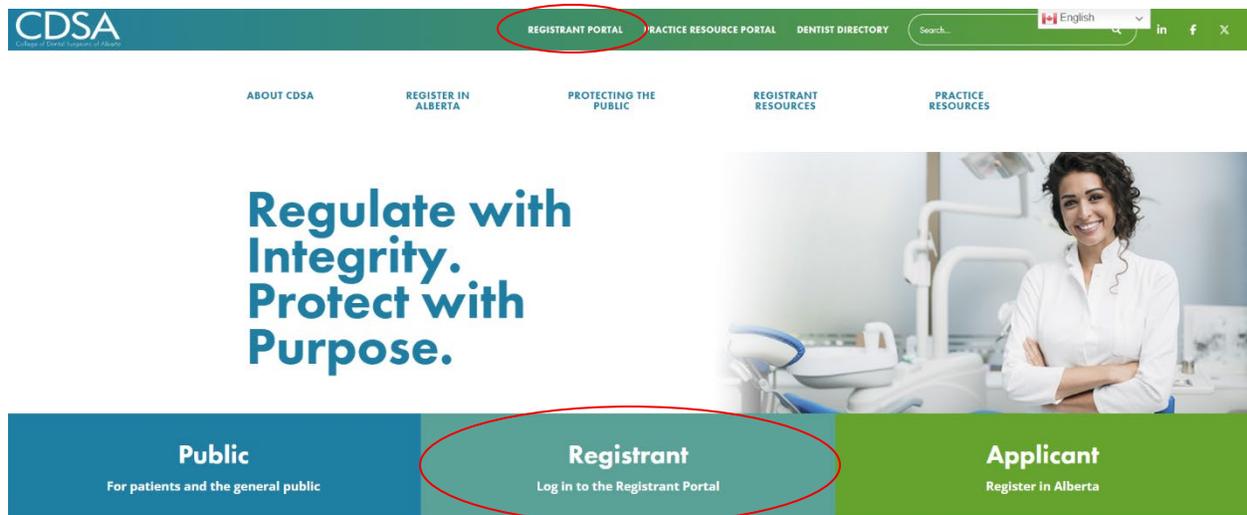


## A Step-By-Step Guide to Changing Your Personal and Account Information and Downloading Your Practice Permit

If you have not set up your new CDSA registrant account, please view the 'Welcome to the Registrant Portal' video or pdf to learn how to set up your account.

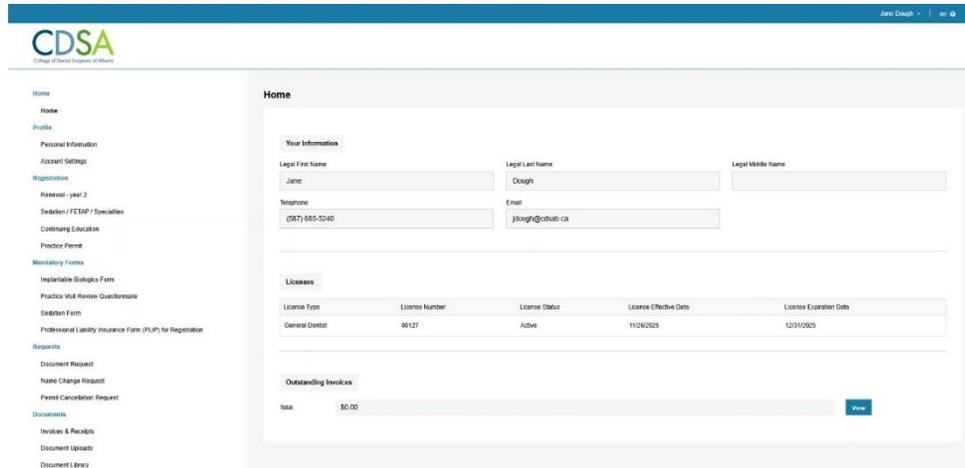
1. To log in to your account, visit the CDSA website and click Registrant Portal. Log in using your email and password.



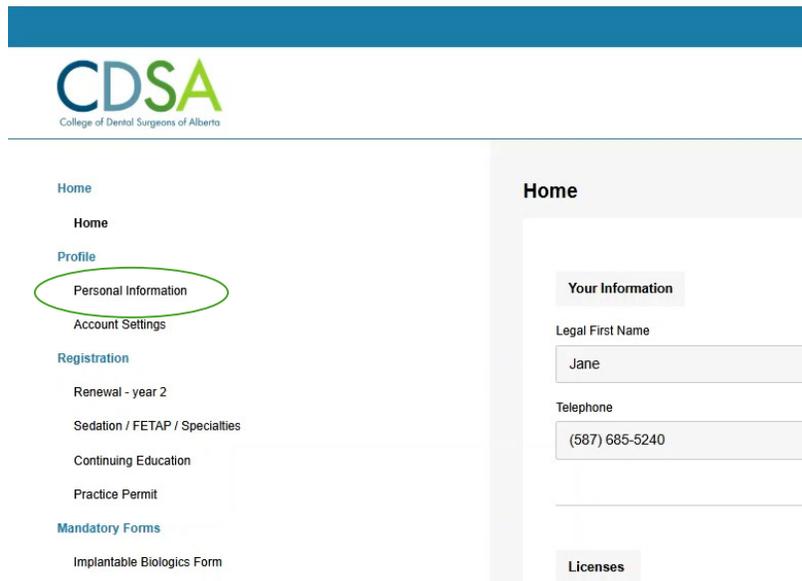
The image shows the "Registrant Portal" login form. On the left is the CDSA logo (College of Dental Surgeons of Alberta). The form itself is titled "Registrant Portal" and contains two input fields: "Email or License Number" and "Password". Below the password field is a blue "Sign In" button. Underneath the button is the word "Or" and a link that says "Forgot your password? [Reset Password](#)".

Continued on next page...

- Once logged in you will see your personal information. From here you can access your home screen and menu, which includes several different options for engaging with your profile and the registrant portal.



- To edit your personal information, click 'Personal Information'. Here you can edit your home address, work address, and contact information. The CDSA requires up to date Contact Information for every registrant. If you have moved or plan to move, please ensure you update your address, email, or phone number within the registrant portal.



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4. If you make any changes, you must click save to ensure these changes are saved on your profile. You cannot change your legal name here, we will cover that in a moment.

The screenshot shows a profile editing form with the following fields and options:

- Work Phone Number: (587) 685-5240
- Website: [Empty]
- Contact Information**
- Primary Phone Number \*: (587) 685-5240
- Primary E-mail \*: jdough@cdsab.ca
- Work Fax Number: [Empty]
- Work E-mail: jdough@cdsab.ca
- What address would you like to receive mail at?
  - Home Address \*
  - Work Address

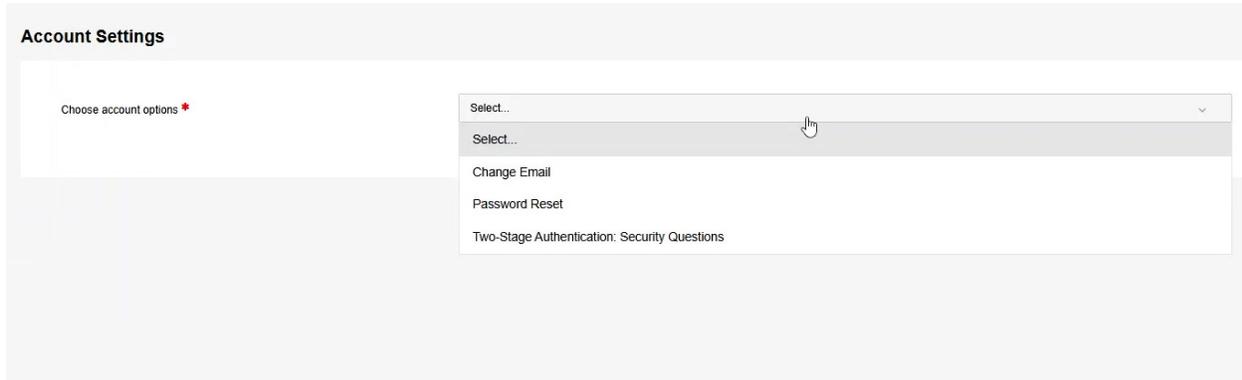
A blue "Save" button is located at the bottom right of the form, circled in green.

5. Next, we will look at Account Settings. Click 'Account Settings'. Account Settings are related to how you log in to your portal account.

The screenshot shows the CDSA (College of Dental Surgeons of Alberta) portal account settings page. The CDSA logo is at the top left. A navigation menu on the left includes: Home, Profile, Personal Information, **Account Settings** (circled in green), Registration, Renewal - year 2, Sedation / FETAP / Specialties, Continuing Education, Practice Permit, and Mandatory Forms (Implantable Biologics Form). The main content area is titled "Home" and contains a "Your Information" section with fields for Legal First Name (Jane) and Telephone ((587) 685-5240). A "Licenses" section is visible at the bottom.

Continued on next page...

6. Under 'Account Settings,' you can do three different things. To choose which options you'd like to view or edit, select an option from the drop-down menu.



7. Let's start with changing your email. It is very important to note that changing this email does not change your contact email, it changes the email address you use to log in. If you want to change your contact as well as login email, be sure to update your email under Personal Settings. Once you change your login email, click 'Save'.

The screenshot shows the 'Account Settings' page with the 'Change Email' form. The form includes the following fields and elements:

- Choose account options \***: A dropdown menu with 'Change Email' selected.
- Current Password \***: A password field with masked characters (dots) and a toggle icon.
- New Email \***: A text input field containing 'JaneDough@gmail.com'.
- Confirm Email \***: A text input field containing 'JaneDough@gmail.com'.
- Instructions**:
  - The email address that you enter here will be your new login.
  - Changing this email address affects your login email only. If you need to update the email in which you receive communications from the College, please update your email in Personal Settings.
- Save**: A blue button to submit the form.

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- Under the dropdown you can also change your password. Please be aware of the mandatory password specifications. You must enter your current password to change passwords. Enter and confirm your new password. Click 'Save'.

**Account Settings**

Choose account options \* Password Reset

To help protect the privacy of your account, please provide a new password and confirm it below. Your new password must be at least 8 characters, contain a minimum of one upper case letter, one number, and one special character. Your new password must not contain your first name, last name, address, city, province, country, postal code, birth date, or commonly used words like "password".

Current Password \*

New password \*

- ✗ A minimum of 8 characters
- ✗ At least 1 lower case
- ✗ At least 1 upper case
- ✗ At least 1 number
- ✗ At least 1 special character

Confirm password \*

- ✗ Passwords must match

Save

- Here you can also change your three Security Questions that you use for two factor authentication. Click 'Save', should you make any changes.

**Account Settings**

Choose account options \* Two-Stage Authentication: Security Questions

To help protect the privacy of your account, please select three questions below and provide their corresponding answers.

Security question 1 \*

Answer \*

Security question 2 \*

Answer \*

Security question 3 \*

Answer \*

Save

Continued on next page...

10. Next, we will look at how to submit a legal name change. Go to 'Name Change Request' in the main menu.

The image shows a user profile menu with the following sections and items:

- Profile**
  - Personal Information
  - Account Settings
- Registration**
  - Renewal - year 2
  - Sedation / FETAP / Specialties
  - Continuing Education
  - Practice Permit
- Mandatory Forms**
  - Implantable Biologics Form
  - Practice Visit Review Questionnaire
  - Sedation Form
  - Professional Liability Insurance Form (PLIP) for Registration
- Requests**
  - Document Request
  - Name Change Request** (circled in green)
  - Permit Cancellation Request
- Documents**
  - Invoices & Receipts
  - Document Uploads
  - Document Library

On the right side of the menu, there is a vertical sidebar with the following items:

- You
- Legal
- Jar
- Teleph (58)
- Lic
- Licer
- Gen
- Out
- Total

Continued on next page...

11. Enter your new name. You will also be required to include a document as proof of your legal name change. Click 'Submit'.

**Name Change Request**

Note: All information with a red asterisk (\*) is required. Legal proof is required to be uploaded for all name change requests.

Current First Name: Jane

Current Middle Name:

Current Last Name: Dough

New First Name\*: Jane

New Middle Name:

New Last Name\*: Doe

Please upload proof of legal name change\*: Choose Files

Sample Document.pdf

Submit

12. Lastly, let's download a Practice Permit. The CDSA will no longer be mailing practice permits after renewal. The new registrant portal allows you to easily print off as many permits as needed.

13. In the menu under Registration, click "Practice Permit."

**CDSA**  
College of Dental Surgeons of Alberta

Home

Home

Profile

Personal Information

Account Settings

Registration

Renewal - year 2

Sedation / FETAP / Specialties

Continuing Education

**Practice Permit**

Mandatory Forms

Implantable Biologics Form

Practice Visit Review Questionnaire

Sedation Form

Professional Liability Insurance Form (PLIP) for Registration

Home

Your Information

Legal First Name

Jane

Telephone

(587) 685-5240

Licenses

License Type	Lice
General Dentist	001

Continued on next page...

14. Here you will see a list of all permits you have that are specific to you as a registrant of the CDSA. Click Download Permit.

**Practice Permit**

If you have an active registration you may download a copy of your permit below.

Registration Type
General Dentist

[Download Permit](#)

15. Depending on your device, your permit will appear in your downloads folder. From there you will be able to print, save, or share your permit.

16. To log out click your name on the top menu and select 'Logoff'

Jane Dough | en

- Personal Information
- Account Settings
- Logoff**

Legal Last Name: Dough

Legal Middle Name:

Email: jdough@cdsab.ca