



**COLLEGE OF DIETITIANS  
OF ALBERTA**

## **GUIDE FOR USING THE REGISTRANT DATABASE**

The College of Dietitians of Alberta (the College) registrant database and subsequent Login for Regulated Members is user-friendly, responsive (designed to adapt to the device used to access the site) and has many features for regulated members. The following guide will highlight key features of the registrant database which all regulated members should be aware of.

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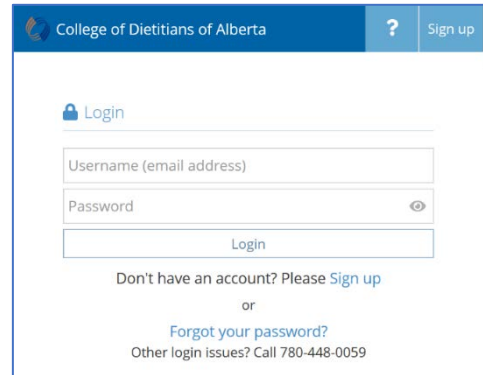
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## Guide for Using the Registrant Database

### ACCESS TO LOGIN FOR REGULATED MEMBERS

All regulated members will have access to the registrant database, found at <https://cdav6.alinityapp.com>. You can access the database directly or by clicking on the **Login for Regulated Members** link anywhere it appears on the [College website](#).

Your login credentials will be your email address and password. Email address login is considered a secure way of accessing the database.



- ❖ **IMPORTANT:** When moving between screens in the registrant database, do not click the BACK button on your internet browser. This will take you back one page to the login page for the registrant database. Instead, use the sidebar to select where you wish to go within the portal.
- ❖ Forgot your Password? You can request a password reset if needed. The College office is unable to access your personal password but you may contact the College office at 780-448-0059 or [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca) should you need assistance with a password reset.
- ❖ All passwords are case-sensitive.
- ❖ Should your email address change, you will need to contact the College office at [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca) to request a change to your login credentials. PLEASE NOTE: updating your email address through your Profile will not change the email address tied to your login credentials.
- ❖ You have the ability to Change your Password at any time. Once you have logged in, click on the Personal drop-down feature in the top right corner and select Change Password. You will be required to enter your current password before entering a new password.
- ❖ If you are having issues logging in using your password, you may need to clear any saved passwords for Alinity (cdav6.alinityapp.com) from your internet browser.
- ❖ You will be logged out after 20 minutes of inactivity. Make sure to “Submit” or “Save for later” often throughout your use period to ensure that all records are updated.

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### HOME

Once you have accessed your login, you will be taken to the Home page of the Member Portal. On this page, you can quickly access your “Active Permit”, view “My Exams”, view “My Invoices” and read any active “Announcements”.

The screenshot displays the Member Portal Home page for the College of Dietitians of Alberta. The page features a navigation menu on the left and a main content area with several sections:

- Active Permit:** Shows the General Register (Active) with an effective date of 01-Apr-2020 and an expiry date of 31-Mar-2021. It includes buttons for "Permit" and "Tax receipt".
- Announcements (0):** Displays "No announcements".
- My Invoices:** Shows "0 invoice(s)" and includes a filter for "Include paid".
- My Exams:** A table listing exam records:

Member exam	Date	Status	
Canadian Dietetic Registration Exam	17-Nov-2007	Passed	>
Jurisprudence Learning Module	25-Jul-2018	Passed	>
Jurisprudence Learning Module	10-Mar-2014	Passed	>

### ACTIVE PERMIT

This section will display your current registration with the College of Dietitians of Alberta. You can easily and quickly access important registration information including:

- Current Register
- Effective and Expiry Dates of Registration
- Permit (easy access to download Practice Permit)
- Tax Receipt (easy access to download Tax Receipt)

During registration renewal each year, this is also where you will see the registration renewal section to begin the renewal/resignation process.

### MY EXAMS

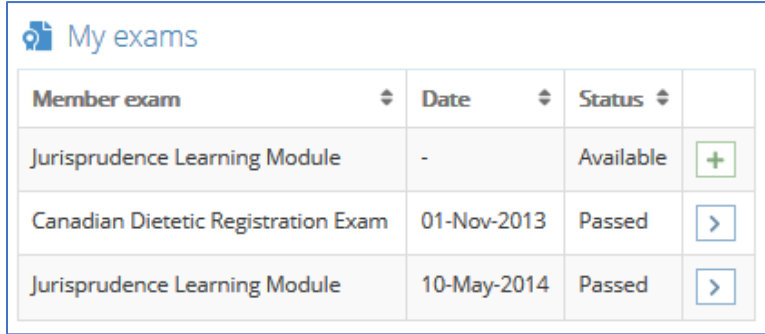
Any Exam records on file with the College office, including the Canadian Dietetic Registration Examination and versions of the Jurisprudence Learning Module completed online through the old system, are listed in this section.

🌐 If you believe the information under My Exams is incorrect, please email the College office at [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca).

#### Jurisprudence Learning Module

If the Jurisprudence Learning Module is a current requirement for you to complete, under My Exams you will see a Jurisprudence Learning Module record listed with the status of “Available”. Click on the + button to the right to Start the Jurisprudence Learning Module.

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Member exam	Date	Status	
Jurisprudence Learning Module	-	Available	+
Canadian Dietetic Registration Exam	01-Nov-2013	Passed	>
Jurisprudence Learning Module	10-May-2014	Passed	>

Throughout the year, you can verify whether Jurisprudence is a requirement for you to complete by accessing the My Exams section.

Once you have completed the Jurisprudence Learning Module, the results will automatically be

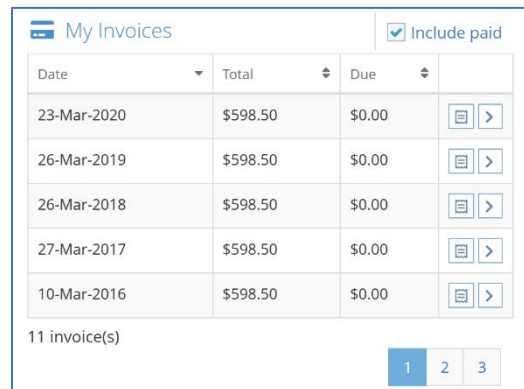
sent to the College office and the results will be available for you to view online.

If Jurisprudence is a requirement for you during the current registration year, it must be successfully completed before you will have access to the registration renewal section in March.

### MY INVOICES

Any invoices requiring payment will be available under My Invoices. By clicking on the “Pay” button to the right, you will have the ability to pay the invoice with a credit card.

Regulated members will continue to have the ability to submit a cheque/money order for payment of fees.



Date	Total	Due	
23-Mar-2020	\$598.50	\$0.00	Receipt >
26-Mar-2019	\$598.50	\$0.00	Receipt >
26-Mar-2018	\$598.50	\$0.00	Receipt >
27-Mar-2017	\$598.50	\$0.00	Receipt >
10-Mar-2016	\$598.50	\$0.00	Receipt >

11 invoice(s)

1 2 3

By clicking the “Include Paid” checkbox within the My Invoices section, all Paid Invoices on record with the College will be displayed. You may click on the Receipt Icon to download a PDF version of the Receipt. You may also click on the chevron icon to view the Invoice Details on your screen.

### ANNOUNCEMENTS

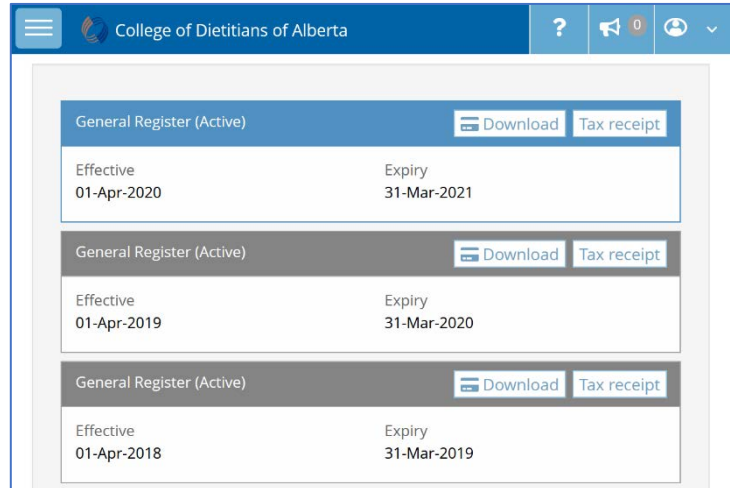
Any important announcements from the College will appear under an Announcements section on the Home Page. They may also be flagged under the Announcements icon in the top, right section of the page.

The College will now have another way to communicate important information to regulated members. The College will continue to email important information therefore it is critical that all regulated members ensure their contact information is current and correct. Missed announcements/emails are not a valid excuse for missing deadlines or not receiving important information.

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### DOWNLOAD REGISTRATION

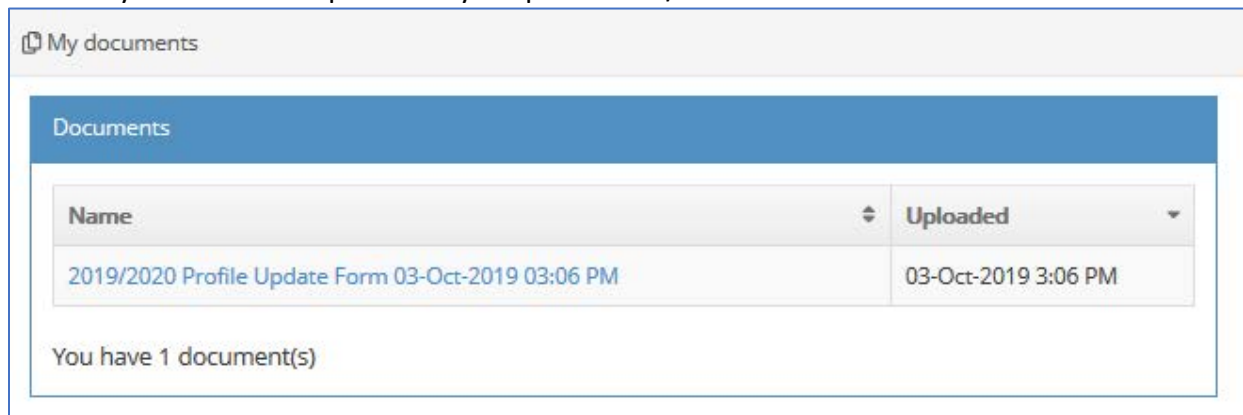
Under this section along the left side bar, current and expired registrations with the College will be displayed. Should you require access to a Practice Permit or Tax Receipt for a specific registration year, you may download them by clicking on the appropriate icon on the right-side of the registration section.



### MY DOCUMENTS

When you initially login to the new database, this section may not be visible to some regulated members. It will only appear once a Profile Update, Registration Renewal, Continuing Competence Program submission or other documents have been submitted to the College office.

Once a regulated member has completed a Profile Update or Renewal (including CCP), the entire form will be saved in PDF format and available for your viewing under My Documents. This will serve as your record of updates to your profile and/or submission of renewal and CCP.



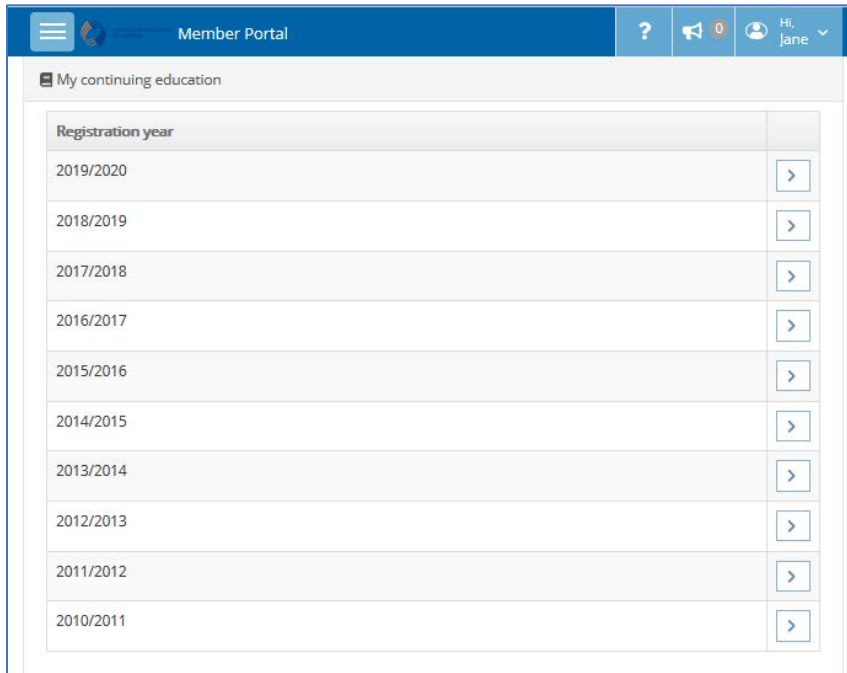
### MY GROUPS

This section will remain empty for the majority of the College's regulated members. The My Groups section is used by regulated members who serve on College committees with shared resources.

## Guide for Using the Registrant Database

### MY LEARNING

Under this section along the left side bar, current and previously submitted Continuing Competence Program (CCP) submissions are available to view by registration year.



#### Current Learning Plans

By clicking on the Current Registration Year, you will have access to your Learning Plans. You may view the submitted Learning Goals, edit any Learning Goals and should there be no Learning Goals displayed, Add them to your profile.

- 🌟 The College reminds all regulated members that you should be reviewing your CCP submissions and making necessary edits to the learning plans throughout the year.

#### Past Learning Plans

By clicking on a Past Registration Year, you will have access to your submitted Learning Plans for that registration year. Regulated members now have access to view their complete Continuing Competence Program (CCP) submissions made during registration renewal, including reflections, in PDF format. You will not have the ability to make changes to the Learning Plans as they have already been submitted.

- 🌟 The College reminds all regulated members that the archived copies of your CCP submissions available online do not replace the requirement that all regulated members retain their CCP documentation, including CCP Workbook and verification documentation, for the past three years. The College may at any time request to see a regulated members' complete CCP documentation.

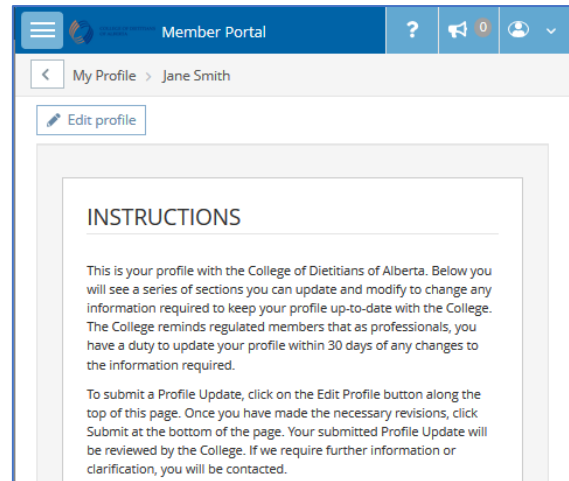
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### MY PROFILE

Under this section along the left side bar, your current profile with the College is available for you to review. Should your profile require any changes, you can click **Edit Profile** on this page to create a Profile Update Form. The Profile is broken down into the following sections, which must be kept current and correct:

- Personal: Current Name, Current Address, Contact Information, Spoken/Written Languages
- Education
- Dietetic Employment
- Restricted Activities
- Other Jurisdictions
- Consent: Association and Mailing List

Once you have completed the Profile Update Form and you have submitted it, the content will be reviewed by the College office and approved. Should further information be required, the College will connect with you.



The College encourages all regulated members to review their Profile regularly to ensure that the information provided is accurate.

- ✦ The College reminds regulated members that as regulated professionals, RDs have a duty to update their profile **within 30 days** of any change in the information required for the College's Register. This includes changes to your contact information (phone and email), mailing address, employment information or name changes.
- ✦ It is recommended that you update your email address to a personal email. Some employers have strict fire walls and security, and this may prevent you from receiving important information from the College. Remember, if you update your email address within the profile, you must contact the College office to request an update to the email address you will use to login to the database.
- ✦ You can request a name change using the online profile; however, it is mandatory to upload a copy of government issued ID with the name change reflected. The name change request and supporting document is subject to review and approval by the College. Your legal name (including middle names) must match the name on your profile and practice permit.
- ✦ Regulated members have the ability to submit a Restricted Activity request using the online profile. If you intend to begin training for a Restricted Activity, you are still required to contact the College office to request the appropriate forms. You may then submit all completed forms (both for Authorization to Train and completed, signed Restricted Activity Competence) online using the Profile, for College verification and approval.

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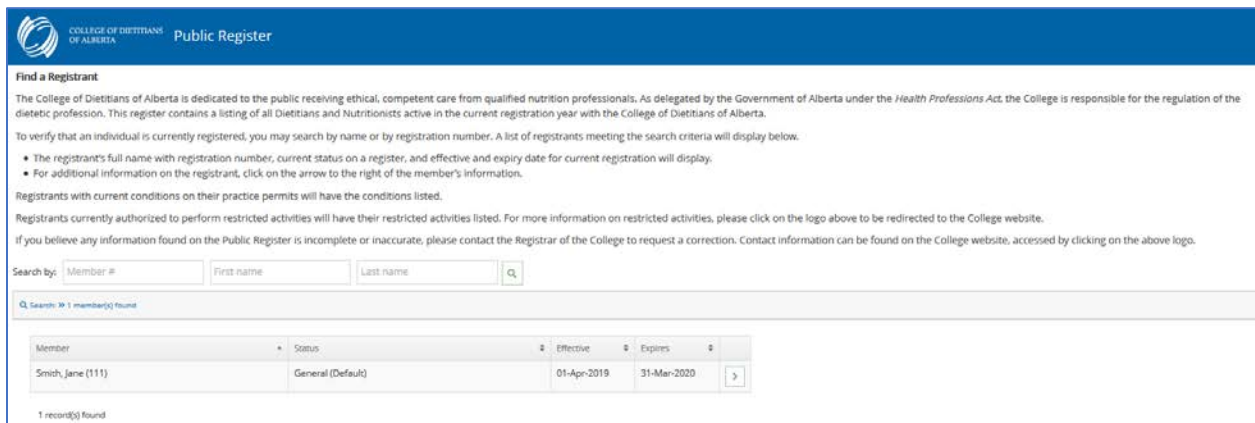
### PUBLIC REGISTER

The College of Dietitians of Alberta is required under legislation to have a Public Register available to the public containing a listing of all Registered Dietitians and Registered Nutritionists active in the current registration year. The Public Register must provide the following information for each regulated member:

- Registrant's full name with registration number, current status on a register, and effective and expiry date for current registration.
- Current conditions on practice permits.
- Current Restricted Activity Authorizations.

The Public Register is available [here](#), as well as through links on the [College website](#).

- If any information found on the [public register](#) is inaccurate or incomplete, please contact the College office to request a correction.



The screenshot shows the 'Public Register' page of the College of Dietitians of Alberta. It includes a search bar with fields for 'Member #', 'First name', and 'Last name'. Below the search bar, it displays search results for '1 member(s) found'. The results are shown in a table with columns for Member, Status, Effective, and Expires. The table contains one entry for Jane Smith (111) with a status of 'General (Default)', an effective date of '01-Apr-2019', and an expiry date of '31-Mar-2020'.

Member	Status	Effective	Expires
Smith, Jane (111)	General (Default)	01-Apr-2019	31-Mar-2020

### QUESTIONS?

If you encounter any technical issues, please review the information contained within this Guide or refer to the Help Text within the Registrant Database before contacting the College office.

If you have any questions or require assistance, please contact the College office at 780-448-0059 or [office@collegeofdietitians.ab.ca](mailto:office@collegeofdietitians.ab.ca).