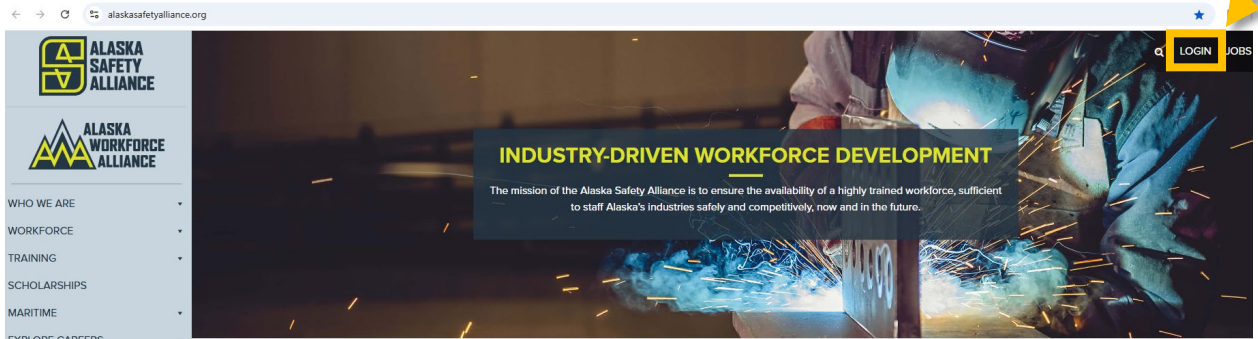# Accessing Your Digital NSTC Certificate – Trainee User Guide

You can access your Digital NSTC Certificate through the Alaska Safety Alliance (ASA) website.

Follow the steps below:

Step 1: Go to ASA Website

- Visit: alaskasafetyalliance.org
- Click the LOGIN button in the upper right corner of the homepage

Step 2: Login to ASAOnline

- Enter your Username or Email and Password.
- If you have forgotten your password, click Forgot Password to receive a reset link via email.
- Click the Log In button to access your account.

Step 3: Navigate to the Home Page

- Once logged in, select the HOME tab in the grey navigation bar at the top.

ALASKA
SAFETY
ALLIANCE

| Home | Profile | Store | Purchases | Use |

Assigned

Training

Step 4: View Completed Training

- Scroll to the Completed section of your Home Page.
- If the section is collapsed, click on the Completed line to expand it.

Assigned

Required/Optional

Completed

Completed | Search

Training

COPA: Welcome to Alpine

Step 5: Locate Your NSTC Certificate

- Find the course title NSTC Unescorted.
- There will be two lines listed for this course — only one will display a yellow certificate icon.
- Click the yellow certificate icon to download and view your certificate.
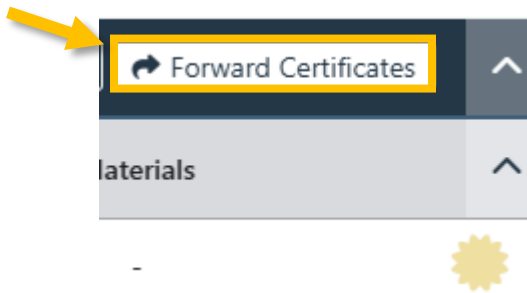- You now have a copy of your certificate.

Training	Type	Status	Started ⇕	Completed ⇕	Expiry ⇕	Mark	Materials	∧
COPA: Welcome to Alpine	Online	Complete	10/18/2022	10/18/2022	-	100%	-	☀
COPA: Willow Temporary Camps EAP	Online	Complete	01/09/2024	01/09/2024	01/09/2025	100%	-	☀
NSTC Unescorted	Online	Complete	06/16/2025	06/14/2025	-	100%	-	
NSTC Unescorted	Record	Certification	-	06/15/2025	-	-		☀

Trainings in red are expired and will need to be refreshed (if applicable)

Step 6: Share Certificate from ASAOnline

As an alternative, you can share your certificate directly from ASAOnline. This feature allows you to send one or multiple certificates at once to any trusted email address.

- Click the Forward Certificates button in the Completed section.

- Check the box next to the certificate(s) you want to send, then click Submit.

- In the To Field, enter the recipient's email address.
- You can send to multiple recipients by separating email addresses with commas.
- Use the CC field to copy additional people (optional).
- When forwarding an email, the sender will be Mailer@bissafety.app, please ensure the receiving party checks their junk mail if not immediately received in their inbox

ALASKA SAFETY ALLIANCE

To*

Email Address(es)

For multiple recipients, please enter a comma between email addresses.

Cc

carrie@alaskasafetyalliance.org

For multiple recipients, please enter a comma between email addresses.

- Add a subject line and custom message in the email body (optional).
- Click the green Send button at the bottom right corner.

Note: The recipient does not need an ASAOnline account to view or download your certificate.

Subject*

Completions for Carrie Parashar

Message*

John Smith from Alaska Safety Alliance has sent you the following document(s):

- NSTC Unescorted (Completed on 06/14/2025)

Cancel   Send