ITA Direct Access www.itadirectaccess.ca

You should of received an email from the ITA when the school registered you for your program. There may have been 3 emails. Some of you may have already logged on to Direct Access. You need to remember your Direct Access password (it is a good idea to write it on this sheet). If you forgot your Direct Access password you will need to contact the ITA (Ms. Schenk or Ms. Daguerre can help you with this).

If you haven't gone in before go to:
www.itadirectaccess.ca

* New to the Industry Training Authority?

* You already have an Individual ID:
Begin your account activation.
(see above)

- ➢ Enter your Individual ID -- on your ITA registration form
- ➢ Email address -- it is important you use the email address on your registration form
- ➢ Date of Birth -- use the calendar to select your birthdate
- ➢ Once you have entered everything, the system will tell you that you will get an email not ice
  - • **Sometimes, it takes 20-30 minutes -- be patient!**
- ➢ **You will be given a temporary password You must go in and change it:**
  - • My Password: _____
- ➢ You will also be asked a security question such as you mother' s maiden name – if you don't know what it is, use a word you will remember – e.g. Your school name
  - • Security question answer: _____

Once you are in – go to **My Account** (near the top banner to the left of **Log Out**)

- → Registration
- → Personal Info -- this is the only area where you can make changes (see below) Results
- → Certifications

What you can change:

- ▪ Your address, phone number and email address -- **Please inform Wendy if you make changes here!**

Why you will want to use ITA data:

You will be able to see your marks

When you are apprenticed, you will be able to tell if your employer is submitting your hours

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