

Canadian Propane Association Propane Training Institute

Learn and Perform Safely with A Trusted Partner

**TRAINER: GUIDE TO
FIRST LOGIN**
June 2020

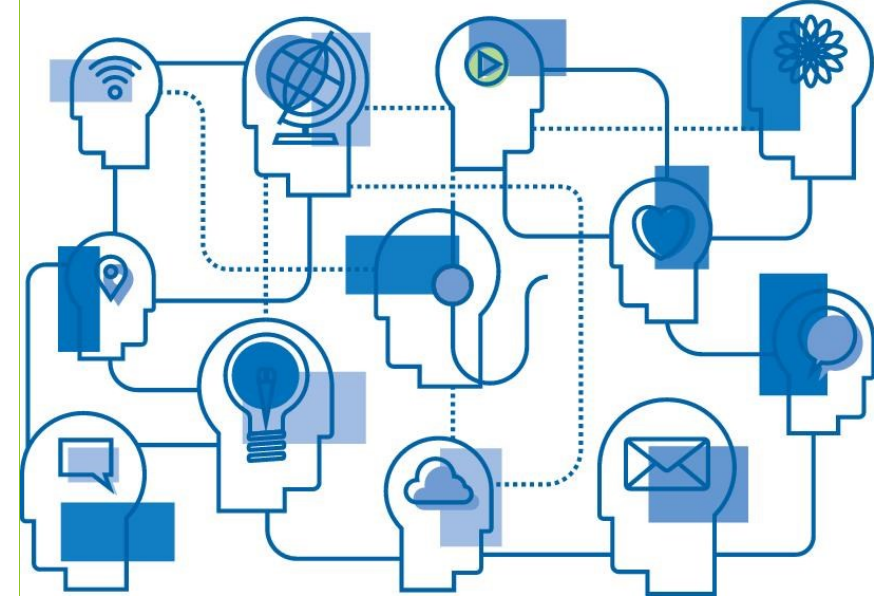
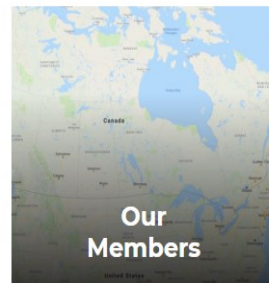
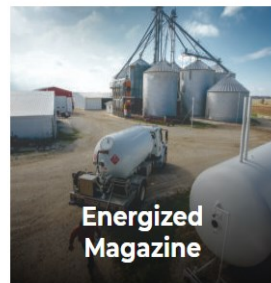
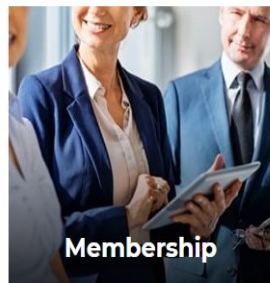
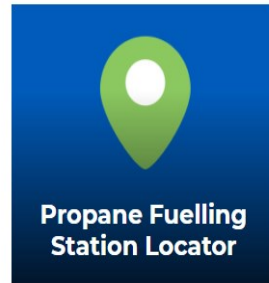
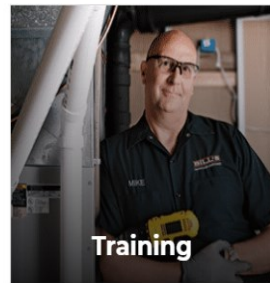
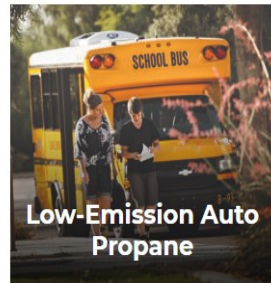
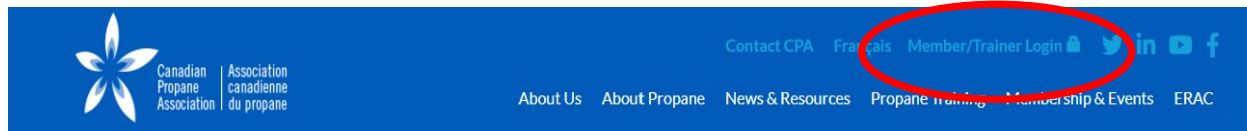


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PROPANE TRAINING INSTITUTE
L'INSTITUT DE FORMATION DU PROPANE

▶ **STEP ONE – How to connect**

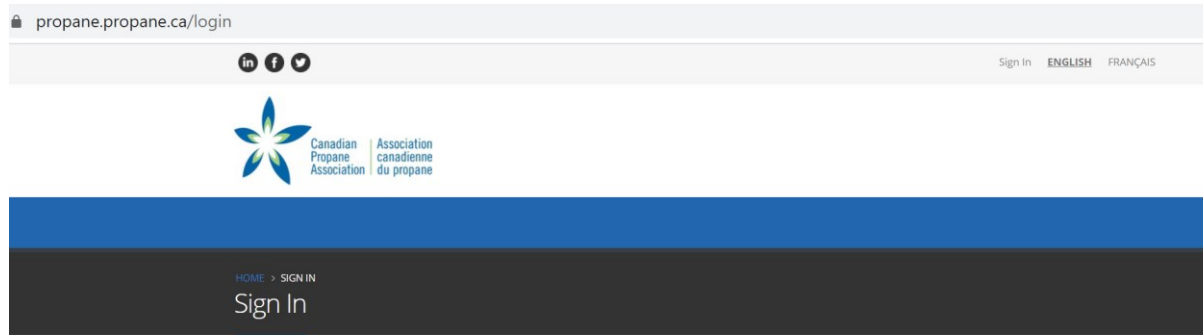
- ▶ Access the Canadian Propane Association website: <https://propane.ca/>
- ▶ In the top right corner click on Member/Trainer Login
- ▶ Don't forget: A link was also provided in the email notification you received



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▶ **STEP TWO – Sign in for the first time**

- ▶ If necessary, language preference can be selected via the options in the top right corner - English or French (it should be pre-set).
- ▶ Click on **“First-Time Login?”** to set-up your account



SIGN IN AREA

Email Address
Enter your email

Password
Enter your password

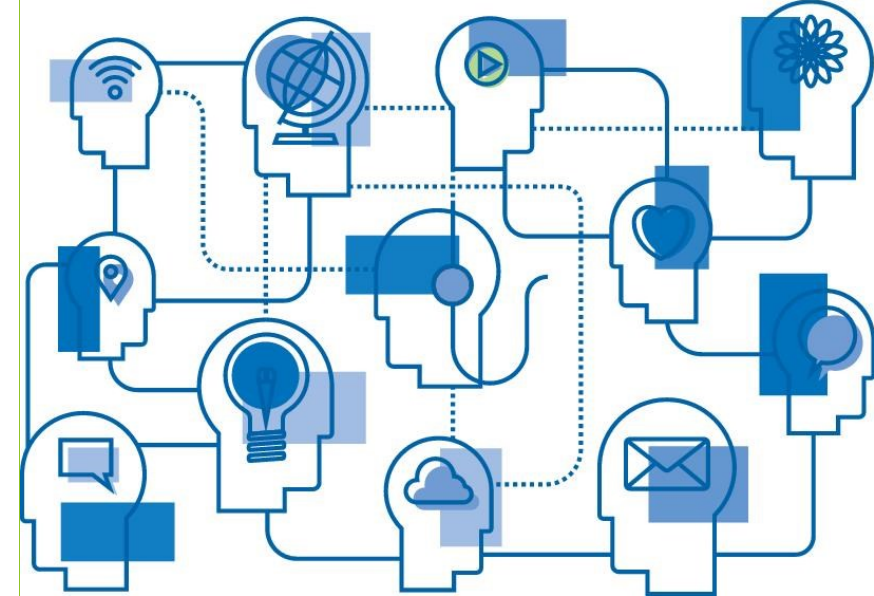
Forgot your password?
First-Time Login?

Sign In

CONTACT US

Membership questions: Phone: (613) 683-2270 Email: info@propane.ca 406-410 Laurier Avenue West Ottawa, ON K1R 1B7	Training questions: Phone: (877) 784-4636 Email: training@propane.ca 1100-744 4 th Avenue SW Calgary, AB T2P 3T4
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- ▶ **STEP THREE – Enter your email address**
 - ▶ You will be asked to enter your email and click “Send”.
 - ▶ Make sure you use the same email you use with us regularly.

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Sign In [ENGLISH](#) [FRANÇAIS](#)

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HOME > FIRST TIME LOGIN

First Time Login

Please enter your E-Mail in the field below, and a link to reset your password will immediately be sent to you.

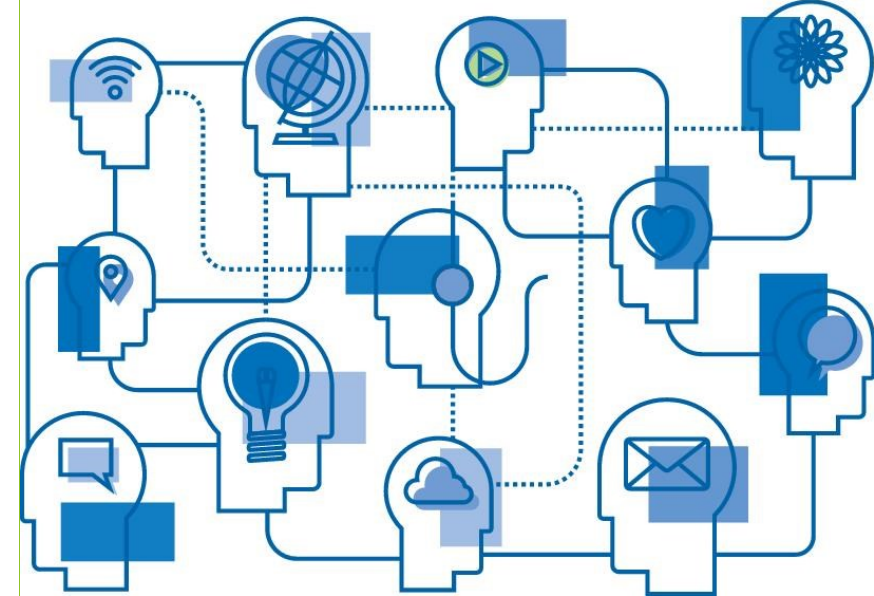
E-mail Address

Send

[Return to Member Sign In](#)

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Membership questions: Phone: (613) 683-2270 Email: info@propane.ca 406-410 Laurier Avenue West Ottawa, ON K1R 1B7	Training questions: Phone: (877) 784-4636 Email: training@propane.ca 1100-744 4 th Avenue SW Calgary, AB T2P 3T4
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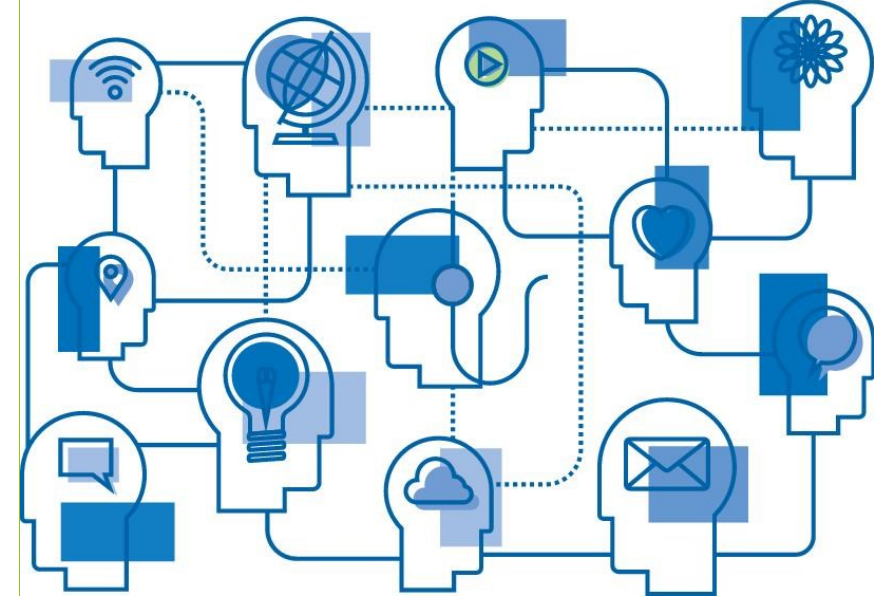
▶ **STEP FOUR – Retrieve the email**

- ▶ You will receive an email requiring you to click on a link to change your password
- ▶ If you do not receive the email immediately, please check your spam/junk folder

You are receiving this message because your e-mail address was used in the 'first-time' login form on the CPA website.
[Click here to change your password.](#)

If you didn't make this request please let us know immediately.


If you still do not get the email
after checking your spam folder,
please contact us to verify that we
have your correct email address in
our system at
1-877-784-4636 or
training@propane.ca



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- ▶ STEP FIVE – Select your password
- ▶ Select your password and confirm password to access the portal - Click on **SUBMIT**.
 - ▶ You will then click on **RETURN TO HOMEPAGE** and sign-in with your email address and new password

in f t Sign in [ENGLISH](#) [FRANÇAIS](#)

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HOME > CHANGE PASSWORD

Change Password

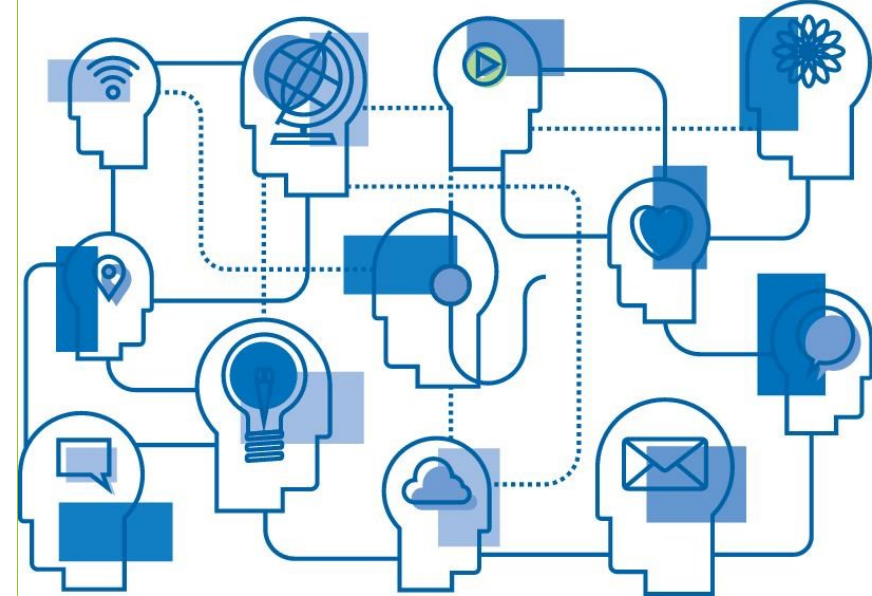
Please enter a new password

New Password

Confirm Password

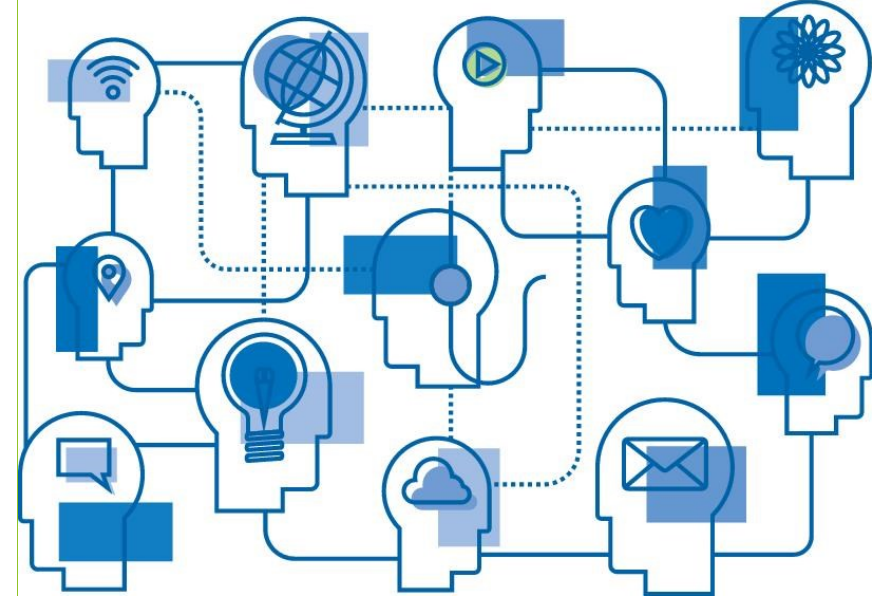
Submit

Return to Homepage



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You are not a PTI Trainer?
If you are interested in
becoming a PTI certified
trainer, please contact us to
obtain the application form at
training@propane.ca



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