

## CTAS First Steps: For First Time CTAS Users

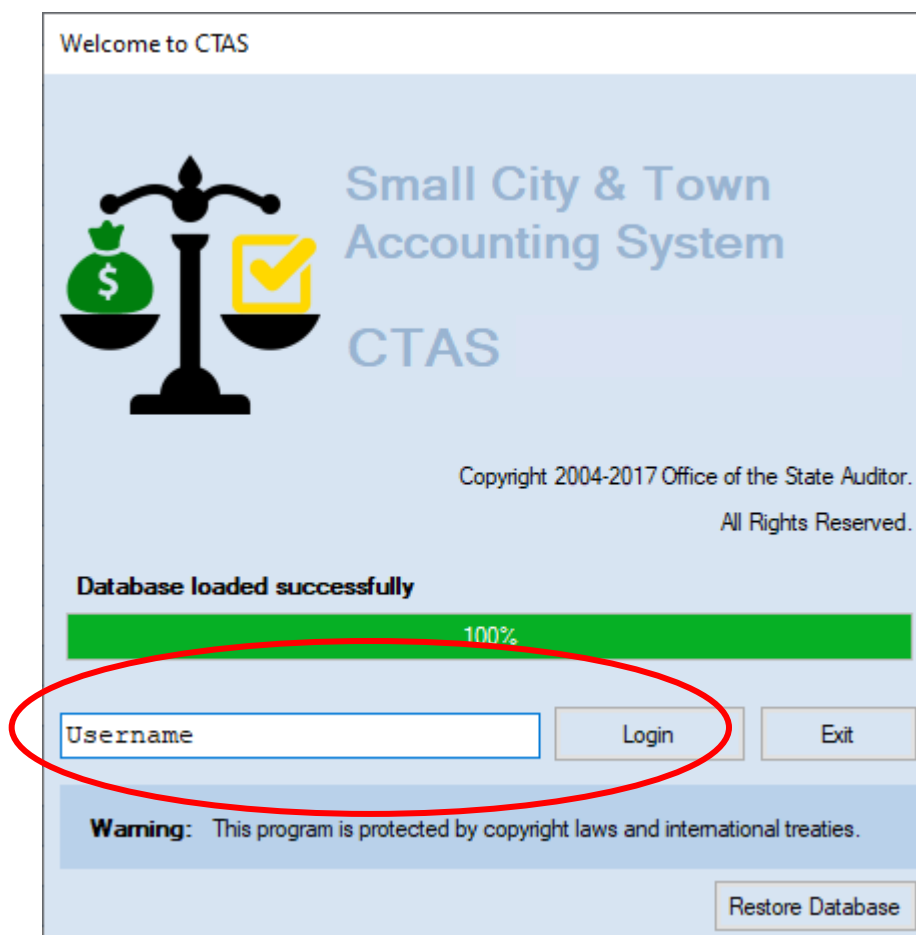
Once CTAS has been installed on a computer, there are certain first steps that must be completed to begin using the program. These instructions will demonstrate the steps to be completed for first time CTAS users.

First, double-left-click on the CTAS icon on your desktop.



CTAS 20XX

The Welcome Screen will appear. Enter your login ID and click on the Login Tab (circled).



Welcome to CTAS

Small City & Town  
Accounting System  
CTAS

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Database loaded successfully

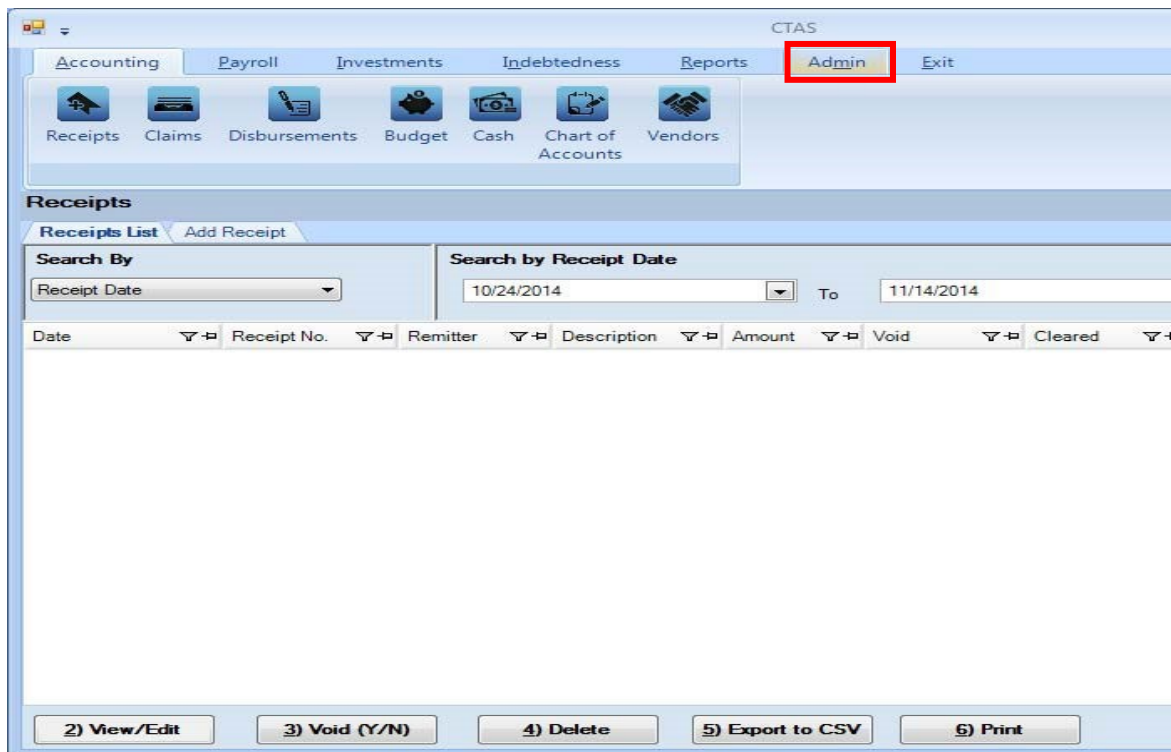
100%

Username  Login  Exit

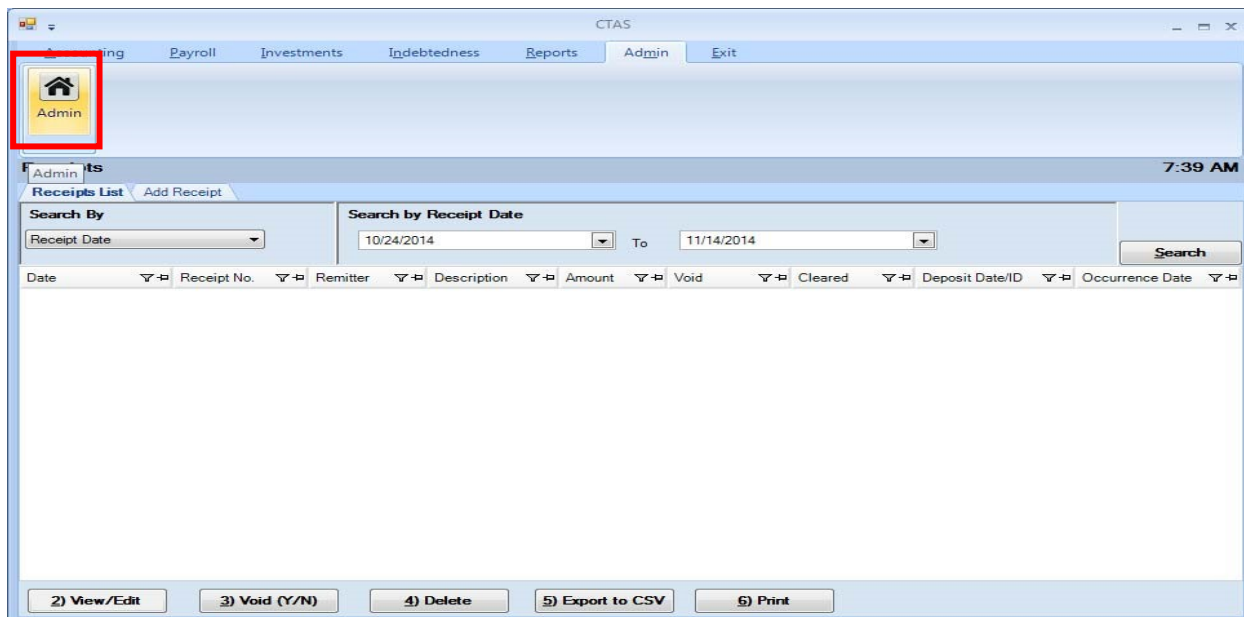
**Warning:** This program is protected by copyright laws and international treaties.

Restore Database

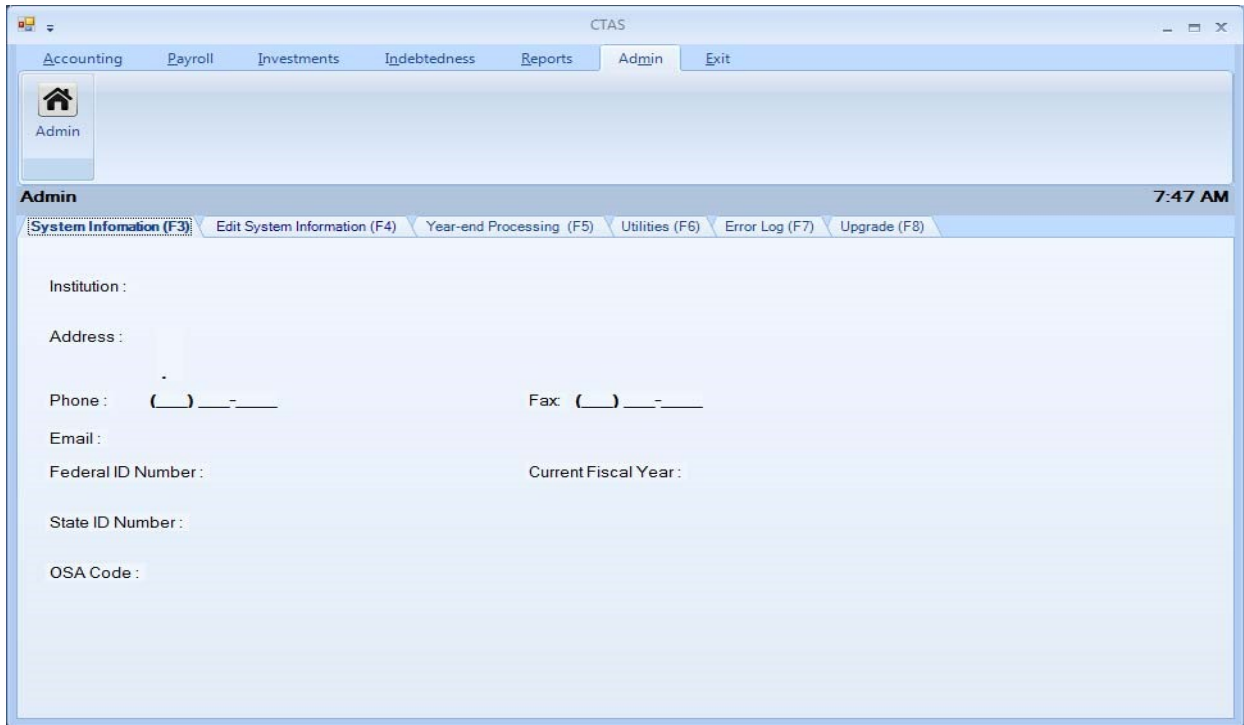
CTAS will open to the Accounting tab in the receipts section. Left-click on the Admin Tab (Boxed).



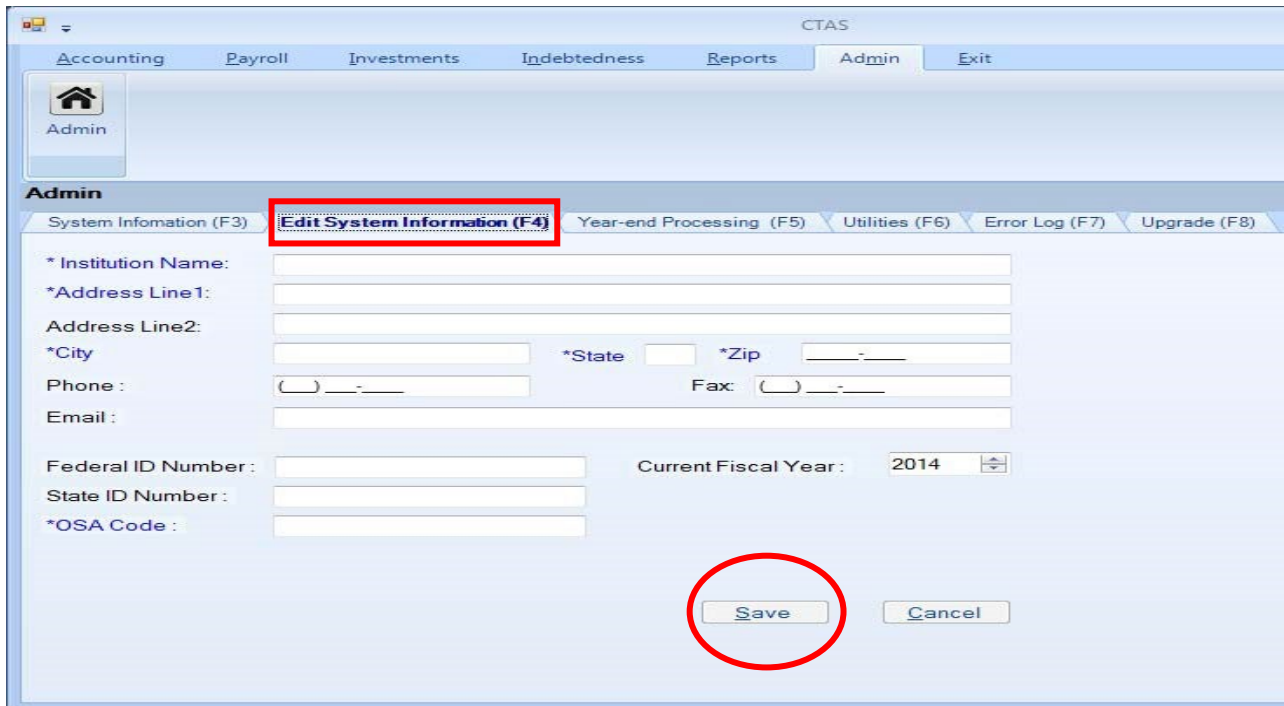
The Admin icon will appear. Left-click on the icon (Boxed).



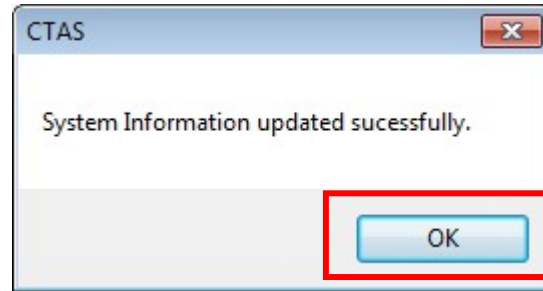
Next, the System Information tab opens. **IMPORTANT:** CTAS must have this tab completed before you are allowed to make entries in the program.



To enter your information, left-click on the Edit System Information tab. Fields in blue with an \* are required to be filled in. Enter the required information and any other information you want to add. If you do not know the entity's OSA code, e-mail us with your request at [ctas@osa.state.mn.us](mailto:ctas@osa.state.mn.us). When you are finished, click the Save button.



A box will appear with “System Information updated successfully”. Click on the OK button.



With the System Information tab updated, you can now begin using CTAS.