Energy Trading System (ETS) Training Environment User Guide

This User Guide will provide details on the re-vamped ETS training environment to ensure participants utilize its full potential. The User Guide will review:

- *What is the ETS Training Environment*
- *What Has Changed?*
- *Training*
- *How to Access?*
- *Digital Certificate FAQ's*
- *Digital Certificate Administrator Contact Information*

What is the ETS Training Environment?

The ETS training environment is a training tool that mimics the production ETS used in the real-time energy market. The ETS training environment is available for new and existing pool participants.

The process to submit bids and offers to the energy market, restate offers, enter minimum stable generation (MSG), register/accept net settlement instructions (NSI), update outage scheduling and constraints information is all done through the ETS in real-time and can now be practiced in the training ETS.

The training environment allows existing and new participants the opportunity to practice making transactions without being in a live environment. This freedom to test the system without fear of effecting an actual submission provides participants with an in-depth hands-on tool to assist in their education of the Alberta market to ensure they are at ease in a real-time situation.

What Has Changed?

The ETS training environment has been upgraded to allow participants to view their company and asset specific information, rather than generic data. Every three months the ETS training environment will be updated to reflect the most current data available in the real-time ETS. This means that the training environment will mimic information such as the participant ID, asset ID(s), maximum capability, offer structure, outage scheduling and constraints data.

On top of that, a current forecast scheduling period is now available. Not only will participants be able to submit practice submissions for the current date, rather than a static date from 2007, but this information will save in the system and will remain there until the three month refresh date. This means that realistic scenarios can be played out: submissions entered and submitted for the current trading day can be restated tomorrow; outage scheduling today can be viewed next week. This allows participants to simulate their real-time scenarios.

The distribution of access to the ETS training environment has also undergone a facelift. Each participant can provide individual employees with their own specific access to the training environment through the application process for a digital certificate. This procedure falls in line with how ETS access is granted in the real-time ETS. For step by step instructions on how to apply for access to the ETS training environment, please view the [Energy Trading System (ETS) Training Environment User Access Enrolment Procedures](#).

Training

With the upgraded ETS training environment, the Energy Market Participant Support group now has the ability to train new and existing participants with relevant scenarios that mimics the participants' actual data. This allows for a clearer, more precise and realistic visual aid for participants that eliminates any guess work. For more information on training opportunities, please view the Training section of the AESO website.

How to Access?

The ETS training environment is a secure site and due to the confidential, participant specific information that now populates in the training environment, the installation of a digital certificate is required in order to access it. A digital certificate allows the training environment to recognize authorized system users. Digital certificates are electronic signatures which are provided by Symantec VeriSign and issued by the AESO ETS Digital Certificate Administrator.

The upgraded ETS training environment is found at http://etstraining.aeso.ca/ In a similar manner to the real-time ETS, at the top right of the site is the 'ETS Login' button. From here you would choose the appropriate training certificate to enter the site.

Digital Certificate FAQ's

How do I apply for a digital certificate?

To gain access to the ETS training environment follow the step by step directions outlined in the Energy Trading System (ETS) Training Environment User Access Enrolment Procedures. This document and the Energy Trading System (ETS) Training Environment Application form can be found under the Training section of the AESO website. Key things to remember when applying:

- Remember to either have the corporate contact send in the application or ensure they are carbon copied on the email sent to ets.training@aeso.ca

- When enrolling online it is pertinent that your naming convention matches the example below (AESO representing an example of a participant ID):
    - o First Name: John TRAINING
    - o Last Name: AESO Smith

How many ETS training certificates can my company acquire?

There is no limit as to how many training certificates a company can apply for. A specific computer can have multiple certificates installed on it i.e. both training and real-time certificates.

How long is the ETS training certificate valid for?

The training certificate will expire annually. Thirty days prior to the expiration date, Symantec VeriSign will send an email to the email address listed on the certificate with instructions on how to renew. The renewal of the certificate can happen anytime after the email is received, it is not necessary to wait until the actual expiry date.

What if I no longer require my certificate?

If a training certificate is no longer required, or if an employee that possessed a certificate leaves the company, it is important that ets.training@aeso.ca is contacted and informed of the name and email

certificate, ensuring that any confidential information can no longer be accessed by the individual.

What is the cost of an ETS training certificate?

Training certificates cost $100 + GST annually, per certificate. If a certificate is lost by the participant part way through the year a new certificate will have to be purchased as it is not possible for the AESO to retrieve past certificates. The cost of training certificates is automatically billed to the next pool statement and will be categorized for easy distinction between training certificates and real-time certificates.

Digital Certificate Administrator Contact Information

For further technical assistance please contact the AESO Digital Certificate Administration team Monday to Friday 8 a.m. – 5 p.m. MT.

Please send inquiries to ets.training@aeso.ca

If you require a training digital certificate, please click here for further information.