	TAC.07.0247 ACCESSING EXTERNAL TRANSALTA TOTAL SAFETY DOCUMENTS		
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ACCESSING EXTERNAL TRANSALTA TOTAL SAFETY DOCUMENTS

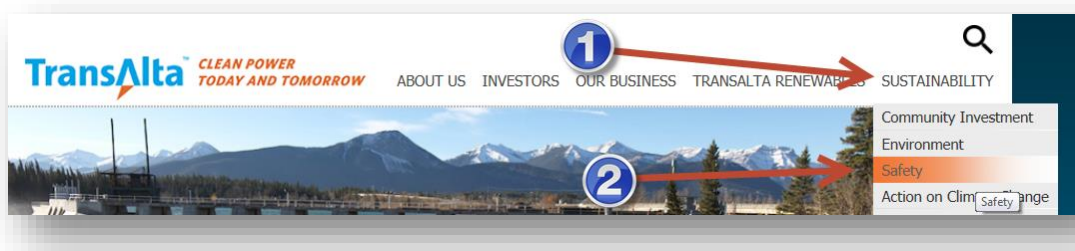
1. Purpose

Use this guide to help you log into the contractor external Total Safety Documents web site.

2. Procedure/Process

2.1 Navigate to the login page

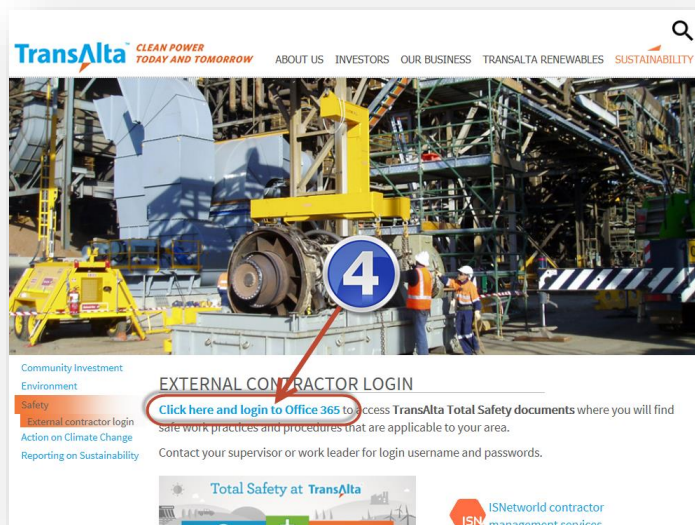
- 1) From [TransAlta Home Page](#) click on SUSTAINABILITY then Safety.



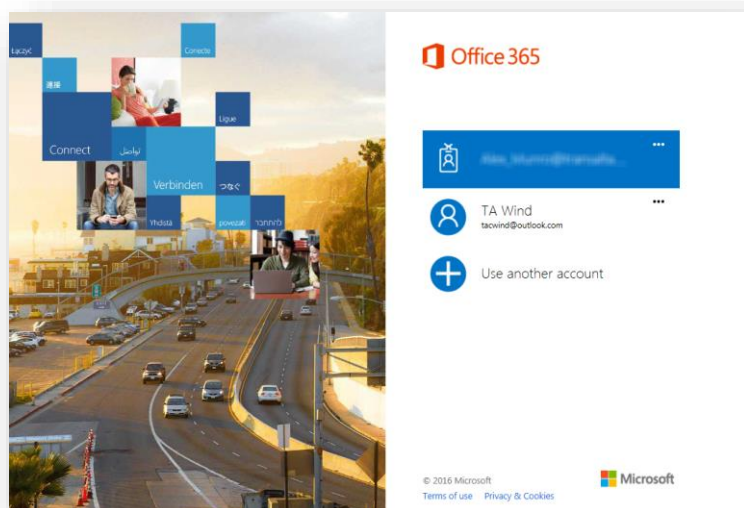
- 2) From the Safety page, click the LOGIN button.



3) From the login page, click the link to the Office 365 login.

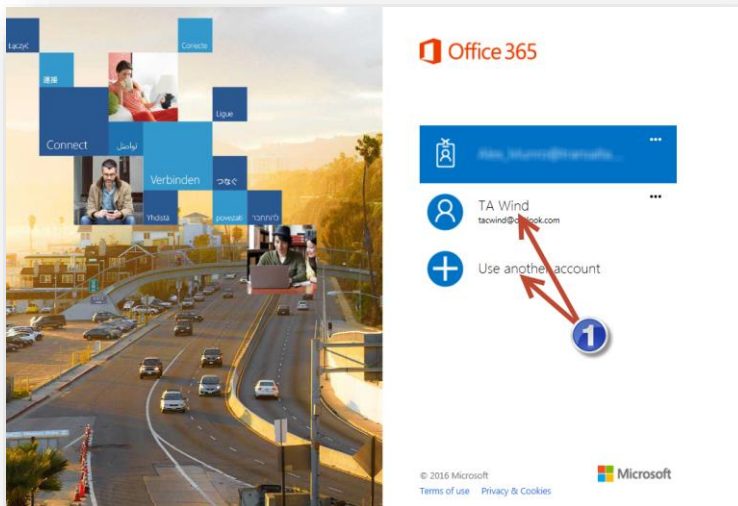


4) A new Office 365 window opens.

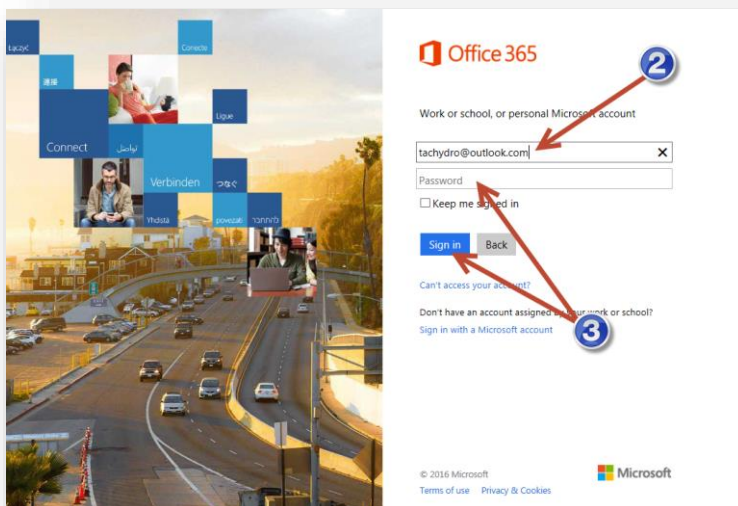


2.2 Logging into Office 365

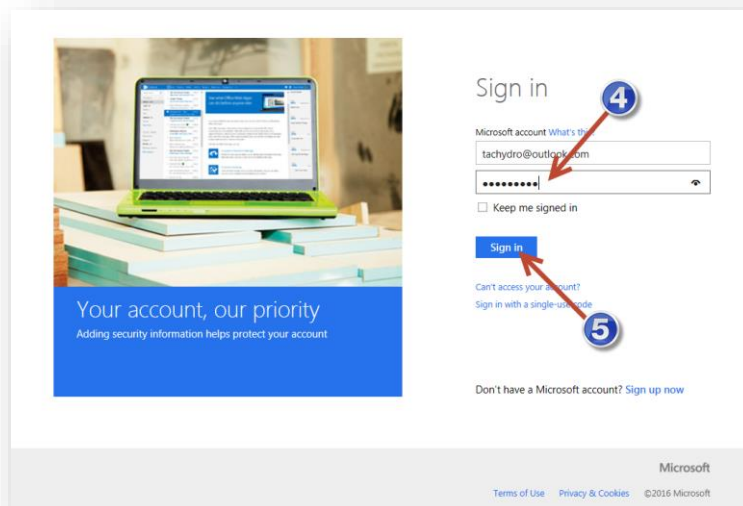
- 1) Your supervisor or work leader will have a user name and password that can be used for login. Several different login scenarios exist so your screens may not appear exactly as shown. Click on your user name OR "Use another account"



- 2) Enter the username provided to you by your supervisor. Then click on the Password field OR click the Sign In button.



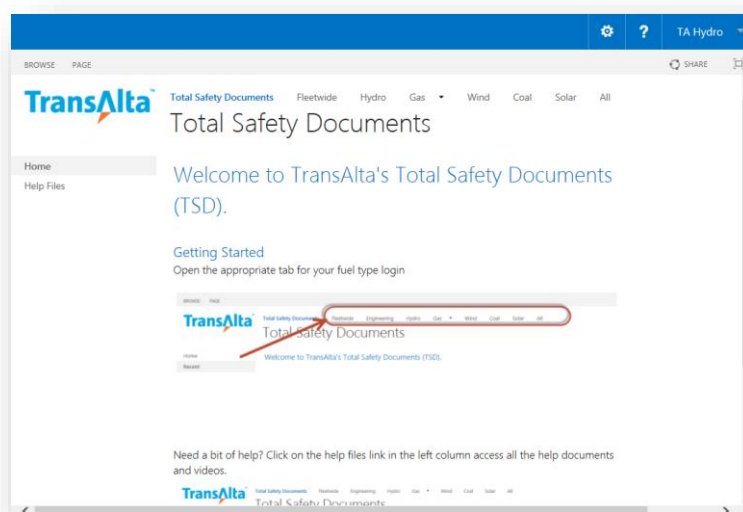
3) Enter the password provided by your supervisor or work leader. And click the sign in button.



You may get a warning dialog. If you do, click the Yes button to proceed.



4) The Total Safety Documents web page will open



5) If you need help navigating, click on the "Help Files" link in the left hand column.

2.3 Login Data:

User Name: _____

Password: _____

3. Associated Information

Reference Number	Title

4. Document History

Date	Author	Version	Change reference
2016/03/01	A Munro	Initial Publish	