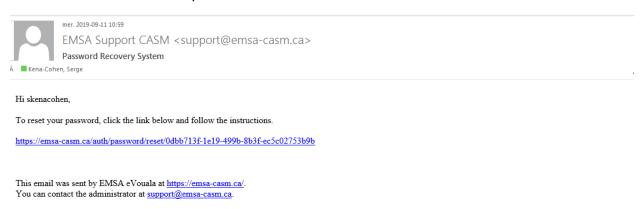




ACCESSING EMSA

As a first step to get access to EMSA, you should have received an email, similar to the following one, after the administrator has created your account.



At the top of the email, next to the greeting, you will find your username.

Click on the link to reset your password. Once your account has been properly set up, you're ready to start using EMSA.

Follow the link to access the EMSA web site www.emsa-casm.ca

Note that you can change the language of the application using the language drop down at the top-right of the screen.



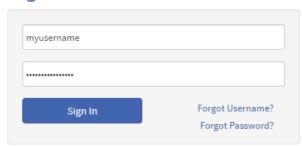
In the Username and Password text boxes, type in your credentials, and then sign in.

ACCESSING EMSA PAGE 1 OF 5

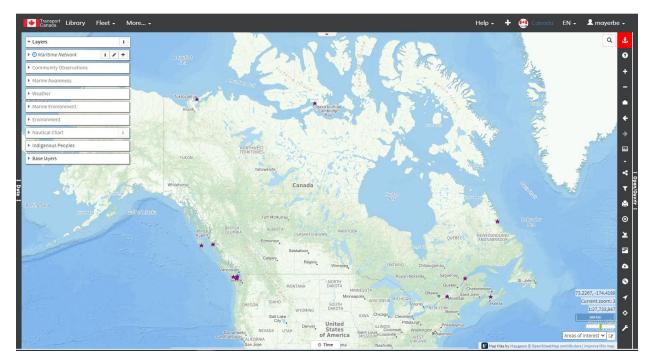




Sign In



The first time you login, you will need to accept the Terms of Use by clicking on the appropriate icon, you will then be redirected to your default web mapping application.



FORGOTTEN USERNAME OR PASSWORD.

If you forget your username, you will need your email address as a mechanism to access your username.

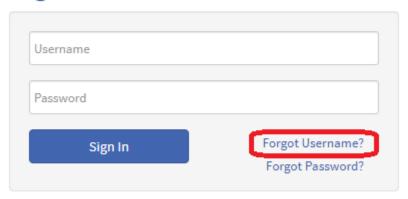
Click on the option "Forgot Username?"

ACCESSING EMSA PAGE 2 OF 5



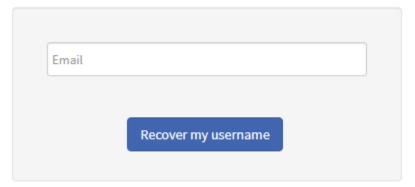


Sign In



Type in your email address, and then "Recover my username".

Username Recovery



If you forget your password, you'll need your username as a mechanism to reset your password.

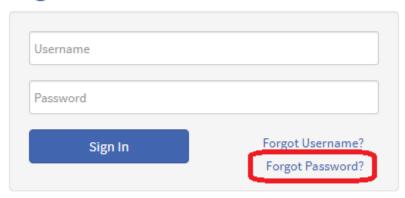
Click on the option "Forgot Password?"

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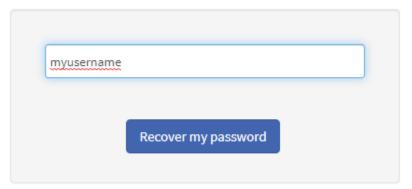


Sign In



Type in your username, and then "Recover my password".

Password Recovery



You will receive an email, inviting you to reset your password, simply click on the link provided for that purpose.

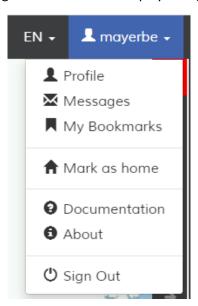
ACCESSING EMSA PAGE 4 OF 5





USER SPECIFIC TOOLS

Click on your username at the top-right of the screen to display configuration and help tools.



♣ Profile	Change your name, email or password
™ Messages	Message Center
My Bookmarks	Manage your bookmarks
♠ Mark as home	Define the present page as the home page when opening the application.
Documentation	View the eVouala platform documentation.
1 About	View the platform's version and license information
O Sign Out	Log out of the application

ACCESSING EMSA PAGE 5 OF 5