Getting Started

How to register and login to your CTA Trip Booking account

You need to sign up with a City of Calgary myID account in order to book trips online through CTA Trip Booking. First, you’ll need to set up a myID account if you don’t already have one. If you do, you can skip to directly registering for a Calgary Transit Access Trip Booking Account.

- myID can be accessed through going to [www.calgary.ca](http://www.calgary.ca), scroll down to the bottom footer and click on “myID”

- Next, select “Sign in to myID now”. A new window will open up.

- Select “Create a personal account”

- Enter all of the required information as indicated.
• Click on the “Username guidelines” link if you are not sure what to enter under “username”. Determine if the username you have entered is available by clicking on “check”.

• For security reasons, you must verify the characters as displayed in the text box. Play the audio or generate the image if you have problems viewing the characters.

• Next, read and agree to the Terms of Use and Privacy Policy, and check the box once completed.
• Once all the fields completed, click on the “Sign up” button.

• If there are no errors, a “Thank You” window will pop up, indicating you have successfully signed up for a myID account. You will receive an email shortly to the registered email address that contains a temporary password.
From that email, click on the “Login to myID now” link and enter your username and the temporary password indicated in that email. You can copy and paste the password.

![Image of login email](image)

You will then be asked to change your temporary password. Enter in a new password.

Next, you will need to enter three security questions and answers. Once completed, click on “Validate”, then click on “Return to Application” to see the available services through your myID account.

You may want to bookmark this page, as you will need to login through myID to book trips through Calgary Transit Access Trip Booking.

Once you have successfully created a myID account, you can register for Calgary Transit Access Trip Booking. You will only need to register once.

Once you are logged in, the myID homepage will show a list of available services

Click on “Calgary Transit Access Trip Booking”
• Under “Registration Number” enter your Calgary Transit Access customer registration number.

• Under “PIN” enter your Calgary Transit Access PIN number.

• If you do not know your registration number or PIN number, please contact CTA at 403.537.7777.

• Next, click on “Submit”. You will be brought to the Trip Booking “At a Glance” homepage, where you can begin booking your trips.

• Please note that for future logins, you can login to your myID account, click on “Calgary Transit Access Trip Booking”, and you will be brought directly to the “At a Glance” homepage.