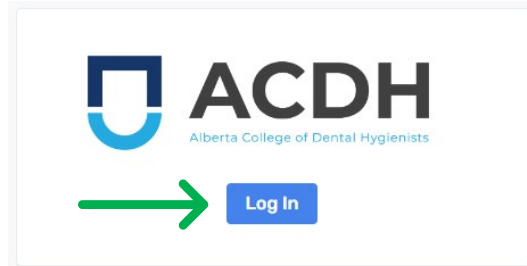


Alberta College of Dental Hygienists

Registrant Portal Access Instructions

Step 1: Access the ACDH Portal by clicking this link: [ACDH Portal](#)

The portal page will now appear.
Click “**Log In**”



If you are a **new registrant** or have **changed your email address** with the College, either [click this link](#) or follow the steps labelled **ADD A NEW EMAIL**.

If you were **previously registered** with the College and have recently **reinstated** your registration, either [click this link](#) or follow the steps labelled **REINSTATE ACCOUNT**.

The Registrant Portal is where you can go to:

- Review information about your registration including:
 - Contact information
 - Education
 - Employment
 - Continuing Competence Program activities
 - Advanced Restricted Activities
 - Receipts and payment summaries
- Access forms to update your registration information.
- Access forms to add new continuing competency activities.
- Access documents and information that were previously housed on the Registrant Vault side of the website.

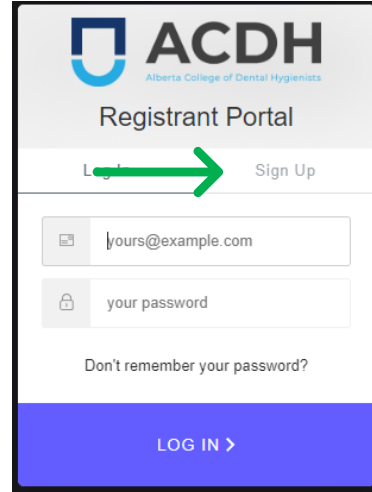
ADD A NEW EMAIL: Instructions to Access Registrant Portal

ADD A NEW EMAIL Step 2: Create a portal account

You will need to create a new portal account if you have never been a registrant with the College or have received a notification that your email address with the College has been changed. This will add **the email that the College has on file for you** to the system.

A login screen displaying email address and password fields will appear.

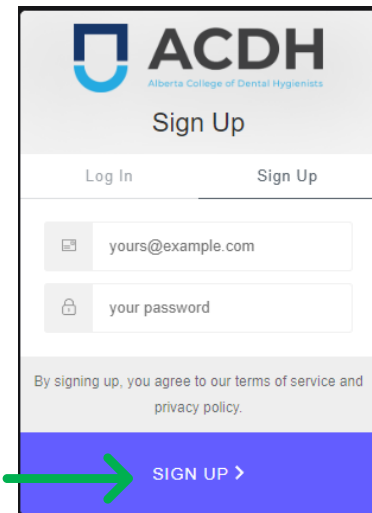
Click **“Sign Up”**



Enter your email address* and create a new password for your portal account.

Click **“Sign Up”**

**Please note: this email address is the one the College has on file for you. If you need to change your email address, please contact the College.*



ADD A NEW EMAIL Step 3: Verify your account

An email will be sent to your email address from noreply@acdh.ca requesting you verify your account.

Click **“Confirm my account”**

**If you do not see the email, please check your junk mail. Some email filters will cause this to happen and can also delay the receipt of the email for 2-3 hours.*

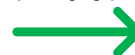
If you have not received the password change email after 3 hours, please contact the College.

You don't often get email from noreply@acdh.ca. [Learn why this is important](#)



Welcome to Registrant Portal!

Thank you for signing up. Please verify your email address by clicking the following link:



[Confirm my account](#)

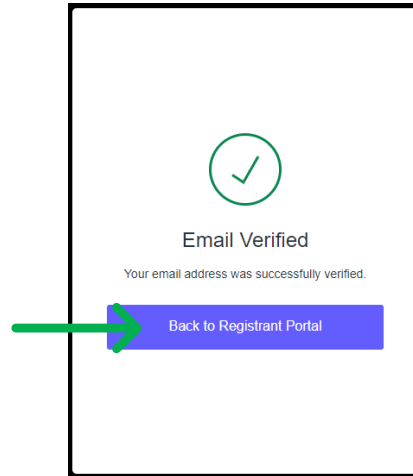
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
Registrant Portal

If you did not make this request, please contact us by replying to this mail.

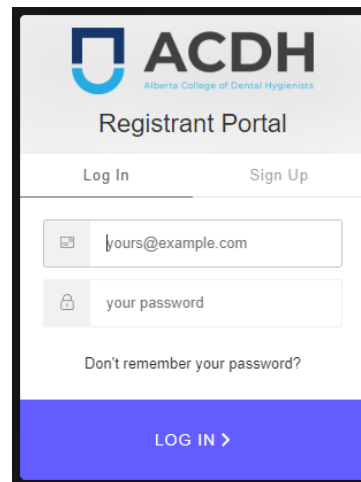
ADD A NEW EMAIL: Instructions to Access Registrant Portal

A window will open confirming your email has been successfully verified.
Click **“Back to Registrant Portal”**



ADD A NEW EMAIL Step 4: Log into the Registrant Portal

Return to the login page and enter your email address and password



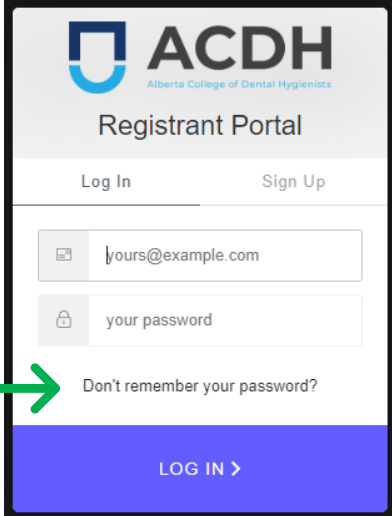
REINSTATE ACCOUNT: Instructions to Access Registrant Portal

REINSTATE ACCOUNT Step 2: Update your Portal Account

As an existing registrant, **the email that the College has on file for you** is already entered to the system. Please ensure you use this email address to reinstate your account. If you have forgotten or no longer have access to this email address, please contact the College to request an email change before proceeding.

A login screen displaying email address and password will appear.

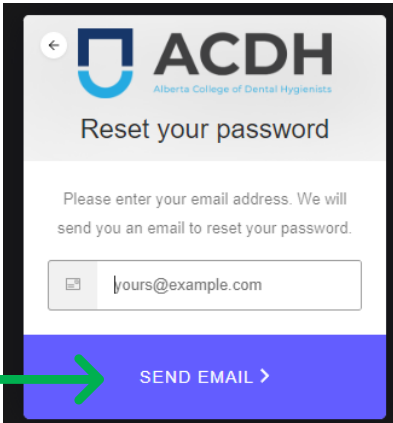
Click **“Don’t remember your password?”**



Enter your email address*

Click **“Send Email”**

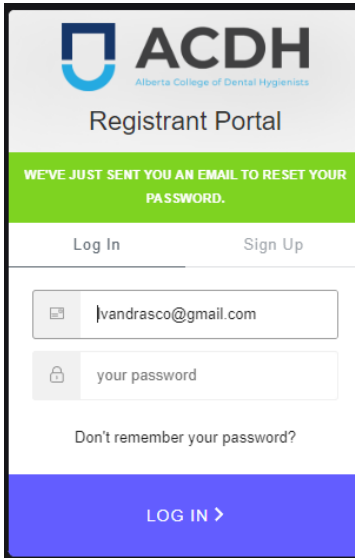
**Please note: this email address is the one the College has on file for you. If you need to change your email address, please contact the College.*



A screen will display instructing you to check your email.

**If you do not see the email, please check your junk mail. Some email filters will cause this to happen and can also delay the receipt of the email for 2-3 hours.*

If you have not received the password change email after 3 hours, please contact the College.

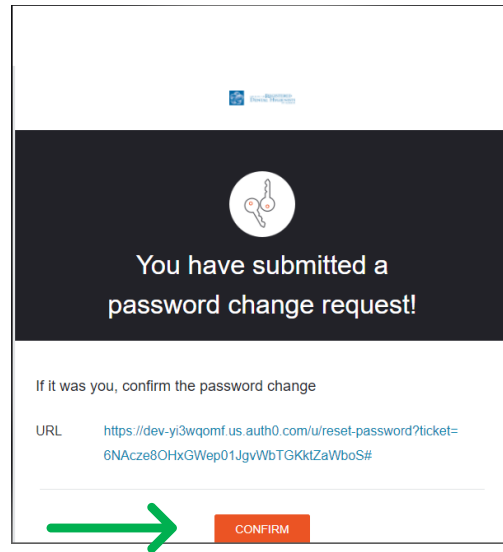


REINSTATE ACCOUNT: Instructions to Access Registrant Portal

REINSTATE ACCOUNT: Step 3: Verify your email address

An email will be sent to your email address from noreply@acdh.ca requesting you to confirm that you requested the password change.

Click **“Confirm”**

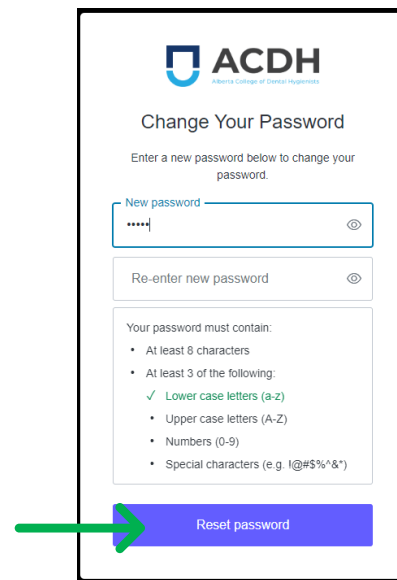


REINSTATE ACCOUNT Step 4: Change your password

When you click on confirm your screen will open to the Change Your Password page.

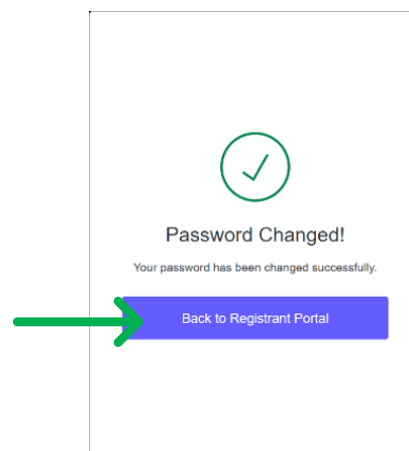
Enter and re-enter your password.

Click **“Reset password”**



When successful the screen will indicate that you have successfully changed the password.

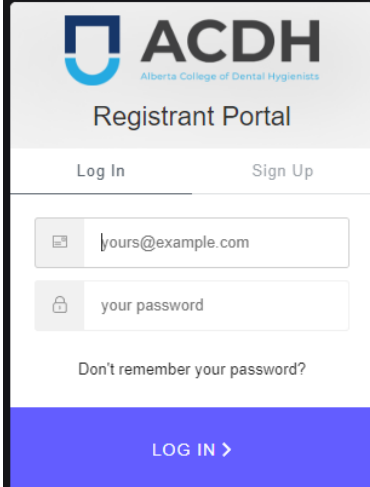
Click on **“Back to Registrant Portal”**



REINSTATE ACCOUNT: Instructions to Access Registrant Portal

REINSTATE ACCOUNT Step 5: Log into the Registrant Portal

Return to the login page and enter your email address and password



The screenshot shows the ACDH (Alberta College of Dental Hygienists) Registrant Portal login page. At the top left is the ACDH logo, which consists of a blue square with a white 'U' shape inside, followed by the text 'ACDH' in a large, bold, blue font and 'Alberta College of Dental Hygienists' in a smaller, blue font below it. Below the logo is the text 'Registrant Portal'. Underneath this are two links: 'Log In' and 'Sign Up', with 'Log In' being the active link. Below the links are two input fields: the first is for an email address, containing the placeholder text 'yours@example.com', and the second is for a password, containing the placeholder text 'your password'. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a large blue button with the text 'LOG IN >' in white.