

# WHAT IS AMS?

- WEB BASED ONLINE TOOL – ACCESSIBLE FROM ANYWHERE FOR EVERYONE WHO HAS TAKEN ONE OR MORE IMSA EXAMS
- RECORD KEEPING SYSTEM FOR IMSA RECORDS
  - CERTIFICATION EXAM HISTORY
  - CONTINUING EDUCATION LOG
  - PERSONAL PROFILE
- SECURED BY LOG-IN AND PASSWORD

# HOW TO ACCESS YOUR PERSONAL ACCOUNT

- FOR FIRST TIME USERS
  - NAVIGATE YOUR WEB BROWSER TO:  
[WWW.IMSASAFETY.ORG](http://WWW.IMSASAFETY.ORG)
  - FIND AND CLICK ON THE “IMSA LOGIN” LINK ON THE TOP ROW OF THE HOME PAGE:



[About](#)

[IMSA Certification](#)

[IMSA Membership](#)

[Events](#)

[Resources](#)

[IMSA Sections](#)

[Contact](#)



(321) 392-0500 | [IMSA Login](#)

CALTRANS / ATC / NEMA

# WHAT DO I NEED SO THAT I CAN LOG IN?

- YOUR USER NAME IS YOUR IMSA ID NUMBER, WHICH CAN BE FOUND BY CLICKING [THIS LINK](#)
  - NEED TO CREATE A NEW ACCOUNT? CLICK [HERE](#)
  - ON THE SIGN-IN SCREEN, NEAR THE BOTTOM, CLICK ON:
    - “FORGOT PASSWORD” IF YOU KNOW YOUR USERNAME, BUT NOT YOUR PASSWORD

Log in if you have your credentials below, or [Check here first](#) to find your credentials. If you can not find yourself, create a new account.

**\*\*PLEASE DO NOT CREATE ANOTHER IMSA PROFILE IF YOU HOLD A IMSA CERTIFICATE IT WILL NOT TRANSFER OVER TO A NEW IMSA PROFILE\*\***

### Sign In

Username  
  
**Required**

Password

Keep me signed in

[Forgot username?](#) | [Forgot password?](#)

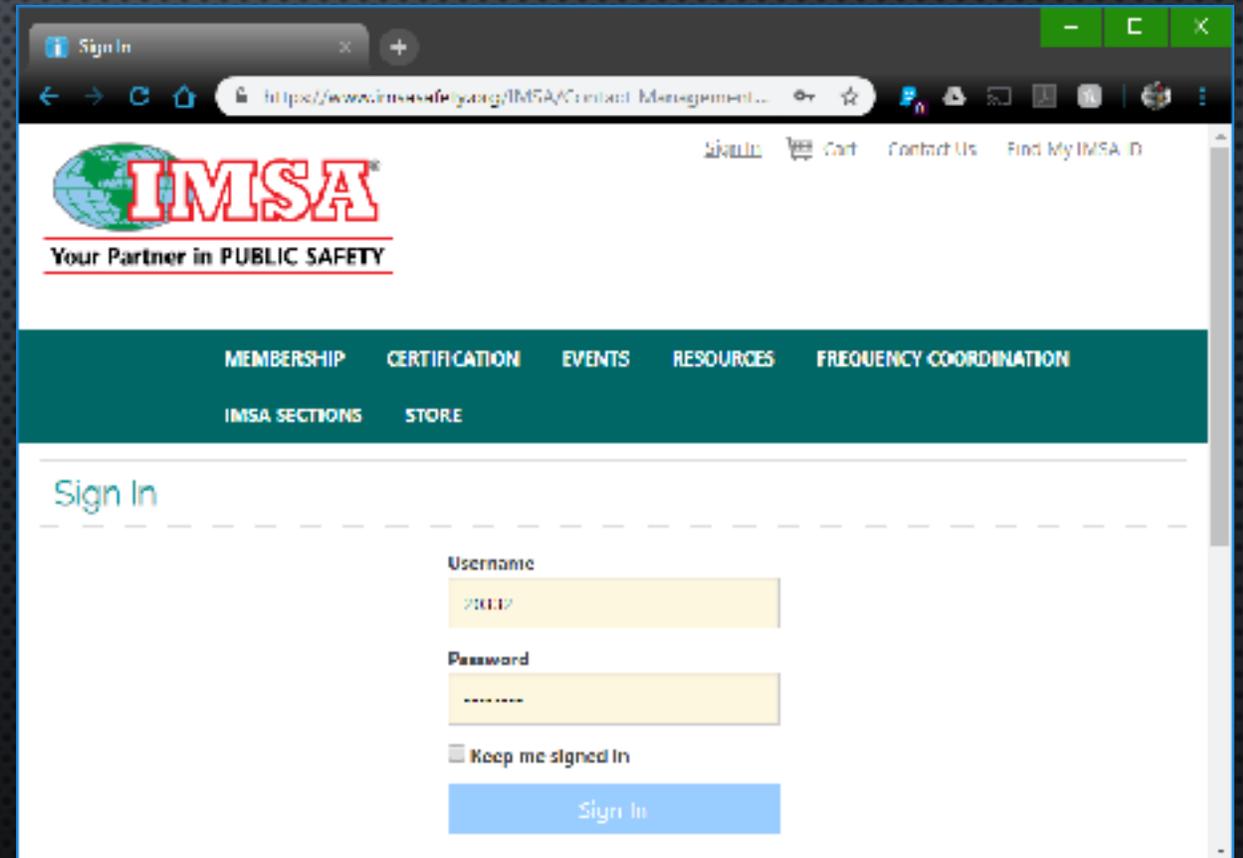
If you are having trouble logging in, please try resetting your password by clicking the "forgot password" link on the sign in form and enter your email on file.

## NEXT STEP

- WHEN YOU CLICK ON ONE OF REQUESTING LINKS, AMS WILL FIND THE EMAIL ADDRESS IN YOUR PROFILE AND SEND YOU AN EMAIL WITH A 'RESET' LINK SO THAT YOU CAN RECEIVE YOUR ID NUMBER AND / OR CREATE A PASSWORD.
- IF YOU DO NOT HAVE AN EMAIL ADDRESS ON FILE, OR YOU NO LONGER HAVE ACCESS TO THE EMAIL THAT YOU PROVIDED TO IMSA, YOU WILL HAVE TO EMAIL [DDONSON@IMSASAFETY.ORG](mailto:DDONSON@IMSASAFETY.ORG) OR CALL (321) 392-0500 TO GET ASSISTANCE WITH UPDATING YOUR RECORDS.
- **DO NOT CLICK** ON CREATE A NEW ACCOUNT – YOU WILL CONFUSE YOURSELF AND THE SYSTEM AS IT WILL THEN HAVE MORE THAN ONE PLACE TO STORE YOUR RECORDS.

# LOGGING IN

- ENTER YOUR USERNAME (IMSA ID#)
- ENTER YOUR PASSWORD
- CLICK ON THE BLUE “SIGN IN” BUTTON

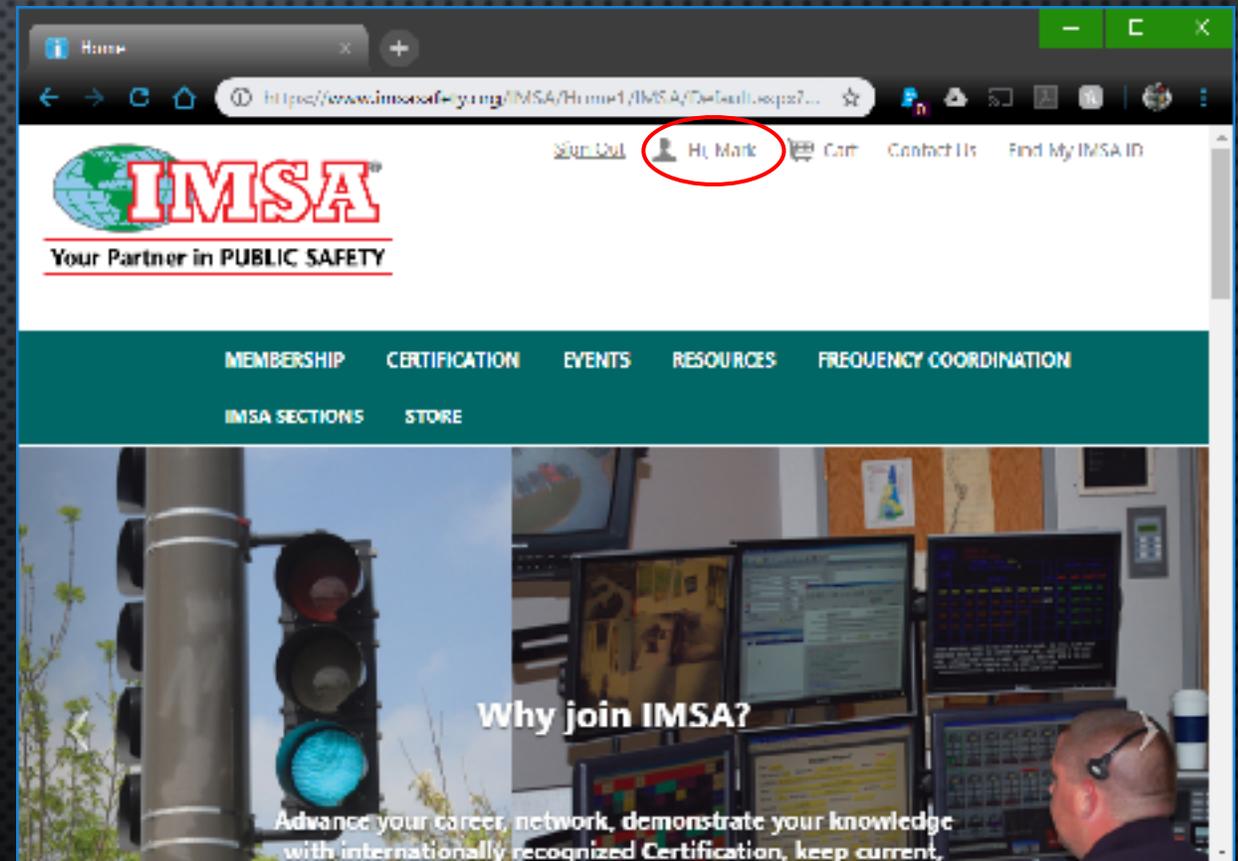


The screenshot shows a web browser window with the URL <https://www.imsa-safe.org/IMSA/Customer-Management...>. The page features the IMSA logo with the tagline "Your Partner in PUBLIC SAFETY". A navigation menu includes links for MEMBERSHIP, CERTIFICATION, EVENTS, RESOURCES, FREQUENCY COORDINATION, IMSA SECTIONS, and STORE. The main content area is titled "Sign In" and contains a form with the following fields:

- Username:** A text input field containing the value "21012".
- Password:** A password input field with masked characters "\*\*\*\*\*".
- Keep me signed In**
- Sign In** button

# LOGGED IN, NOW WHAT?

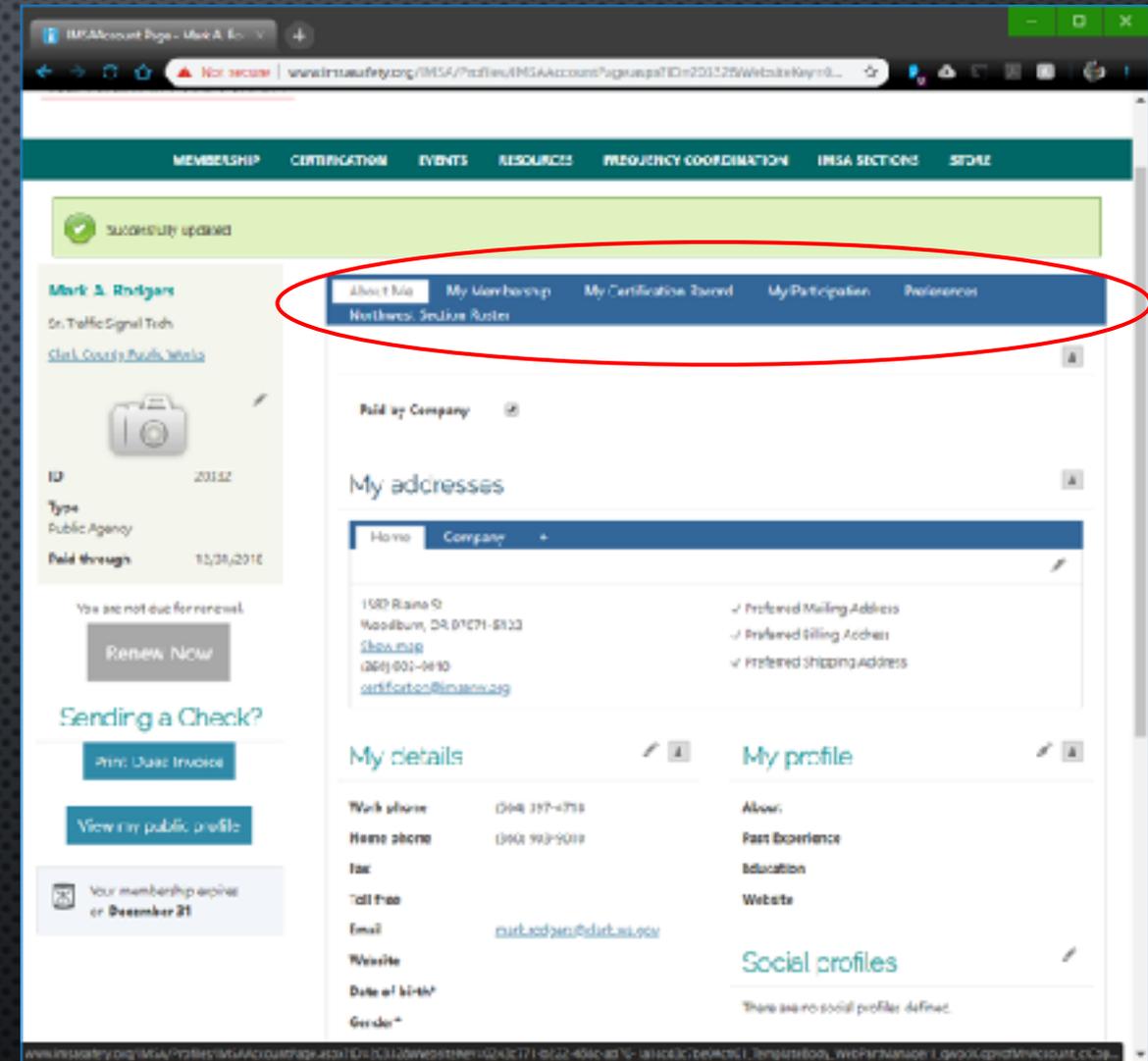
- YOU WILL SEE NOTHING SPECIAL WHEN YOU LOG IN, EXCEPT THERE IS A NEW LINK ON THE TOP OF THE HOME SCREEN
- AT THIS POINT YOU HAVE ACCESS TO MEMBER ONLY LINKS ON THE IMSA SITE
- THE LINK SAYS “HI, \_\_\_\_\_” AND YOUR NAME SHOULD BE AFTER HI.
  - IF IT IS, GREAT! CLICK ON IT
  - IF IT ISN'T, CALL IMSA TO GET ASSISTANCE (321) 392-0500



# YOUR AMS HOME SCREEN

## DEFAULTS TO ABOUT ME

- YOUR INDIVIDUAL LINKS BANNER
  - SHOWS THE LINKS THAT YOU CAN ACCESS USING YOUR ID# LOG IN
  - REVIEW THE INFORMATION SHOWN AND UPDATE ALL INACCURACIES BY CLICKING ON THE PENCIL ICON TO ACCESS THE EDIT SCREEN. REMEMBER TO CLICK ON “SAVE” WHEN YOU HAVE COMPLETED YOUR EDITS



# MY MEMBERSHIP LINK

- PROVIDES A BRIEF DESCRIPTION OF THE TYPE OF MEMBERSHIP THAT YOU CURRENTLY HOLD WITH IMSA.
- SHOWS WHEN THE CURRENT MEMBERSHIP WILL EXPIRE

The screenshot shows a web browser window displaying the IMSA My Membership page. The page has a dark green header with navigation links: MEMBERSHIP, CERTIFICATION, EVENTS, RESOURCES, FREQUENCY COORDINATION, IMSA SECTIONS, and STORE. Below the header, the user's name 'Mark A. Rodgers' is displayed, along with their title 'Sr. Traffic Signal Tech.' and affiliation 'Clark County Public Worker'. A profile picture placeholder is shown with a camera icon. The membership details are as follows:

IMSA ID#	20882	Section	Northwest
Member Type	Public Agency	Membership Valid Through	12/31/2015
Joined IMSA	3/1/2011		

Below the membership details, there is a 'Print Membership Card' button. A notification states 'You are not due for renewal.' with a 'Review Now' button. There are also links for 'Sending a Check?', 'Print Dues Invoice', and 'View my public profile'. A warning box at the bottom indicates 'Your membership expires on December 31'. The footer contains contact information for IMSA: 597 Haverty Court, Suite 100 - Rockledge, FL 32150, Phone - 321.392.0500 or Toll free - 800.723.IMSA (6672), Fax - 321.806.1400, and a link to 'Email IMSA Staff, Board of Directors, Section Contacts...'. The copyright notice is © 2007 IMSA.

# MY CERTIFICATION RECORD

- VIEW THE STATUS OF EXISTING CERTIFICATIONS
- ADD TO YOUR CONTINUING EDUCATION CREDITS LOG
- CLICK THE BOX TO PERMIT YOUR EMPLOYER TO SEE YOUR CERTIFICATION RECORDS

The screenshot displays the IMSA Account Page for user Mark A. Rodgers. The page is divided into several sections:

- User Profile:** Shows the user's name, email (bt\_rattic.signal@emh.com), and public agency (Clark County Public Works). It includes a photo placeholder, ID number (20332), and a renewal date (12/31/2018). A "Renew Now" button is present.
- Navigation:** A top menu includes "About Me", "My Membership", "My Certification Record" (selected), "My Participation", and "Preferences".
- Permissions:** A section titled "I give my permission to share my IMSA Certification records with my employer" with a checkbox.
- Certifications Table:** A table with columns for "Effective Date", "Expiration Date", "Description", and "Certification Number". It lists several certifications, including "Traffic Signal Inspector Level I - Initial" and "Renewal Traffic Signal II (Bench) - Initial".
- Continuing Education Credits:** A section with a "Click here to add a new Continuing Education Credit" link and a disclaimer: "By uploading Continuing Education Credit information, you are hereby attesting to the accuracy and validity of, and assume full responsibility for, all materials and information entered by you in support of Certification Renewal".

A red circle highlights a plus sign icon in the bottom right corner of the page, likely used for adding new information.

# ADD CONTINUING ED

- CLICK ON THE + SYMBOL
- FILL IN THE REQUIRED BOXES (\*)
- FILL IN OTHER BOXES THAT APPLY
- CLICK "SAVE & CLOSE" WHEN COMPLETED
- TRAINING DOES NOT APPEAR IN YOUR CONTINUING EDUCATION CREDITS RECORD UNTIL IT HAS BEEN REVIEWED BY IMSA STAFF

The screenshot shows a web browser window with the URL [www.imsasafety.org/IMSA/PrnFiles/IMSAAccountPage.aspx?ID=20312&Webstakey=0](http://www.imsasafety.org/IMSA/PrnFiles/IMSAAccountPage.aspx?ID=20312&Webstakey=0). The page displays a table of existing certifications and an 'Add' form for new entries.

Effective Date	Expiration Date	Description	Cert number
9/16/2015	9/16/2018	Traffic Signal Inspector Level I - Initial	SI_20132

**Add Form Fields:**

- Date Entered:** [Text Input]
- Title:** [Text Input]
- Date of Completion:** [Text Input]
- Specialty:** [Dropdown Menu, currently showing '(none)']
- Speaker Name:** [Text Input]
- Brief Description of Program:** [Text Area]
- I'm the Moderator/Speaker:**  Yes  No
- Speaker Contact Info:** [Text Area]
- Renewing Certification New:**  Yes  No
- Document Upload:** [Text Input] [Select] (Allowed file formats: PDF, DOC, DOCX, XLS, XLSX, JPG, PNG, GIF. Maximum file size: 10 MB)
- Duration (Min):** [Text Input, value: 0]
- Approval Date:** [Text Input]
- Credit Hours:** [Text Input]
- Perked:**
- Note:** [Text Area]

Buttons: **Save & Close**, **Cancel**

# MY PARTICIPATION

- SHOW CURRENT BILLING INFORMATION AND OPEN INVOICES
- SHOWS IMSA INFORMATION SOURCES AND FORUMS THAT YOU HAVE LINKED TO
- SHOWS COMMITTEES THAT YOU HAVE VOLUNTEERED TO PARTICIPATE IN

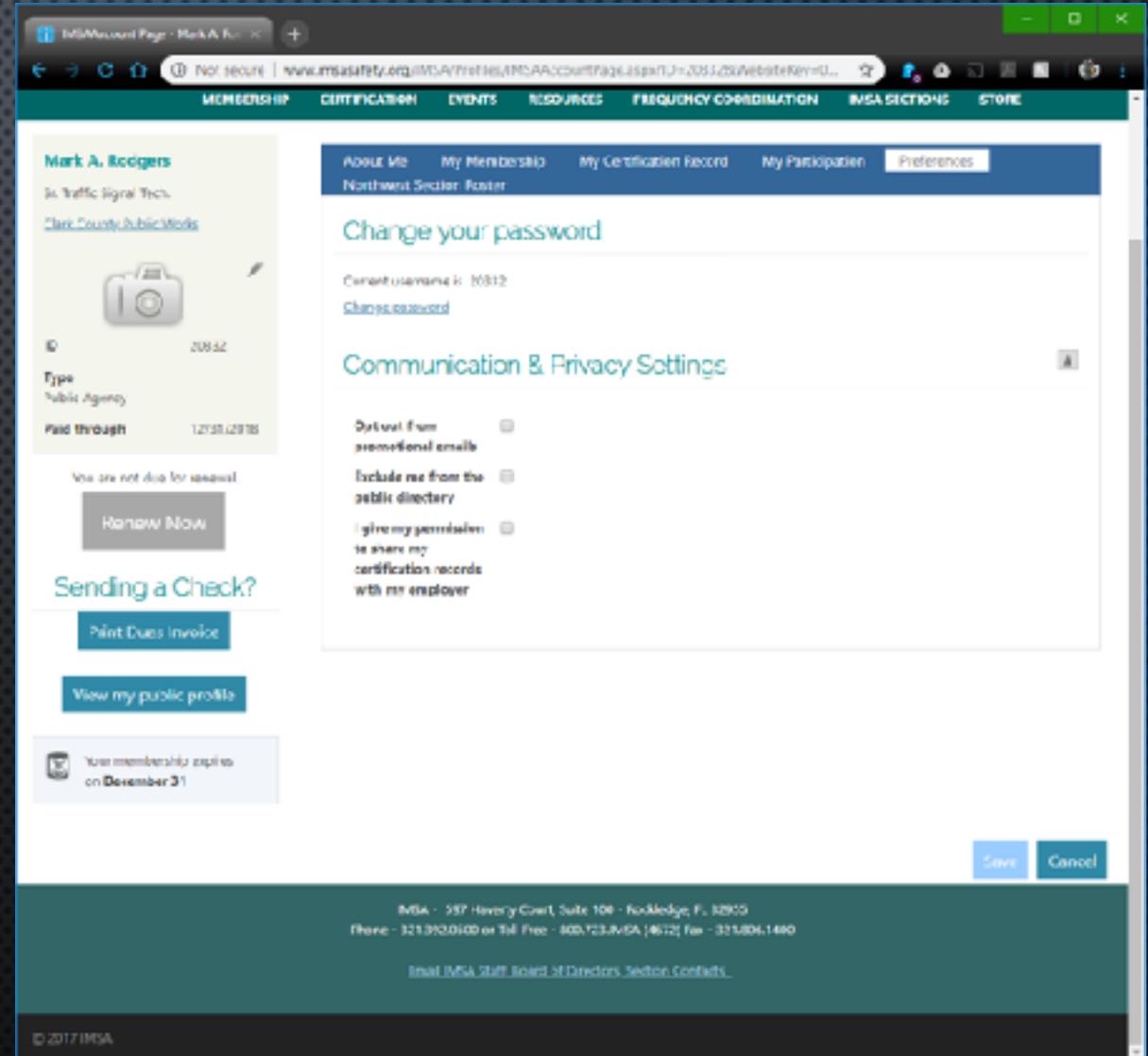
The screenshot displays the IMSA member portal for Mark A. Rogers. The user's profile information is shown on the left, including their name, title (De Traffic Signal Tech), and agency (Clark County Public Works). The ID is 28312, and the membership expires on December 31. The portal also shows a 'Sending a Check?' section with options to 'Print Dues Invoice' and 'View my public profile'. The main content area is titled 'My Participation' and includes sections for 'My current billing' (no records), 'My open invoices' (no open invoices), 'My communities' (listing various roles like Certification Team and Translocation Center System Specialist), and 'My committees' (listing Section-Certification Contacts - Committee Member). The footer contains IMSA contact information and a copyright notice for 2017.

IMSA - 5971 Hamerly Court, Suite 100 - Rockledge, FL 32955  
Phone - 321.353.0540 or Toll Free - 800.721.IMA (4477) Fax - 321.346.1400  
Email: [imsa@imsa.org](mailto:imsa@imsa.org), [imsa@imsa.org](mailto:imsa@imsa.org), [imsa@imsa.org](mailto:imsa@imsa.org)

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# PREFERENCES

- CHANGE YOUR PASSWORD
- CHANGE / UPDATE YOUR COMMUNICATION & PRIVACY SETTINGS



# TARP – THE NEW WAY

- DO NOT SEND TARP FORMS TO IMSA
- USE AMS TO ENTER YOUR CONTINUING EDUCATION (TARP) INFORMATION
- SEE YOUR INFORMATION ONLINE SHORTLY AFTERWARD – IT COULD TAKE A FEW DAYS BEFORE YOU ENTRIES SHOW UP. PLEASE BE PATIENT.
- 960 MINUTES OF CONTINUING EDUCATION TIME ARE NEEDED FOR CERTIFICATION RENEWAL
  - FORMERLY 64 TARP POINTS WERE NEEDED FOR RENEWAL (960 MINUTES = 16 HOURS = 64 TARP)