

## **Tutorial Exercise 1**

### **How to Register**

The specifications:

- How to complete the initial registration that allows the CMA SoftwareTool to be used.

Overview: Successful registration will ensure proper use of the CMA Software Tool.

Getting Started – Go to the CMAST website: <http://cmast.nfrc.org/>

Welcome to the NFRC Component Modeling Approach (CMA) Software Tool (CMAST) and CMAST Certified Products Directory (CMAST CPD) for Non-Residential Fenestration Energy Certification and Rating.

In the directory you can:

- find [label certificates](#)
- find certified [products](#)
- find approved [glazing](#), [frame](#), or [spacer](#) components

If you [register](#), you may download and install the CMAST Windows Client to:

- configure glazing, frame, and edge seal components into a whole product
- estimate the whole product energy performance
- create a project for all the products used in a building
- simulate the project energy efficiency and create a label certificate

If you have already registered, please log in:

Login:

Password:

[Lost Password?](#)

1. Select "register" on the home screen.

1. Select the register link on the CMAST home screen.

**Register New User**

First Name: \*  MI:  Last Name: \*

Company:

Title:

Phone: \*  Fax:

E-mail: \*

Repeat E-mail: \*

Address:

Street: \*

City: \*  State/Province: \*

Zip/Postal Code: \*  Country: \*

Login: \*  Password: \*

Retype Login: \*  Password: \*

Password Question: \*

Answer: \*

**User Preferences:**

Default Units: \*  Imperial (US)  Metric System Internationale

Default Rows in Lists: \*

Data Visibility: \*  Myself  My Company  All Registered Users

Notes:

2a. Enter your user information. Please make sure everything is accurate.

2c. If your company is not available on the drop down list, please select "new" to register your company.

2b. Please make sure you enter a company if you're going to be a role other than general user (i.e: ACE, SIRC, etc.) We may not be able to add your company back at a later date and your company is critical to the role you will eventually have.

2a. Enter your user information. Please make sure everything is accurate.

2b. It's always recommended to register with your company at the time of registration. This will be beneficial later especially if you plan on having a role other than General User in CMAST. There have been some instances where we cannot add your company at a later time. Your company may be available in the drop down. If it is not, please select new.

2c. If your company is not available on the drop down list, please select "new" to register your company.

### Register New Company

Name: \*

Acronym:

Web Site:

Primary Contact:  Myself

Billing Contact:  Same as Primary Contact

Street: \*

City: \*  State/Province: \*

Zip/Postal Code: \*  Country: \* USA

Data Visibility: \*  My Company  
 All Registered Users  
 Public

Notes:

3. Please enter your company information.

3. Please enter your company information to register new company. This will be helpful if you plan to be anything other than a General User.

## Register New User

**First Name:** \* Anna **MI:** B **Last Name:** \* Smith

**Company:** \* National Fenestration Rating Council **NEW**

**Title:** \_\_\_\_\_

**Phone:** \* 555-888-1221 **Fax:** \_\_\_\_\_

**E-mail:** \* annabsmith@nfr.org

**Repeat E-mail:** \* annabsmith@nfr.org

**Address:**

**Street:** \* 6305 Ivy Lane  
Suite 140

**City:** \* Greenbelt **State/Province:** \* MD

**Zip/Postal Code:** \* 20770 **Country:** \* USA

**Login:** \* annabsmith **Password:** \* ●●●●●●

**Retype Login:** \* annabsmith **Password:** \* ●●●●●●

**Password Question:** \* What is your mother's maiden name? ▾

**Answer:** \* Smith

**User Preferences:**

**Default Units:** \*  Imperial (US)  Metric System Internationale

**Default Rows in Lists:** \* 20

**Data Visibility:** \*  Myself  
 My Company  
 All Registered Users

**Notes:** \_\_\_\_\_

4. Click the  
"Submit" button  
to submit your  
registration.

SUBMIT

CANCEL

4. Click the "submit" button to submit your registration.



## Registration Successful

A confirmation message with your username has been sent to your e-mail. Your and your company's data has been sent to validation by NFRC staff. Once you are validated, you can access site as a registered user. If you registered a new company, you will automatically be selected as its representative (main contact person).

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5. NFRC Staff will approve or reject the registration at this point. NFRC Staff strives for turnaround time within 24 hours and until your approval occurs, the user will not be able to proceed with downloading and installing the CMA Software Tool (CMAST) client software.