

Energy Trading System (ETS) Training Environment User Access Enrolment Procedures

Participants that require access to the Energy Trading System (ETS) Training Environment will need to apply for a digital certificate as this is a secure site. This is a 4 step process:

Step 1: Application

- The [Energy Trading System \(ETS\) Training Environment Application form](#) needs to be completed and the corporate contact for your company (as listed in the [Participant List](#)) will need to be carbon copied when the request form is sent to ets.training@aeso.ca
- Enrolment names must be unique, therefore, the AESO recommends that the both 'training' and 'participant ID' are included in your application name. For example, if the applicants' name is John Smith and his company participant ID is 'AESO' then the 'Name' in the 'Applicant Information' section should read John TRAINING AESO Smith.



STEP 1:

Please fill in the information below for each individual at your organization that requires a training digital certificate to access the Energy Trading System training environment. It is necessary for the participant's corporate contact to be cc'd when the completed request form is submitted via email to: ets.training@aeso.ca to ensure that the participant has authorized the digital certificate applicant. For more information, please contact the Digital Certificate Administrator at 403-539-2698.

Applicant Information for Training Certificate				
Name*:	John	TRAINING	AESO	Smith
	First Name	Training	Participant ID	Last Name
Position/Department:	Operator			
Email Address:	John.Smith@aeso.ca			
<p>*Please indicate both TRAINING and Participant ID in the applicants name. If you are unsure of the participant ID please use the Pool Participant List as a reference. Let applicants name and email online with the following naming convention: First name: John TRAINING Last name: AESO Smith</p>				
Participant Information for Training Certificate				
Participant Company Name:	Alberta Electric System Operator			
Authorized By (Participant's Corporate Contact):	Jane Doe			
Email Address:	Jane.Doe@aeso.ca			

Applicant information must be the same information used when enrolling for your certificate online.

Participant information must match exactly with ETS (participant name and corporate contact).

Figure 1.1

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Step 2:

2.1 Apply Online

- Once the request has been submitted the applicant must apply online for a digital certificate via the following web site:
<https://pki.symauth.com/certificate-service/?ac=790858&pf=2.16.840.1.113733.1.16.1.2.3.1.1.256001160>

2.2 Enroll

Please NOTE that you must use the same browser, on the same computer, to enroll and install your digital certificate.

- This will take you to the **Enrollment Form**, as seen below.

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Enroll:

Enrollment information

Next steps

Verify your information

Verify that the information associated with your certificate is correct, and complete any required fields.

Certificate request for: ETS

* Certificate name:

* Email address:

Note: Email address is case-sensitive. It must exactly match the email address configured in your email client.

* Participant name:

* Participant ID:

* First Name:

* Last Name:

Comments: ?

If you have any questions, contact AESO ETS Digital Certificate Administration

cert_admin@aeso.ca
1-888-588-2376

* Required information

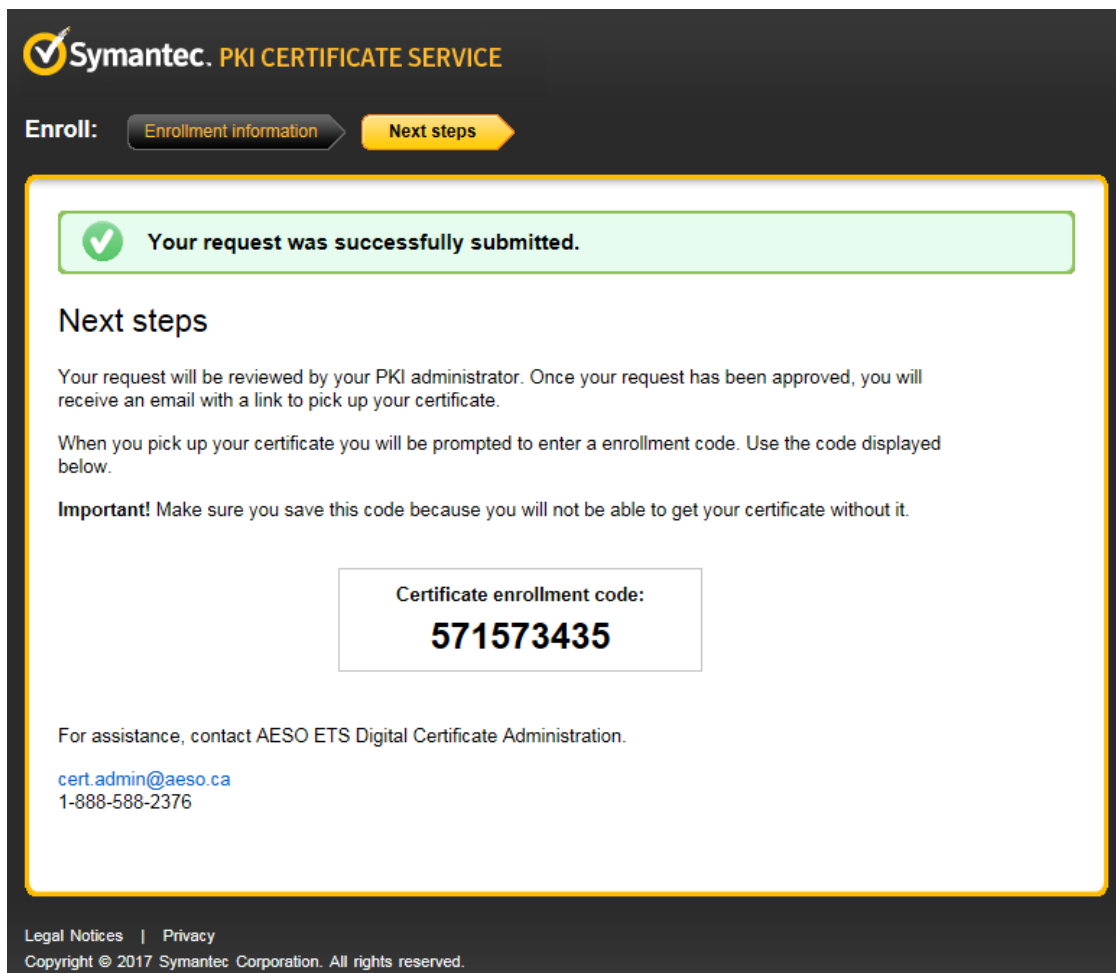
Continue

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Please **NOTE** that the application information and the online enrolment information must **match**.

- In order to match the application form, submit the information as follows:
 - First Name: John TRAINING
 - Last Name: AESO Smith
- Once you have filled in the mandatory fields, scroll to the bottom of the screen and select **Continue**.
- Upon approval of the online enrollment you will receive an email from cert.admin@aeso.ca with further instructions on how to pick up/install the digital certificate.

Note: You must have the Symantec PKI Client installed on your machine prior to picking up your certificate. For information on installing the Symantec PKI Client continue to the section below. If the Symantec PKI Client is already installed on your computer proceed to the section "Picking up your digital certificate."



Symantec. PKI CERTIFICATE SERVICE

Enroll: **Enrollment information** | **Next steps**

✓ Your request was successfully submitted.

Next steps

Your request will be reviewed by your PKI administrator. Once your request has been approved, you will receive an email with a link to pick up your certificate.

When you pick up your certificate you will be prompted to enter an enrollment code. Use the code displayed below.

Important! Make sure you save this code because you will not be able to get your certificate without it.

Certificate enrollment code:
571573435

For assistance, contact AESO ETS Digital Certificate Administration.
cert.admin@aeso.ca
1-888-588-2376

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Step 3:

3.1: Installing the Symantec PKI Client

The Symantec PKI Client must be installed on your machine prior to picking up your certificate. There are two places from which the Symantec PKI Client can be installed, and instructions are found below. If you already have the Symantec PKI Client installed on your machine you can proceed to 'Picking up your Digital Certificate.'

Using a direct link from the Symantec website

Go to: https://knowledge.symantec.com/support/mpki-for-ssl-support/index?page=content&id=SO25938&actp=RSS&viewlocale=en_US and follow the Symantec provided directions.

Following the prompts on the Symantec Verisign website when picking up your certificate

When you receive the email informing you that your certificate is ready (see "Picking up your digital certificate" section below), a link will take you to the Symantec Verisign website. From here, you will be prompted to install the Client Manager on your computer.

3.2: Picking up your Digital Certificate

Once the enrollment has been approved you will receive an automated email instructing you to pick up your certificate.

Dear John TRAINING AESO Smith,

Your certificate request has been approved. Using the device which you will access the Energy Trading System, access the link below to pick up your certificate. You will need the enrollment code that you received when you enrolled for your certificate.

Please ensure the Client Manager has been installed on your machine prior to installing the digital certificate.

<https://pki.symauth.com/certificate-service?x=K02olzu9SvRHkaQM>

If you have any questions email ets.training@aeso.ca.

Thank you,

ETS Certificate Administrator

- Upon receiving this email, click on the provided link. This will open the below window in your browser.

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 Symantec. PKI CERTIFICATE SERVICE

Enroll: [Enter enrollment code](#) [Install certificate](#) [Next steps](#)

Install your certificate

Click **Install certificate**. The certificate will be installed on your computer or smart card shortly.

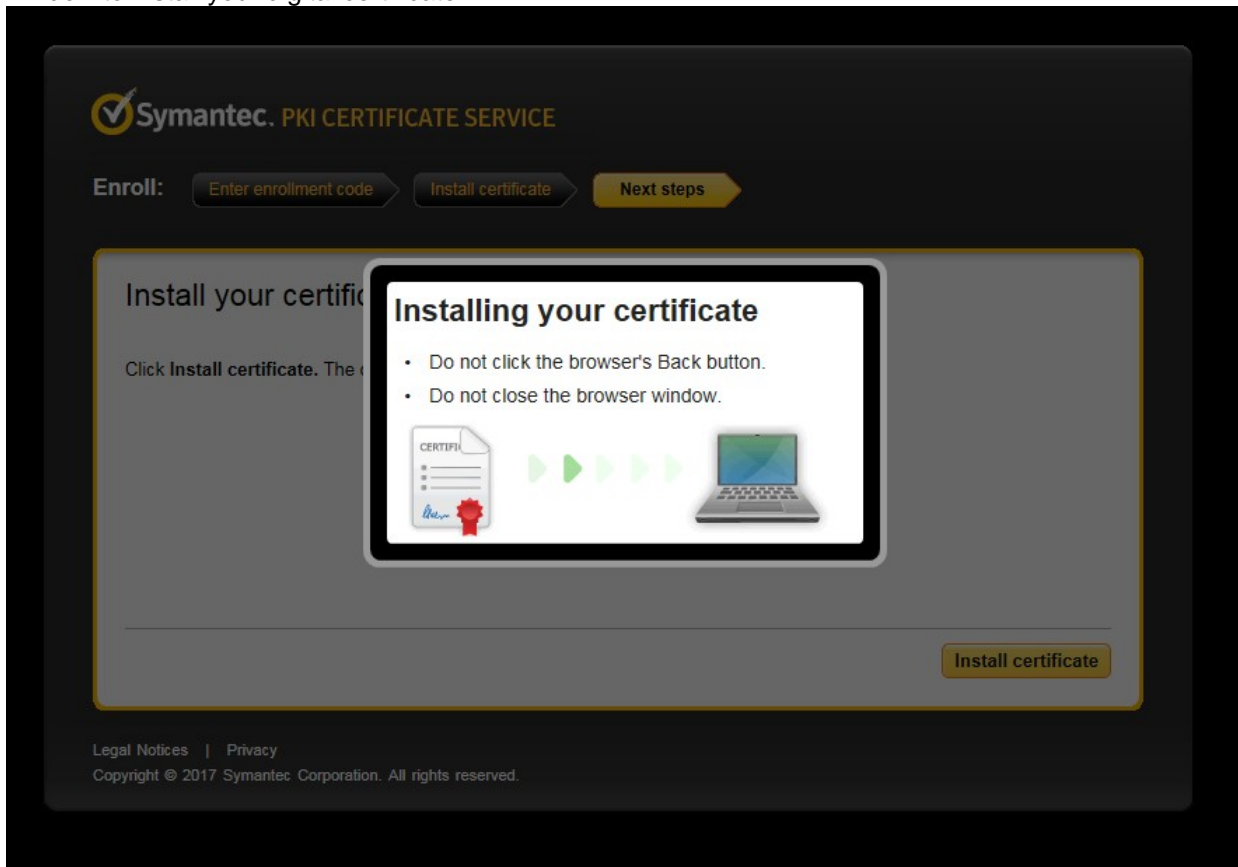
[Install certificate](#)

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- Follow the prompts in the installation window to download the Symantec PKI Manager (if you do not already have the manager).

Note: You may need administrator privileges on your computer to install the Symantec PKI Manager. For additional information on the Symantec PKI Manager see “Installing the Symantec PKI Manager” section above.

- Once you have successfully installed the Symantec PKI Manager, follow the prompts in the installation window to install your digital certificate.



Symantec. PKI CERTIFICATE SERVICE

Enroll: **Enter enrollment code** → **Install certificate** → Next steps

Installing your certificate

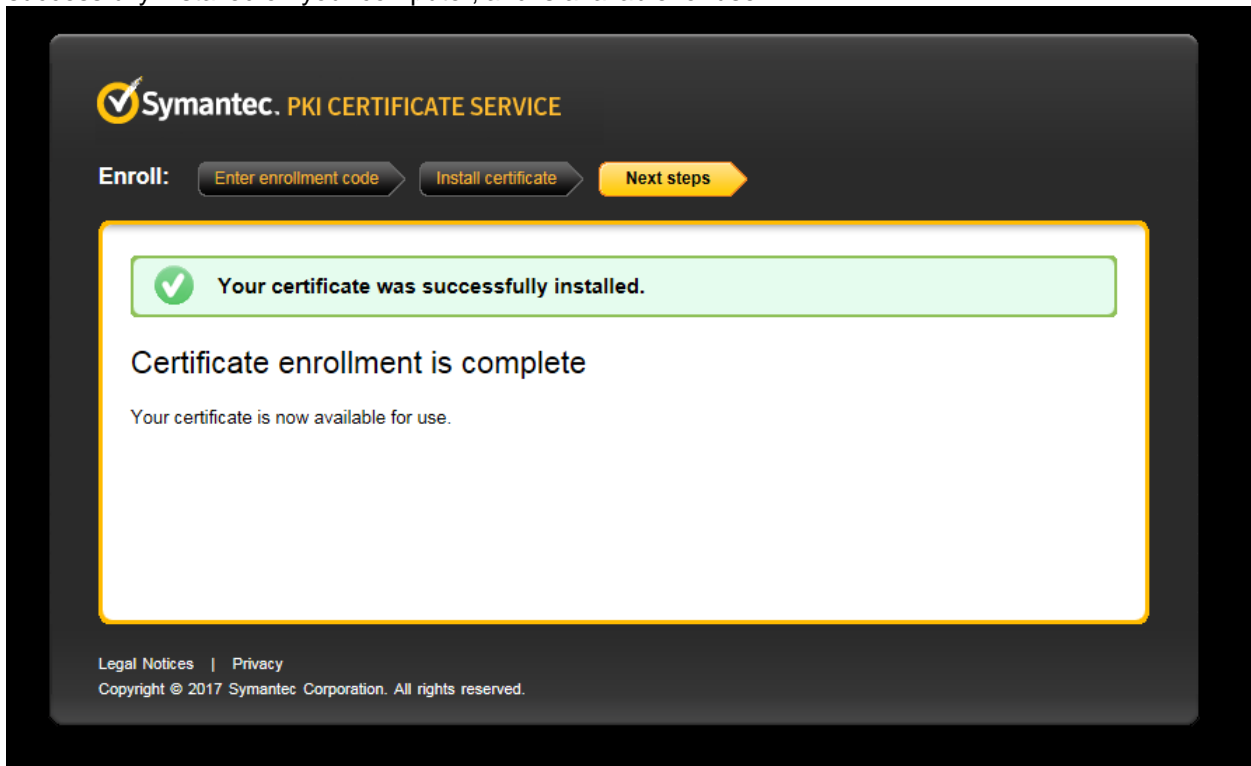
- Do not click the browser's Back button.
- Do not close the browser window.

Install certificate

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- You will then receive confirmation in a message similar to the one below that the certificate has been successfully installed on your computer, and is available for use.



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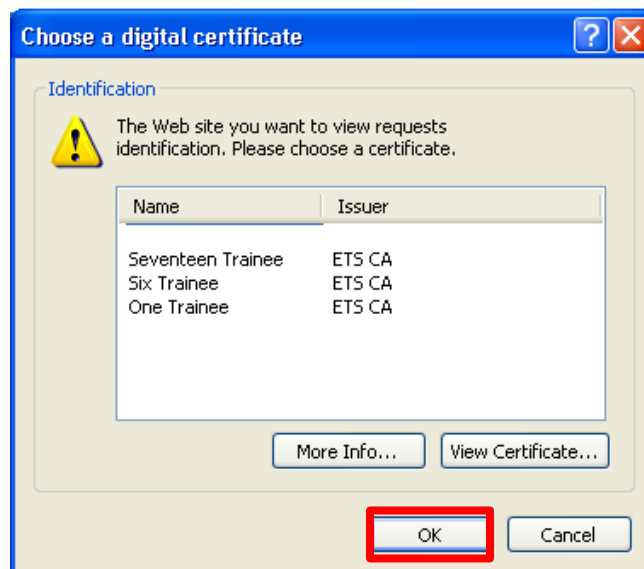
Step 4:

ETS Access Granted

- You should now be able to access the ETS Training Environment located at: <http://etstraining.aeso.ca>
- Once you arrive at this website click on the **ETS Login** button in the upper right hand corner of the screen, as shown below.

ENERGY TRADING SYSTEM (ETS) LOGIN ▶

- If you have multiple certificates installed on your computer you will need to select the appropriate certificate, then select **OK**; the screen will look similar to the one below. The certificate will be named according to the applicant name on the [Energy Trading System \(ETS\) Training Environment Application](#) form.



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Need Help?

- For further technical assistance please contact the AESO Digital Certificate Administration team Monday to Friday 8:00AM - 5:00 PM MT. Send inquiries to our Digital Certificate Administrator at ets.training@aeso.ca

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