

Check in for Case Evaluation

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.
2. This tutorial will cover the process of "Checking-in for Case Evaluation".
3. To proceed with this tutorial, you must have already registered for an account with the MTA application. If you have not registered yet, please view our initial tutorial on "how to register and log in" to the application.
4. To begin, log in to the site www.mediationtribunal.org.
5. Once the site loads, please find the **MTA LOG IN** icon and login with your account details.
6. Once logged in,
 - a. A timer starts counting down the duration on inactivity. For your security, the system automatically logs you off upon 20 minutes of inactivity. When clicked on something, the clock refreshes itself.
 - b. You will see a list of cases which you are a part of, with a clickable "CHECK IN" button for the cases being evaluated for that day.
Note: This specific screen is only accessible when you are at MTA.
7. You can only check in to the cases that are being evaluated on that specific date and none in advance.
8. If you are willing to check in for a particular case, please click on the "CHECK IN" button for that respective case, which will redirect you to the "Statement of Understanding" page with the details of the case for which you are checking in for.
9. If that is the case, please check the "I understand that I am responsible for the payment for all fees associated with the evaluation of this case" and click "CHECK IN", if not, click the "Cancel" button which will take you back to the "Case Evaluation" screen.
10. Once you click the "CHECK IN" button, the system will automatically check you in for the evaluation and log you out.
11. To see the list of cases that you have already checked in for that day, you can log back in to the application and it will show you the list on the screen.

12. If you wish to edit your information or log off at any moment of time, click on the banner where it says “Hello <your first name> <last name>” located on the top right corner, to drop down two options,
- a. My profile -> where you can edit your current profile information.
 - b. Logout -> to logout of the system.

Thank you.



Mediation Tribunal Association