



## GUIDE FOR REGISTRATION RENEWAL

The College of Dietitians of Manitoba has upgraded our registrant database software which is used for registration renewal. The following guide provides step-by step instructions for registration renewal and highlights key changes to the registration database.

***Please consult this guide while you complete your registration renewal or any other time you need to access the database.***

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## LOGIN INFORMATION

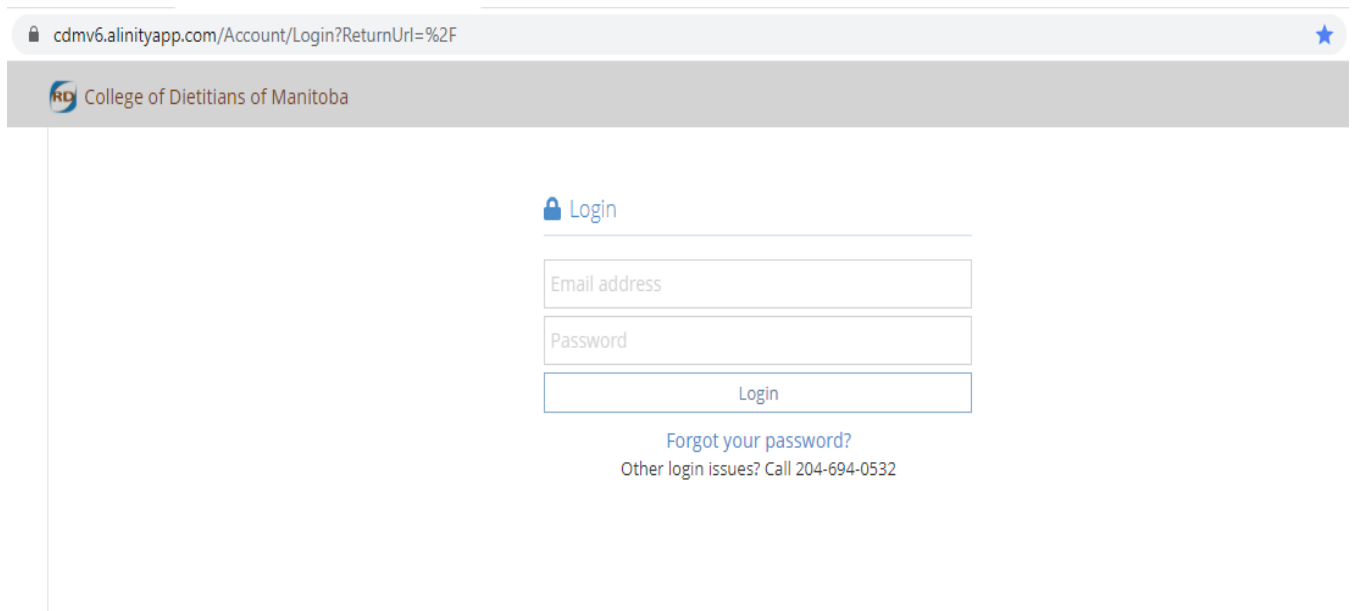
There are two ways that you can access the new registration portal:

1. Directly at <https://cdmv6.alinityapp.com/>

**OR**

2. Go to the CDM website at [www.collegeofdietitiansmb.ca](http://www.collegeofdietitiansmb.ca) > Click on Registration > scroll down to Renew Now.

Here is a screen shot of the new login page:



The screenshot shows a web browser window with the URL [cdmv6.alinityapp.com/Account/Login?ReturnUrl=%2F](https://cdmv6.alinityapp.com/Account/Login?ReturnUrl=%2F). The page header includes the logo for the College of Dietitians of Manitoba. The main content area features a login form with the following elements:

- A lock icon and the word "Login" above the input fields.
- An "Email address" input field.
- A "Password" input field.
- A "Login" button.
- A link for "Forgot your password?".
- Text: "Other login issues? Call 204-694-0532".

**NEW! Your login username is the email address that we have on file for you.** For security purposes, your licence number is no longer used as your username. If you are unsure of your username email address, please contact the College office at 204-694-0532.

Please note updating the email address in your registration profile will not automatically change the email address tied to your login credentials. If you would like to change the email address used for your login, you will need to contact the College office at [office@collegeofdietitiansmb.ca](mailto:office@collegeofdietitiansmb.ca).

Your password has not been changed. If you are unsure of your password, click **Forgot your password?**. The College is unable to access your personal password information, but you may contact the College should you need assistance with a password reset.

You can change your password at any time after you have logged in. Click on the down arrow located next to your name and select **Change password**. You will be required to enter your current password before entering a new password. Passwords are case sensitive.

**IMPORTANT:** When moving between screens, do not click the BACK button on your internet browser. This will take you back one page to the login page. Instead, use the sidebar to select where you wish to go within the registration portal.

❖ You will be logged out after 20 minutes of inactivity.

## RENEWAL OF REGISTRATION

Once you are logged in, you can begin the registration renewal process. A screen shot is shown below:

The screenshot shows a user dashboard with a 'Home' link at the top left. The main content is divided into several sections:

- Complete Your Renewal:** Contains two boxes. The first is for 'Registered Dietitian' with a 'Renew' button and a note: 'There is a description of your register available.' The second is for 'Inactive' with a 'Renew' button and a note: 'Choose this option if you wish to **resign your registration**'.
- Active License:** Shows 'Registered Dietitian' with 'Effective' date '01-Apr-2019' and 'Expires' date '31-Mar-2020'. There are 'License' and 'Tax receipt' download buttons.
- My exams:** A table with columns: Member exam, Date, Status, and an action button.
- My invoices:** A table with columns: Date, Total, Due, and an action button. Includes an 'Include paid' checkbox.
- Announcements (0):** Shows 'No announcements'.

Member exam	Date	Status	
Canadian Dietetic Registration Exam	12-May-2001	Passed	>

Date	Total	Due	
0 invoice(s)			

To renew your licence as a registered dietitian or graduate dietitian, click on **Renew** under the Registered Dietitian or Graduate Dietitian category.

If you don't wish to renew your registration, please see the [Not Renewing Your Registration](#) section.

## Profile Page

Review your current registration profile. The profile is broken down into the following sections, which must be kept current and correct:

- Any conditions on your licence will be displayed under your registration profile
- PERSONAL: Current name, current address, contact information, spoken/written languages
- Education
- Employment: Current Employment
- Other Jurisdictions

Should your registration profile require any changes, click **Edit Profile** on this page to create a Profile Update form.

- ❖ 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.
- ❖ The email address on your profile is not automatically updated on your login credentials. If you wish to update your login email, you must contact the College office to request the change.
- ❖ **NEW!** You can now request a name change using the registration profile; however, it is mandatory to upload supporting legal documents (copy of marriage certificate/divorce decree). The name change request and supporting documents are subject to review and approval by the College. Your legal name (including middle name) must match the name of your registration profile and licence.

Once you have completed the Profile Update form, press **Submit**. The content may be reviewed and then approved by the College. Examples requiring approval include name change and adding employment information to our database. These updates would need to be approved and entered by the College before you can continue in the registration/ renewal process. To avoid any delays in renewing your registration, changes such as these must be made during normal business hours, so that they can be approved, and you can proceed with your registration. The College will let you know should further information be required.

The College encourages all registrants to review their profile to ensure that the information provided is accurate or to contact the College office, if there are any errors that cannot be updated online.

- ❖ Your profile must be updated as soon as any changes are made to your name, employment information or contact information.

## Legal Declarations and Liability Insurance

In this section, please complete the questions related to legal declarations and liability insurance.

The screenshot shows a web browser window with the URL <https://cdmtestv6.alinityapp.com>. The page title is "College of Dietitians of Manitoba". A green notification box at the top right says "Your profile update has been saved." The main content area is divided into two sections:

### GOOD STANDING DECLARATIONS

Have you plead guilty to or been convicted of an offence under the Food and Drug Act (Canada), the Controlled Drugs and Substances Act (Canada), the Criminal Code (Canada), or any other federal or provincial statute?  Yes  No

Have you plead guilty to or been convicted of an offence under any statute of a jurisdiction other than Canada?  Yes  No

Have you been found guilty of professional misconduct or found to have been incompetent or incapable in relation to the practice of dietetics or any profession?  Yes  No

Are you the subject of any current proceedings for professional misconduct, incompetence or incapacity?  Yes  No

Do you have any addiction, condition (medical or otherwise) or other circumstances, which compromise your ability to practice dietetics?  Yes  No

### LIABILITY INSURANCE

\* The College of Dietitians of Manitoba requires registrants of the College, who practice dietetics, as defined in the Registered Dietitians Act, covered by and maintain liability insurance to a minimum of \$5,000,000.  
By selecting one of the options below, I declare that I have read and agree to the following statement

I am engaged in the practise of dietetics, as per the Scope of Practice, as outlined in the Registered Dietitians Act and have professional liability insurance either through private coverage or an employer.

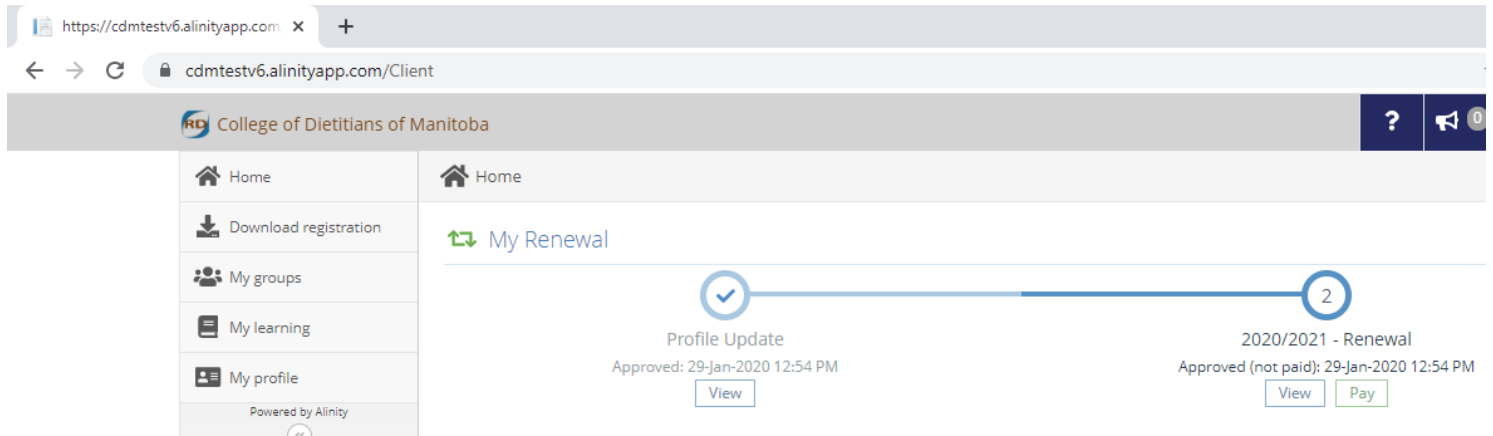
I am not engaged in the practise of dietetics and not carrying liability insurance.

## Licence Fee

Once you have completed legal declarations and liability insurance information, an invoice will be generated for your licence fee. The licence fee for 2020-2021 is \$595.00. Click on **Pay** to process your payment for your licence fee. Your renewal will not be processed without payment. **Credit card payments must be received by March 31, 11:59.**

If paying by cheque, click **Close** and send payment to the College. Payments by cheque must be received by **March 31 prior to the office closure at 5:00pm CST**. Please include your invoice number on your cheque. All payments received after the deadline date will incur a 35% late fee.

If you are not ready to pay at this part of the renewal process, click on **Close**. Once you login again, you will see where you are in the renewal process, for example, below, this registrant's profile has been approved; however, their payment has not been received. Click on **Pay** to process payment.



Once your payment has been processed and received, you will be able to download your certificate of registration and tax receipt.

## Not Renewing Your Registration

If you are not renewing your registration, click on **Renew** under the Inactive category.

The dashboard features a navigation bar with a 'Home' icon. The main content is divided into several sections:

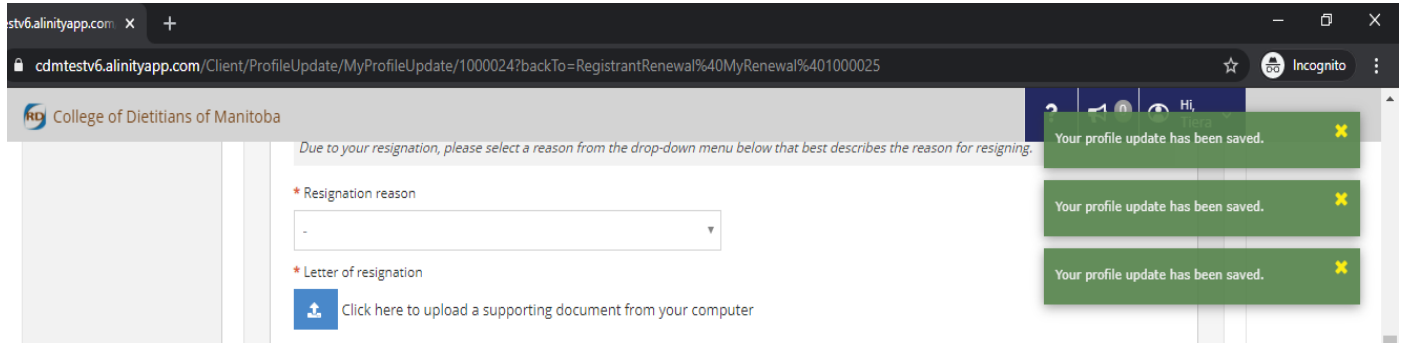
- Complete Your Renewal:** Contains two boxes. The first is for 'Registered Dietitian' with a 'Renew' button and a note: 'There is a description of your register available.' The second is for 'Inactive' with a 'Renew' button and a note: 'Choose this option if you wish to **resign your registration**'.
- Active License:** Shows 'Registered Dietitian' with 'Effective' date '01-Apr-2019' and 'Expires' date '31-Mar-2020'. It includes 'License' and 'Tax receipt' download buttons.
- My exams:** A table with columns 'Member exam', 'Date', and 'Status'. It lists 'Canadian Dietetic Registration Exam' on '12-May-2001' with a 'Passed' status and a right arrow button.
- My invoices:** Includes a filter for 'Include paid' and a table with columns 'Date', 'Total', and 'Due'. It shows '0 invoice(s)'.
- Announcements (0):** Shows 'No announcements'.

You will be asked to update your profile. Once you have updated the applicable information, you will be asked to choose a reason for not renewing your registration from the drop-down menu as shown below:

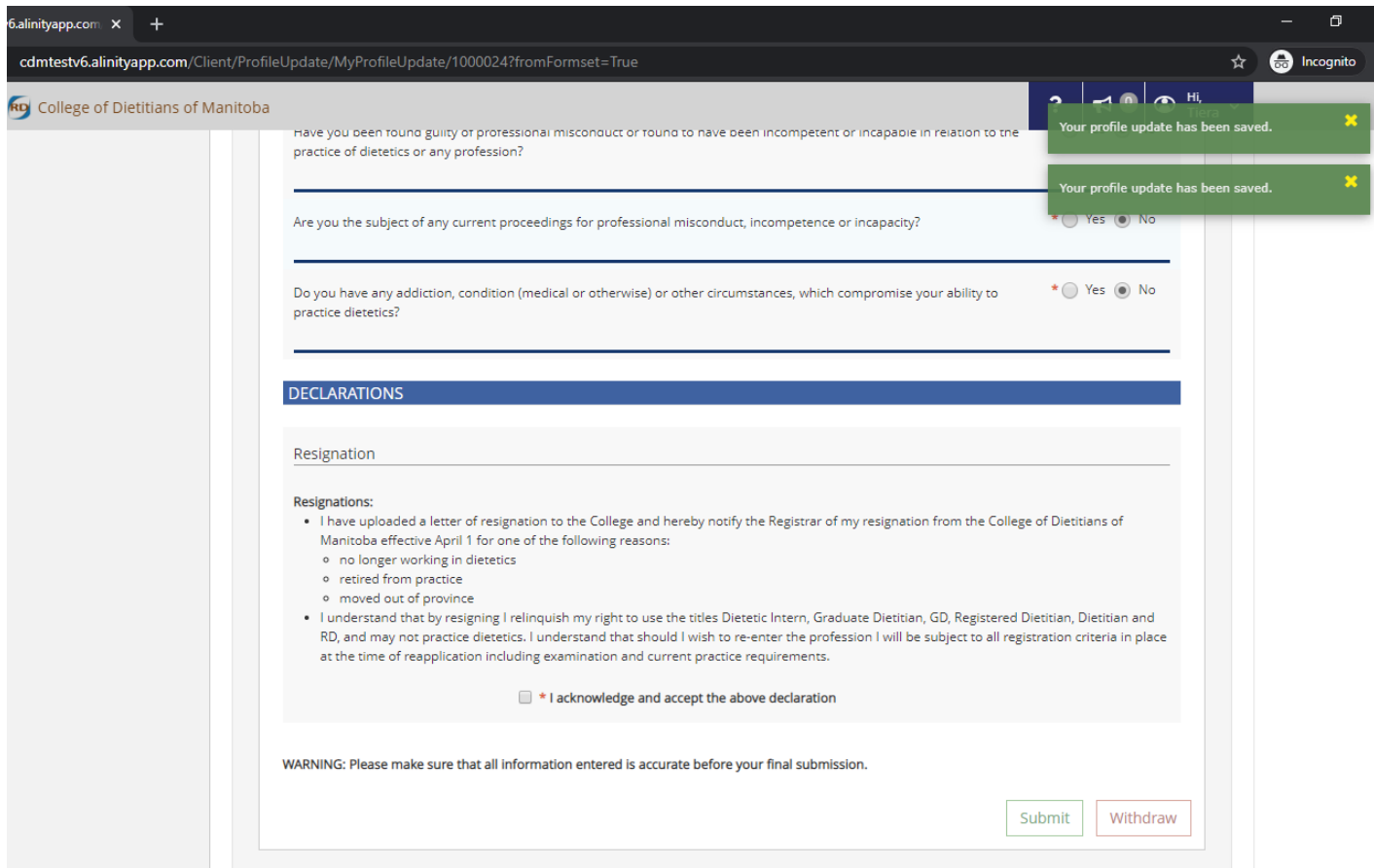
The screenshot shows a web browser window with the URL 'm/Client/ProfileUpdate/MyProfileUpdate/1000024'. The page title is 's of Manitoba'. Two green notification boxes at the top right state 'Your profile update has been saved.' The main content area is titled 'RESIGNATION' and includes the instruction: 'Due to your resignation, please select a reason from the drop-down menu below that best describes the reason for resigning.' A dropdown menu for 'Resignation reason' is open, showing options: '-', 'Moved to another province', 'No longer working in dietetics', 'Other', and 'Retired'. Below this is a section for 'GOOD STANDING DECLARATIONS' with four questions, each with 'Yes' and 'No' radio button options:

- Have you plead guilty to or been convicted of an offence under the Food and Drug Act (Canada), the Controlled Drugs and Substances Act (Canada), the Criminal Code (Canada), or any other federal or provincial statute?
- Have you plead guilty to or been convicted of an offence under any statute of a jurisdiction other than Canada?
- Have you been found guilty of professional misconduct or found to have been incompetent or incapable in relation to the practice of dietetics or any profession?
- Are you the subject of any current proceedings for professional misconduct, incompetence or incapacity?
- Do you have any addiction, condition (medical or otherwise) or other circumstances, which compromise your ability to practice dietetics?

To have a record of your intent to resign from the College, you are required to provide a dated letter to the College with your signature. As shown below, your letter can be uploaded from your computer directly to the College. The letter must be in PDF format.



In order to resign in good standing, you will be asked to complete legal declarations and acknowledge that you understand that you can no longer use the title Dietetic Intern, Graduate Dietitian, GD, Registered Dietitian or RD in the province of Manitoba.





Once you have completed the declarations, press **Submit**. Your letter of resignation and declaration information will be sent to the College.

### Current and Past Registrations:

After you have renewed your licence, you can view and access your information on the Home page of the database as outlined below.

### Licence and Tax Receipt

This section will display your current registration status with the College of Dietitians of Manitoba. Your current certificate of registration and receipt are available by clicking **Licence** and **Tax receipt**.

The screenshot shows a web browser window with the URL `cdmv6.alinityapp.com/Client`. The page header includes the College of Dietitians of Manitoba logo and navigation icons. A sidebar on the left contains menu items: Home, Download registration, My groups, My learning, and My profile. The main content area is titled 'Active License' and displays the following information:

- Registered Dietitian**
- Effective: 01-Apr-2019
- Expires: 31-Mar-2020
- Buttons: License, Tax receipt

Below the license information, there are sections for 'My exams', 'My invoices', and 'Announcements (0)'. The 'My exams' section contains a table with the following data:

Member exam	Date	Status	
Canadian Dietetic Registration Exam	13-Nov-1999	Passed	>

The 'My invoices' section shows '0 invoice(s)' and an 'Include paid' checkbox. The 'Announcements' section shows 'No announcements'.

### My Exams

Exam records on file with the College are listed in this section.

### My Invoices

Any invoices requiring payment will be displayed under 'My Invoices'. Click on the **Pay** button to pay by credit card. Registrants will continue to have the ability to mail a cheque/money order for payment of fees. Receipt will be issued upon receipt of payment.

### Announcements

Any important announcements from the College will appear under the 'Announcements' section on the Home page.

The College will also continue to email important information. It is critical that all registrants ensure their contact information is current and correct. **Missed emails are never an acceptable excuse for not meeting deadlines.** Please ensure to check your spam or junk folder periodically and add @collegeofdietitiansmb.ca to your safe sender list.

### **Download Registration**

Under this section on the left side bar, current and expired registrations with the College will be displayed. The registration portal archives your licence and tax receipt starting at 2015 to the present. Should you require access to a licence or tax receipt, you may download them by clicking on the appropriate icon on the right-side of the registration section.

### **My Documents**

This section may not be visible to all registrants. Once you have completed a profile update, the entire form will be saved in PDF format and available for your viewing under My Documents. This will serve as a record of updates to your profile or registration renewal.

### **My Learning**

This section will be empty for all registrants. The CC program for the College is housed on the CDM website instead of the database.

### **My Groups**

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

If you have any questions about the information presented in this document, or while using the database, please contact the College.

office@collegeofdietitiansmb.ca  
204-694-0532