# CTR Tool: verify access for an ETC

1. Log into [ctrsurvey.org](https://ctrsurvey.org), click **MANAGEMENT DASHBOARD**, and go to **MY NETWORKS**.
2. Scroll or search to find the **WORKSITE** for which you wish to verify ETC access.
3. Click on the worksite name.



# CTR Tool: verify access for an ETC

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.



# CTR Tool: verify access for an ETC

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/](https://tdmboard.com/ctr-tool/).

## Trainings

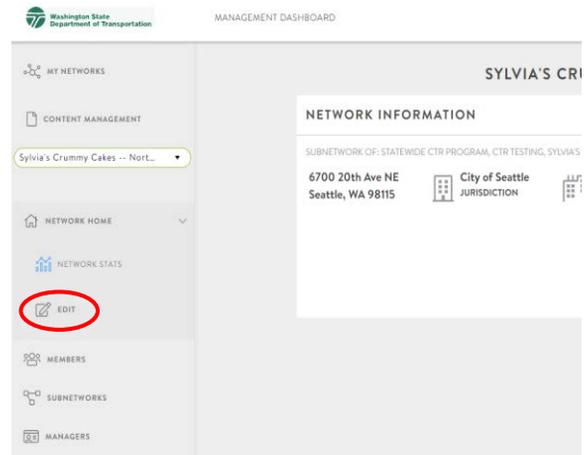
Check the [meetings page](#) for scheduled virtual trainings.

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.

# CTR Tool: verify access for an ETC

7. Verify that the correct ETC is included on the worksite **NETWORK INFORMATION** card.
  - Choose **EDIT** from the **NETWORK HOME** dropdown menu.



# CTR Tool: verify access for an ETC

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**.

The screenshot shows a web form titled "WORKSITE NETWORK INFORMATION". The form is divided into two main sections: "Basic Network Information" and "Additional Network Information". The "Basic Network Information" section includes fields for "City or Twp?", "CTR", "Worksite ID", "CROSS", "County", "King", "Jurisdiction", "City of Seattle", "Primary Industry", and "Worksite". The "Additional Network Information" section includes fields for "ETC First Name", "ETC Last Name", "ETC Email", "Affected by Machine?", and "Affected". The "ETC First Name" field contains the text "Sugar". The "ETC Email" field contains the text "sugar.pla@cumminscales.com". The "SAVE CHANGES" button is highlighted with a red circle, along with the "EDIT CHANGES" and "DELETE" buttons. The "WORKSITE NETWORK INFORMATION" card is also highlighted with a red circle.