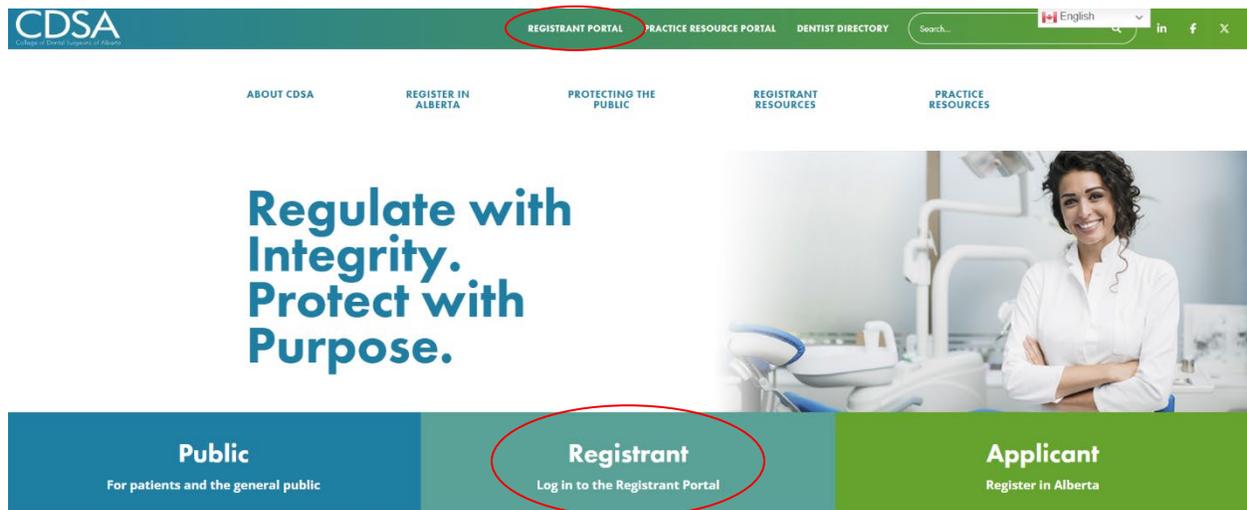## Welcome to the Registrant Portal
## Step-by-Step Guide on How to Set Up Your Account

Welcome to the updated CDSA website.  The new registrant portal is powered by Thentia – this new system will provide registrants ways to make every day regulatory tasks more efficient and user friendly.

You will be able to manage your personal and contact information, track and submit your continuing competence hours, upload documents, make payments, and download permits and certificates. All within a streamlined and intuitive platform.

1. To get started, the CDSA has sent a link for the registrant portal login page to the email we have on file for you. If you did not receive an email or cannot locate it, just click the link below this video to get started. You can also visit the CDSA website and click "Registrant Portal" at the top or middle of the page.

2.  Upon clicking the link you will find the Registrant Portal login page. You will need to allow cookies to view the page. Click 'Okay' if a pop-up appears for Cookies.



3.  As the CDSA has already uploaded your registrant information into the database system, you will need to reset your password.  Click "Reset Password" to begin this process.

4.  You will need to enter the email address that is connected to your practice permit and CDSA account. If you do not know this email, please double check which email address you receive the CDSA's communications. If you are still unsure of the email on file, please contact the CDSA.

5. Enter your email and click "next." An option to enter your temporary password will appear. **Do not close this window as we will need to return to it.**
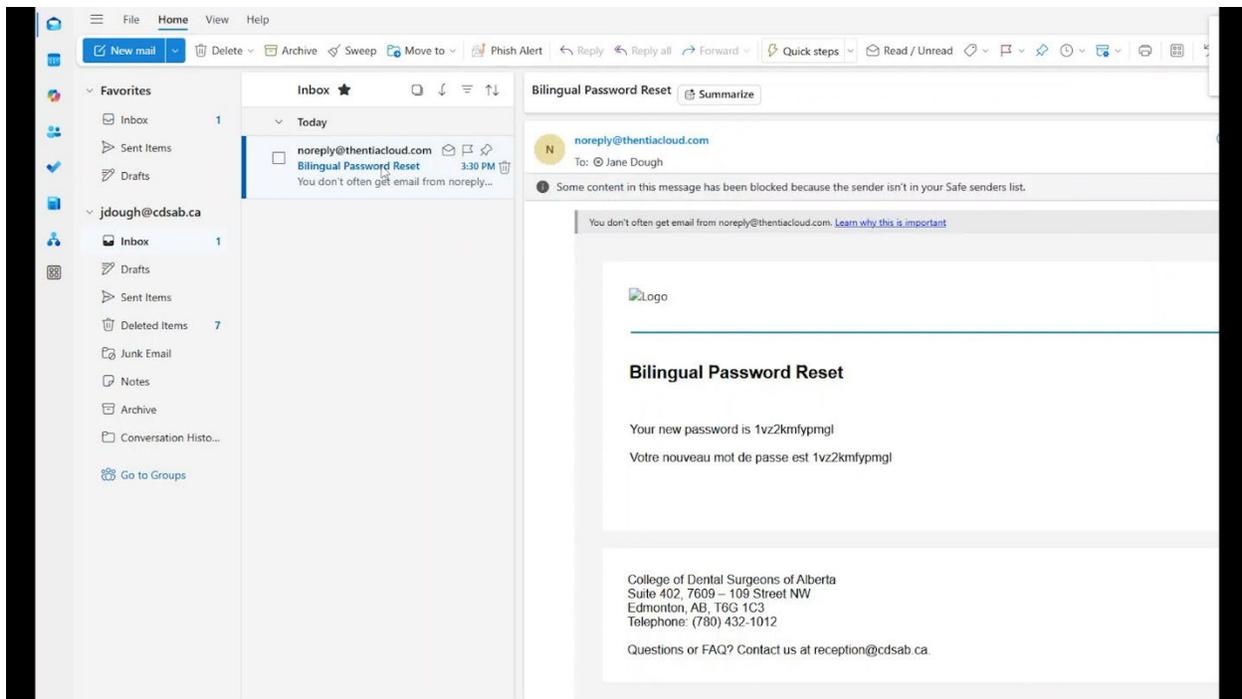


6. An email will be sent to the email address you entered, so long as it is the correct email for your account. Go to your email account and look for an email from [noreply@thentiacloud.com](mailto:noreply@thentiacloud.com)

7. Open the email and copy your temporary password.

**Bilingual Password Reset**

Your new password is 1vz2kmfypmgl

Votre nouveau mot de passe est 1vz2kmfypmgl

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Telephone: (780) 432-1012

Questions or FAQ? Contact us at reception@cdsab.ca.

8. Navigate back to the Registrant Portal where you will enter the password you received into the Temporary Password field. Click "Next."

**Registrant Portal**

We have just sent you an email with a temporary password. It should arrive within a few minutes.

Enter your temporary password here to verify your email and proceed with setting up your account.

1vz2kmfypmgl
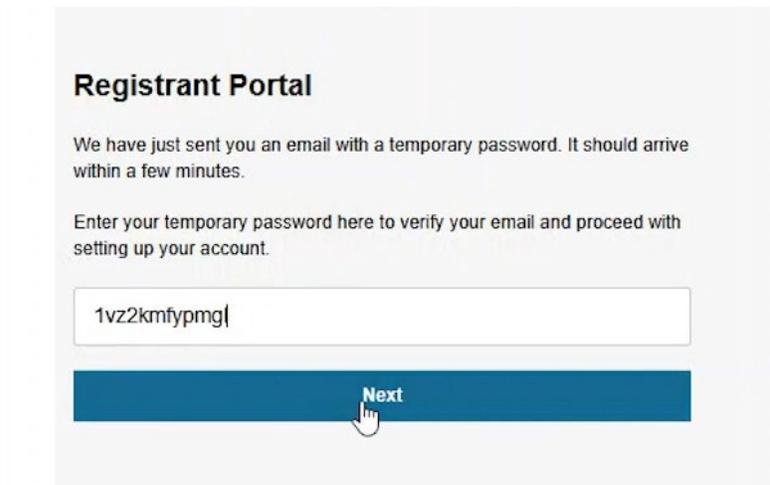
**Next**

Continued on next page…

9. You will now be asked to create your own password. Please be aware of the mandatory password specifications. Enter and confirm your new password.

**The CDSA does not have access to your password, so please be sure to remember it. If you misplace or forget your password, you can always reset it much like the process you have just completed.**

**Registrant Portal**

Create a password for your account

[•••••••••••]                                          👁

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

[•••••••••••]                                          👁

✔ Passwords must match

**Next**

**Back**

Continued on next page…

10. You will be asked what you would like to use for two-factor authentication. This is a requirement of the Thentia Portal. Two-factor authentication ensures your personal information is secured and that the user accessing information is you. You must choose one of two options; you can have a unique login code sent to your email each time you log in, or use Security Questions that are personal to you.
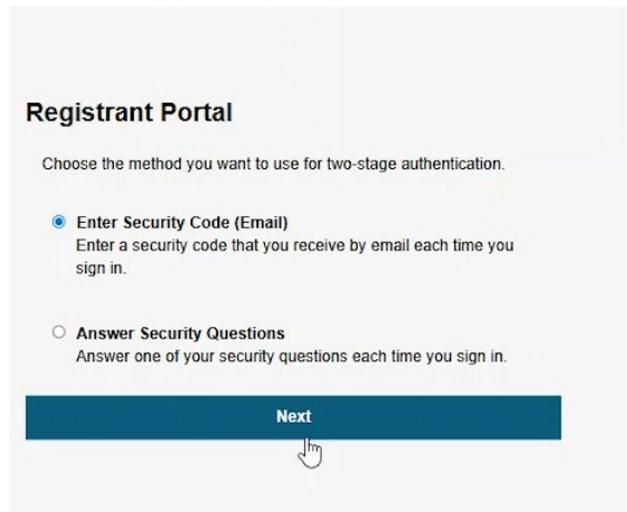
**Registrant Portal**

Choose the method you want to use for two-stage authentication.

○ **Enter Security Code (Email)**
Enter a security code that you receive by email each time you sign in.

○ **Answer Security Questions**
Answer one of your security questions each time you sign in.

**Next**

11. If you select Enter Security Code (Email) this will be how you complete two-factor-authentication moving forward. You will now have access to your account.

12. If you decide to use security questions, you will need to select three. One question will be randomly used to confirm your identity each time you log in.

13. Select your three questions and answers. Commit them to memory.



14. Click Next. You now have access to your account.