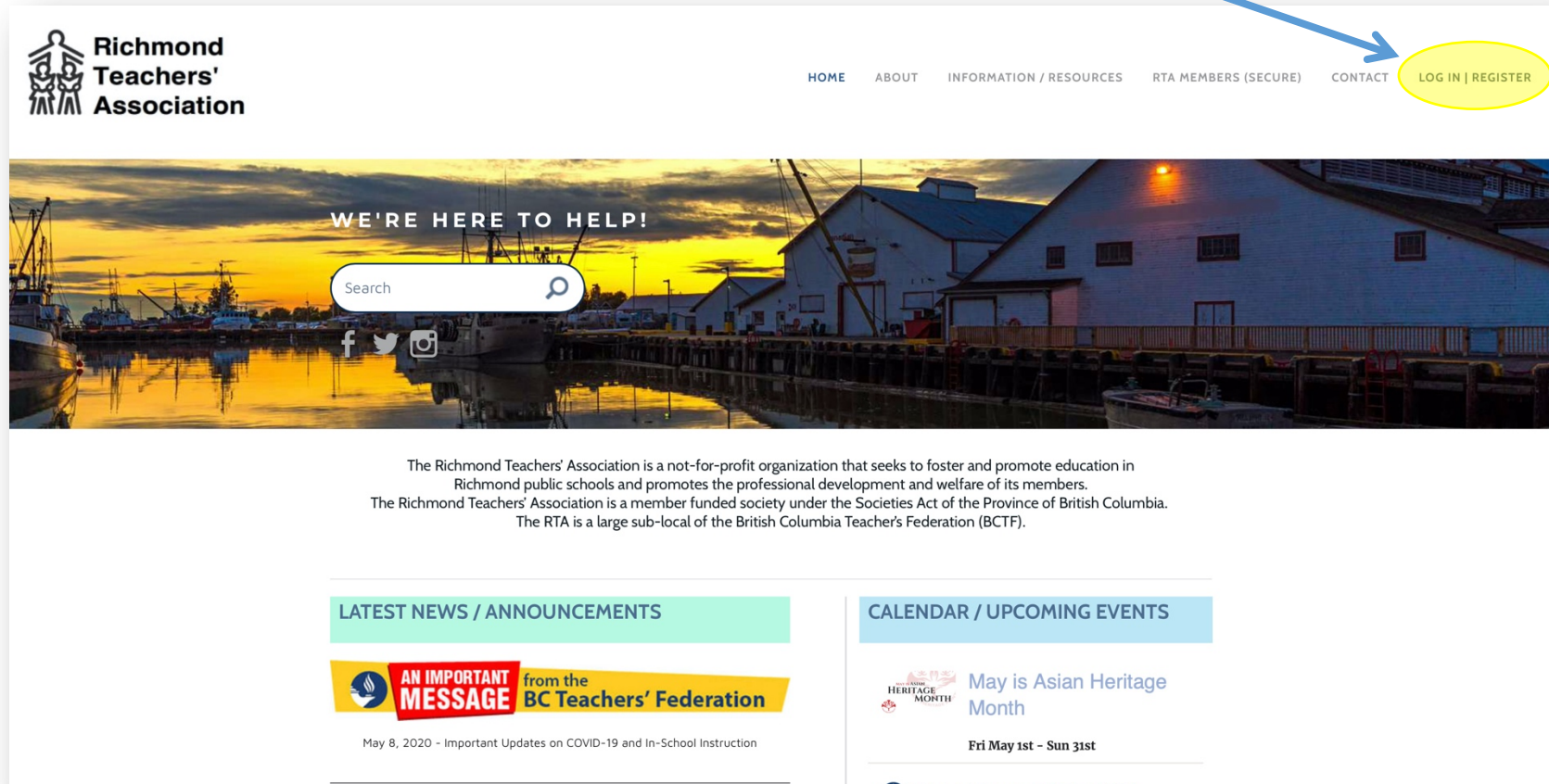


RTA WEBSITE - MEMBER REGISTRATION INSTRUCTIONS

Step 1

- Visit www.richmondteachersassociation.ca to create an account.
- Click on **LOG IN | REGISTER** located in the top right of the screen.



Richmond Teachers' Association

HOME ABOUT INFORMATION / RESOURCES RTA MEMBERS (SECURE) CONTACT **LOG IN | REGISTER**

WE'RE HERE TO HELP!

Search

f t i

The Richmond Teachers' Association is a not-for-profit organization that seeks to foster and promote education in Richmond public schools and promotes the professional development and welfare of its members. The Richmond Teachers' Association is a member funded society under the Societies Act of the Province of British Columbia. The RTA is a large sub-local of the British Columbia Teacher's Federation (BCTF).

LATEST NEWS / ANNOUNCEMENTS

AN IMPORTANT MESSAGE from the BC Teachers' Federation

May 8, 2020 - Important Updates on COVID-19 and In-School Instruction

CALENDAR / UPCOMING EVENTS

HERITAGE MONTH May is Asian Heritage Month

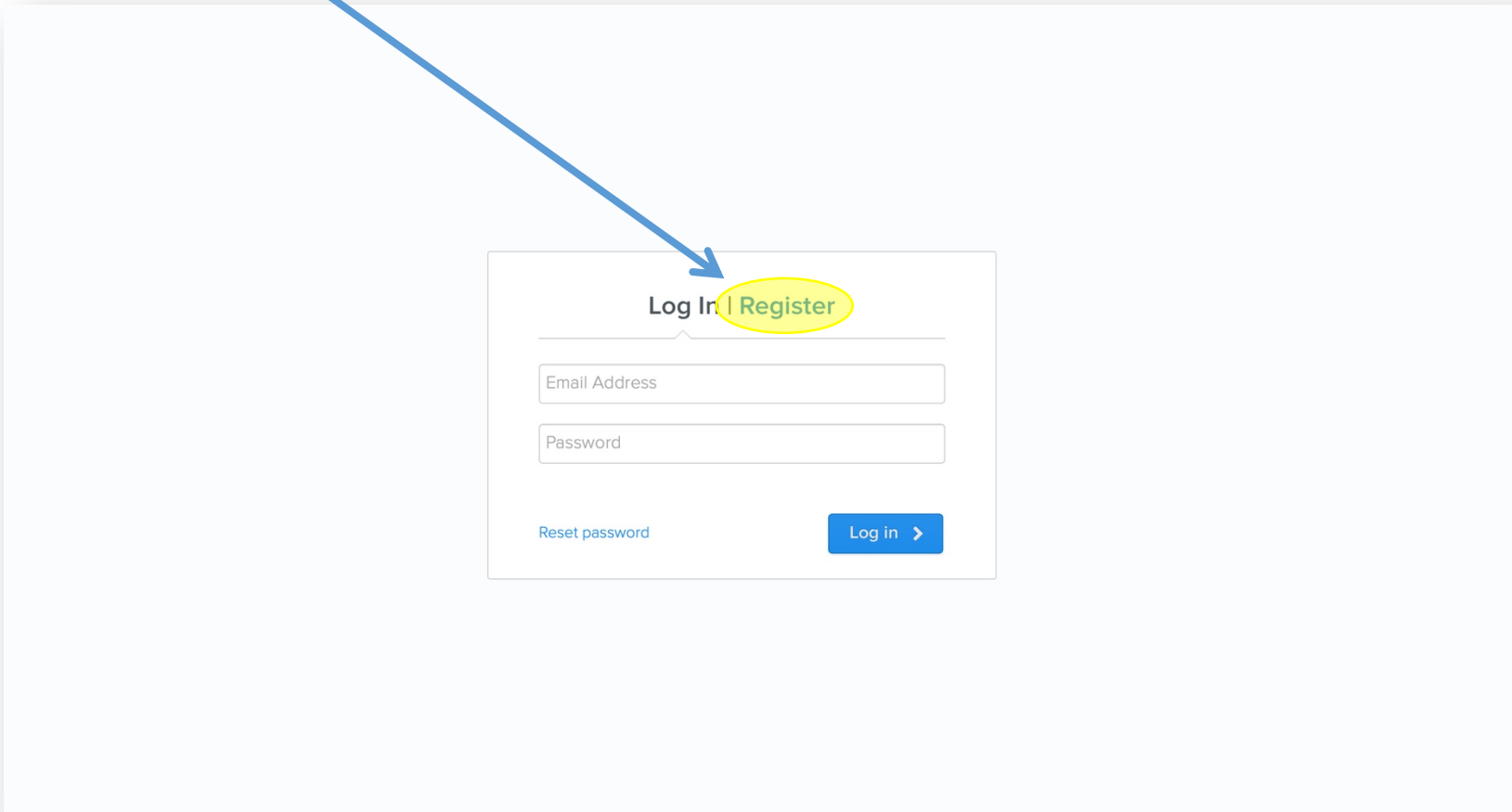
Fri May 1st - Sun 31st

BCTF Virtual BCTF AGM

RTA WEBSITE - MEMBER REGISTRATION INSTRUCTIONS

Step 2

- Select the word **'Register'** on the Login page.
- Once selected - a new form will appear to fill in your login information.



The screenshot displays a login form with the following elements:

- Navigation links: "Log In" and "Register" (highlighted in yellow).
- Input fields: "Email Address" and "Password".
- Buttons: "Reset password" and "Log in >".

A blue arrow points from the text "Once selected - a new form will appear to fill in your login information." to the "Register" link.

RTA WEBSITE - MEMBER REGISTRATION INSTRUCTIONS

Step 3

- Fill in the required fields:
 - i. Name – *Please use your first & last name*
 - ii. E-Mail Address – *This must be your SD38 e-mail, personal e-mail addresses will be denied. This is to monitor member maintenance and security.*
 - iii. Password – *Please select a password that is 8 characters long and contains 1 number.*
 - iv. Select box for marketing & promotional materials – *Currently this box is required through the website host. The RTA will not be sending any marketing or promotional materials and is working on removing this option from the registration.*

The image shows a registration form titled "Log In | Register". The form contains the following fields and elements:

- A text input field containing "Katie Woycenko".
- A text input field containing "rtaoffice@sd38.bc.ca".
- A password input field with masked characters ".....".
- A checkbox labeled "I agree to receiving marketing and promotional materials *".
- A red error message: "Password must be at least 8 characters and contain a letter and a number".
- A blue "Register" button with a right-pointing arrow.

Five callout boxes with blue arrows point to specific parts of the form:

- "FULL NAME – First & Last" points to the name input field.
- "SD38 E-Mail Address" points to the email input field.
- "Password" points to the password input field.
- "Select Box" points to the marketing checkbox.
- "Select 'Register' to complete registration" points to the Register button.

RTA WEBSITE - MEMBER REGISTRATION INSTRUCTIONS

Step 4

- Once registration is complete, your account will be approved by an RTA Administrative Assistant shortly.

Account Created

Your account has been created, but must be approved by the site owner. We'll send you an email once that happens.

[Click here to go home](#)


RTA WEBSITE - MEMBER REGISTRATION INSTRUCTIONS

Step 5

- Once approved, you will receive a confirmation e-mail with a link to the website to login.
- To Log in - repeat Step 1 and select the word **Log In** to sign in with your SD38 e-mail and password to view the secure member pages.
- If you are having trouble registering or need help with your log in, please don't hesitate to contact the RTA office at rtaoffice@sd38.bc.ca

Your registration on www.richmondteachersassociation.ca has been approved!

← REPLY ← REPLY ALL → FORWARD ⋮
[Mark as read](#)

 **no-reply@editmysite.com**
Fri 2020-05-22 1:02 PM
Inbox

To: RTA Office;

- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).
- To always show content from this sender, [click here](#).

NOTICE: This email originated from outside of the school district. Do not click on links or download attachments unless you recognize the sender and know the content is safe. For information on how to detect malicious emails, please go to our district's Portal > Inside 38 > Software Support > Outlook.

Richmond Teachers' Association

Hi Katie Woycenko,

Your registration has been approved on Richmond Teachers' Association.

Please click the link below to log into the site!

<http://www.richmondteachersassociation.ca>

If you believe you have received this email in error please contact the owner of this site.