Complete the following steps to set up an ITA account and password:

1. Click on “Create an Account” hyperlink on the Injury Tracking Application Login Screen.

2. For “Create Account Step 1 of 3: Account Details,” enter information into the required fields, complete I’m not a robot CAPTCHA, and click on the Continue button.
3. For “Create Account Step 2 of 3: Terms and Conditions,” click on the check box next to “I acknowledge that I have read and accept the Terms of Use Agreement” and click on the Continue button. **Note:** ITA automatically emails the end user a notification that contains a hyperlink to log in and set a password.

4. Once “Create Account Step 3 of 3: Confirm Account Creation” page displays, click on hyperlink in the emailed notification to log in and set a password. **Note:** This hyperlink will expire after 24 hours.
5. Click on the Log in button.

   This is a one-time login for /test1.
   Click on this button to log in to the site and change your password.
   This login can be used only once.

6. Enter a password into the Password field. Note: The password must contain at least 8 characters and all of the following three: lowercase and uppercase letters, number(s), and special characters.
7. Re-enter the password into the Confirm password field. **Note:** The password must be re-typed.

8. Click on the Save button.

9. System will re-direct back to the ITA login page.

10. Enter username and password and click **Log In**.

11. If link expires, repeat steps 4-10.