

Welcome to CSTS 09 Conversion.

This is going to be a guideline for allowing you to convert your company from CSTS 3.2 to the new version of CSTS 09.

1. Check System Requirements: The system requirements listed below is what is going to be needed to have the CSTS in your office.

Recommended minimum requirements

- Pentium 4, 2 GHZ
- 512 MB of system memory (RAM)
- Speakers or Headset
- Adobe Flash Player 8
- High Speed Internet Access
- Internet Explorer, Firefox, Safari, Chrome
 - Students can use any Internet browser

CSTS-09 should perform optimally on a computer with the following hardware specification.

- Pentium 4, 3 GHZ
- 2 GB of system memory (RAM)
- Speakers or Headset
- Adobe Flash Player 10
- High Speed Internet Access
- Internet Explorer 8

2. Next locate the STD_CBT.mdb which is located in C:\Safe-t-Disc\Database on **ALL** computers that CSTS is currently installed on.
3. The Databases will need to be e-mailed to the Alberta Construction Safety Association. To make things easier we are going to ask that you zip up the file by right clicking on STD_CBT.mdb. There should be a menu that opens up, left click on Send To and then left click on Compressed (zipped) Folder.

4. This will create a STD_CBT.zip file you will need to take this file to a computer with internet and e-mail. The files should be e-mailed as attachments to cstsconvert@acsa-safety.org with the subject line of **"CSTS 09 Conversion Request"** In the body of the e-mail please give us all of the company information (as listed below).

Company Name

Full Address

Postal code

Phone Number

Contact Person

Contact e-mail

5. Next is to fill out a proctor application which is located at [Http://www.acsa-elearn.org/proctor/](http://www.acsa-elearn.org/proctor/)
6. Online courses will be e-mailed to the contact within 3 business days and offline courses will be mailed installation files through Canada post (unless otherwise stated)
7. Please note that once the conversion begins your Company can no longer train on the CSTS 3.2 and any exports sent in after the conversion process has started will not be honoured