GUIDE FOR CONSENTING TO FIND A DIETITIAN DIRECTORY

The College of Dietitians of Alberta (the College) has developed a Find a Dietitian Directory, to be made available to the public through our website, which will allow members of the public to find contact information for Registered Dietitians in private practice. The following guide will walk through the steps for Private Practice Dietitians to consent to the Find a Dietitian Directory.

Contents

ELIGIBILITY FOR FIND A DIETITIAN DIRECTORY

Eligibility to have your contact information displayed within the Find a Dietitian Directory will require the following criteria:

- You are an active practice regulated member
- You have an active private practice employment record
- You have provided general consent in the Consent section of the Profile

Once consent is provided, contact details will be exposed based on your consent for each detail type (phone, email address and employment mailing address).

ACCESS TO LOGIN FOR REGULATED MEMBERS

In order to consent to the Find a Dietitian Directory, regulated members who are in private practice will have to access the registrant database, found at https://cdav6.alinityapp.com 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.

✪ **IMPORTANT**: When moving between screens in the registrant database, <u>do not</u> 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.
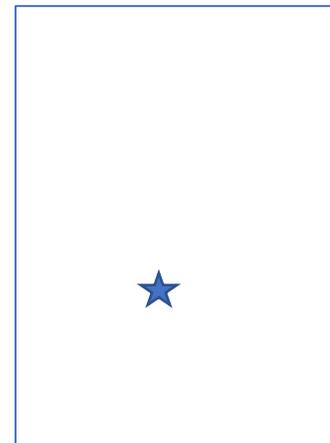
✪ You will be logged out after 20 minutes of inactivity. Make sure to "Submit" or "Save for later" often throughout your use period to ensure that all records are updated.

MY PROFILE

Once you have accessed your login, you will be taken to the Home page of the Member Portal. On this page along the left sidebar, you will click on **My Profile** to access your current profile with the College. This will also be where you will consent to the Find a Dietitian Directory.

First: Confirm Accurate Employment Information

Before providing consent, should your profile require any changes to employment information, the edits should be submitted and approved first to be reflected on your active profile. You can click **Edit Profile** on this page to create a Profile Update Form.

The Profile is broken down into the following sections, with the bold sections applicable to directory consent:
- Personal
- Education
- **Dietetic Employment**
  - **Find a Dietitian Directory**
- Restricted Activities
- Other Jurisdictions
- **Consent: Association and Mailing List**

If there are any changes required to the listed employment information, please complete the Profile Update Form with just the employment record edits first and submit for the content to be reviewed by the College office and approved. Should further information be required, the College will connect with you.

Second: Provide Consent to Directory

Once all employment information is current and correct (either no changes required or changes have been submitted and approved), you may complete the consent for the Find a Dietitian Directory under the appropriate section on the Profile. Please note, there are two sections that require consent from you; first, Find a Dietitian Directory and second, Consent. You will need to click **Edit Profile** on this page to create a Profile Update Form.

To have your contact information published on the Find a Dietitian Directory, you will first be required to provide consent (**YES**) and specify the type of contact information to be published (under the **Find a Dietitian Directory section**). Before any data is public, under this section you have the opportunity to see the data exposed and determine which you consent to provide.

⚙ **IMPORTANT**: As previously noted, if you make edits to your employment information and provide consent to the directory at the same time, only the edits will be approved on the Profile Update. The consent will not be activated as it can only be approved on a current profile with no required edits. You will need to complete a second Profile Update to provide consent.

Once consent has been added in the first section (Find a Dietitian Directory), you will be required to confirm under the **Consent section** at the bottom of the Profile Update, that you have said **YES** to the Find a Dietitian Directory. This is the second consent section.

FIND A DIETITIAN DIRECTORY

Once a private practice dietitian has provided consent to the Find a Dietitian Directory, assuming they meet the criteria for consent, their information will be available on the Find a Dietitian Directory, made available through the College website.

The **Find a Dietitian Directory** is available here, as well as through links on the College website.

✪ If any information found on the Find a Dietitian Directory is inaccurate or incomplete, please complete a Profile Update Form to submit any corrections.

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.