

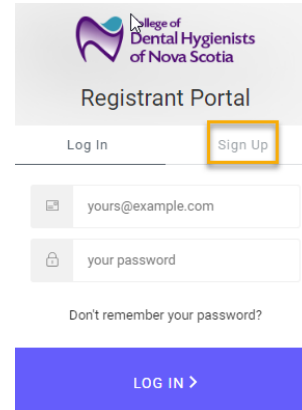
New Registrant or Existing Registrant who has changed their Email Address

NEW ACCOUNT Step 1: 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 the College has on file for you** to the system.

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

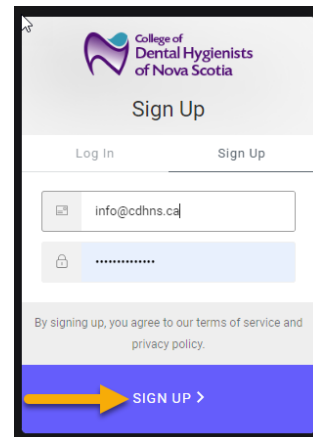
Click **“Sign Up”**



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.*



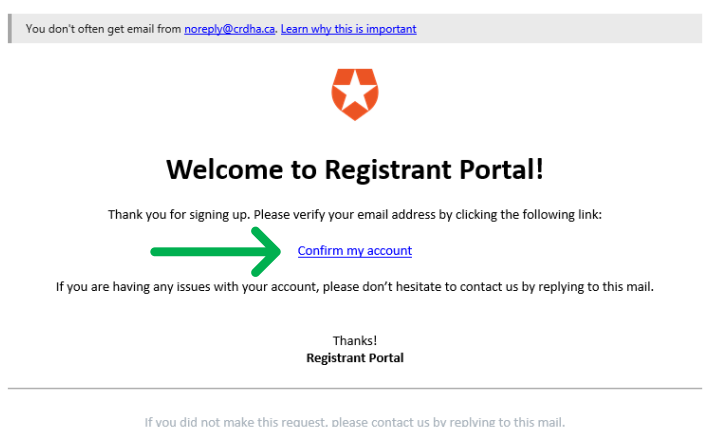
NEW ACCOUNT Step 2: Verify your account

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

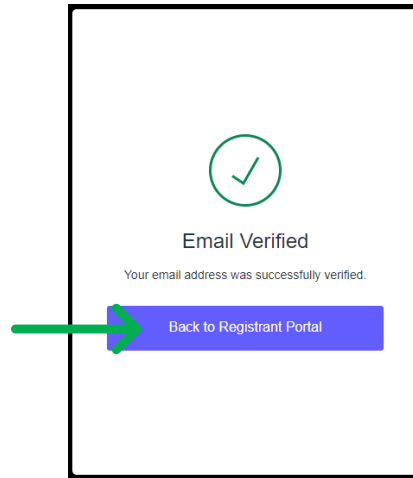
Click **“Confirm my account”**

**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.



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



NEW ACCOUNT Step 3: Log into the Registrant Portal

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

