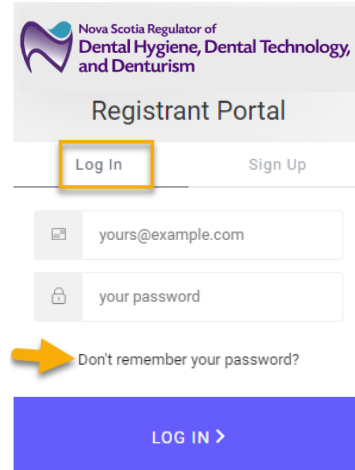## UPDATE ACCOUNT Step 1: Update your Portal Account

As an existing registrant, **the email that the Regulator has on file for you** is already entered to the system. Please ensure you use this email address to update your account.

Note: If you have forgotten your password, please follow these instructions.

If you have forgotten your email address, please contact the Regulator.

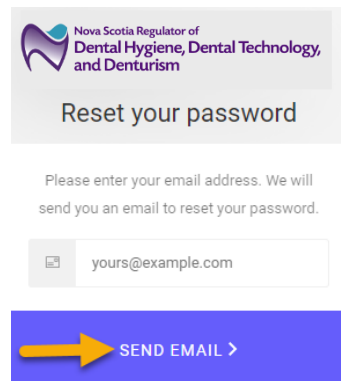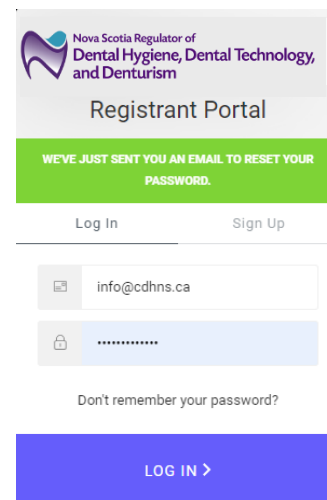|	
A login screen displaying the email address and password will appear. Click "**Don't remember your password**?"	Nova Scotia Regulator of **Dental Hygiene, Dental Technology, and Denturism** Registrant Portal Log In / Sign Up yours@example.com your password → Don't remember your password? LOG IN ›
Enter your email address* Click "**Send Email**" *Please note: This email address is the one the Regulator has on file for you. If you need to change your email address, please contact the Regulator.*	Nova Scotia Regulator of **Dental Hygiene, Dental Technology, and Denturism** Reset your password Please enter your email address. We will send you an email to reset your password. yours@example.com → SEND EMAIL ›

A screen will display instructing you to check your email. An email entitled *Reset your password* will be sent to you from portal@cdhns.ca.

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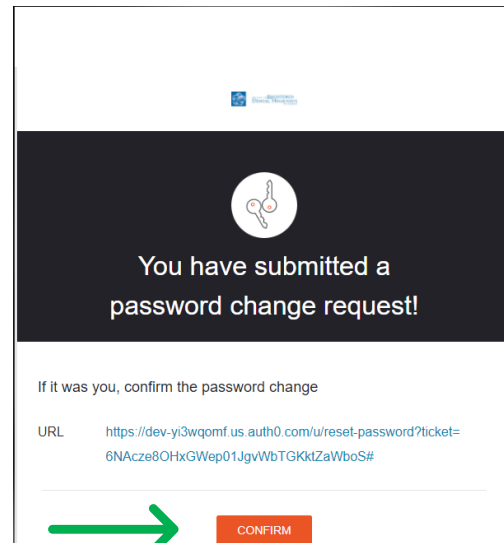
If you have not received the password change email after 3 hours, please contact the Regulator.

UPDATE ACCOUNT: Step 2: Verify your email address

An email will be sent to your email address requesting you to confirm that you requested the password change.
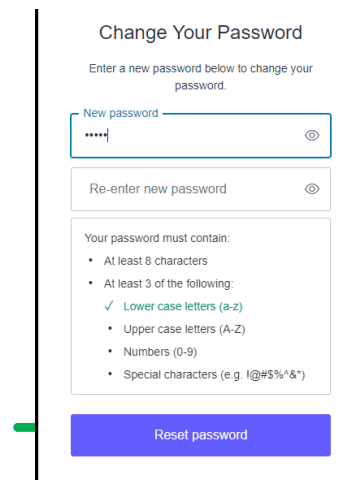
Click "**Confirm**"

UPDATE ACCOUNT Step 3: Change your password

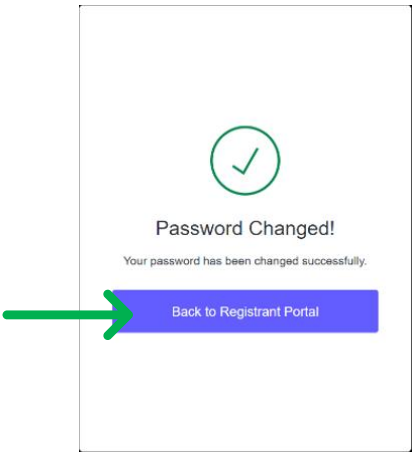When you click on confirm your screen will open to the Change Your Password page.

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**"

Password Changed!

Your password has been changed successfully.

Back to Registrant Portal

UPDATE ACCOUNT Step 4: Log into the Registrant Portal

Return to the login page.

Enter your email address and password.

Click the *Log In* button.