

# CCA REGISTRY- HOW TO:

## **LOG IN, RESET/CHANGE YOUR PASSWORD AND RENEW ONLINE**

The CCA Registry has gone through a significant upgrade. You will notice that the renewal process and online environment has been updated. Please find below instructions on logging in, changing your password and renewing your membership in the new version.

### Logging into the Website

1. The CCA registry website can be located on the CCA website [www.novascotiacca.ca](http://www.novascotiacca.ca) under the CCA Registry Quick Link, CCA Registry Information: Membership Login (bottom of page)

The screenshot shows the top navigation bar of the CCA website. The logo for 'CONTINUING CARE ASSISTANT' is on the left. To the right are search bars and navigation links: 'CCA Career', 'CCA Registry' (highlighted with a green box), 'Employers', and 'About Us'. Below the navigation bar, a dropdown menu for 'CCA Registry' is visible, with 'CCA Registry Information' and 'CCA Registry FAQ' listed. A green arrow points from the 'CCA Registry' link to the 'CCA Registry Information' link. Below this, a section titled 'To sign up for the first time, you must fill out a registration form and submit the file as per the form:' contains links for 'CCA Registry Registration Form June 2021', 'Membership Login' (highlighted with a green box), and 'Member Directory'. The footer features the 'NOVASCOTIA Health and Wellness' logo.

2. This will take you to the CCA Registry login portal:

The screenshot shows the login portal for the Continuing Care Assistant Program. The page title is 'Continuing Care Assistant Program'. The main heading is 'Login'. There are two input fields: 'Username (email address)' and 'Password'. Below the password field is a 'Login' button. At the bottom, there are links for 'Forgot your password?' and 'Other login issues? Call 1-866-265-9900'.

**Important Update** – The new version of the CCA Registry requires you to login with an email, not your CCA Registry login number. The email that you will use to login is the email you have provided to the CCA registry in the past. If this is not your current email, please contact us at [ccaregistry@healthassociation.ns.ca](mailto:ccaregistry@healthassociation.ns.ca) or 1-866-265-9900 to update your email information.

Continuing Care Assistant Program  
 CCA Registry  
 2 Dartmouth Road, Bedford, Nova Scotia, B4A 2K7  
 Telephone: (902) 832-8500 ext. 282 Toll-free: 1 (866) 265-9900 · Fax: (902) 832-8505  
 ccaregistry@healthassociation.ns.ca · www.novascotiicca.ca

**CCA REGISTRY RENEWAL FORM**  
 Your membership profile contains the following information:

**Member Information**

Last Name	Golightly	First Name	Holly	Middle Name(s)	
Street Address	1234 Batcave			Dean	
Province	Nova Scotia	Country	Canada	Postal Code	
Email Address	hollygolightly12345@mailinator.com				
Phone		Cell			

## Forgot your Password?

1. If you do not know your CCA Registry password, click on the Forgot your password? button

Continuing Care Assistant Program

Login

Username (email address)

Password

Login

Forgot your password?  
 Other login issues? Call 1-866-265-9900

2. This will navigate you to the Reset Password screen, enter your email here and enter the code displayed to the right and click submit.

Reset Password

Enter the user name associated with your Alinity account, then click Submit. We'll send an email to the email address associated with your account with a link to a page where you can create a new password.

Email address

Enter the code on the right

HMKDNO  
 Click to change

Submit

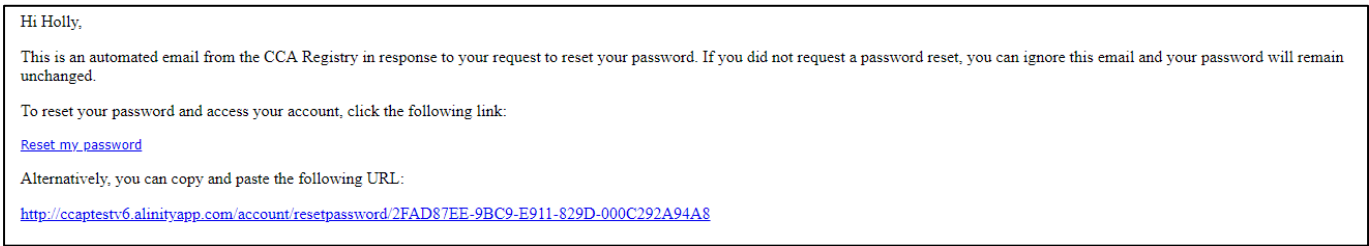
3. This will trigger a reset your password email to be sent to your email address.

**Reset password email sent**

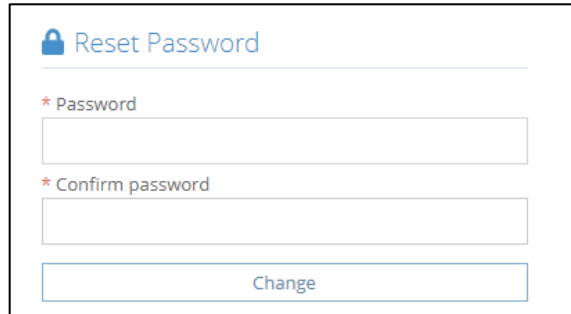
A reset password email has been sent to "hollygolightly12345@mailinator.com". Please click the link in the email to reset your password.

You should receive the email in the next few minutes. If you don't see it, please check your junk email folder. If you are still having difficulty, please call 000-000-0000

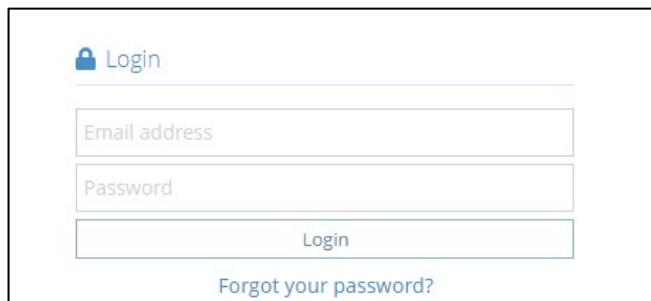
4. You will receive the following email: Click on the Reset my password link



5. Enter your new password and click change

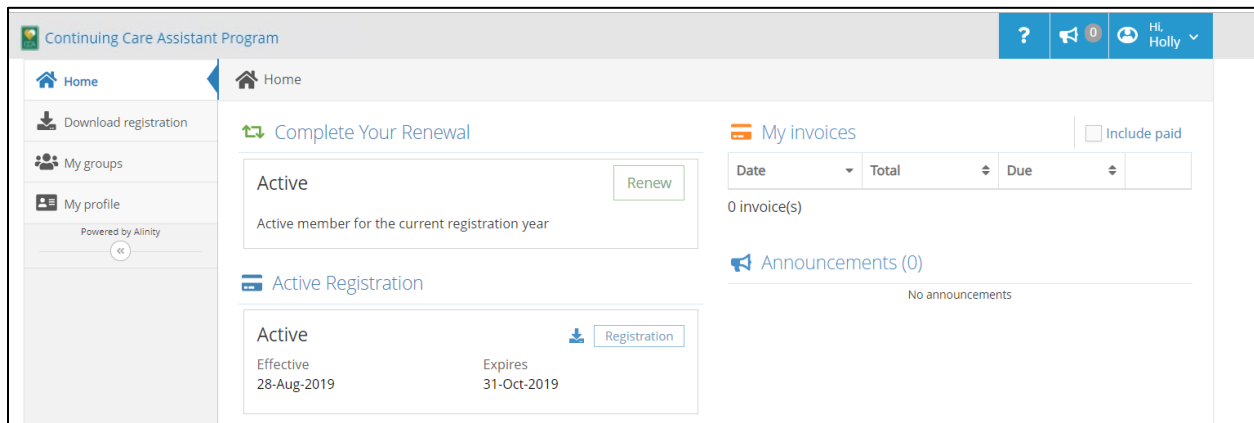


6. Your password has now been updated. Login to your account using your email and new password

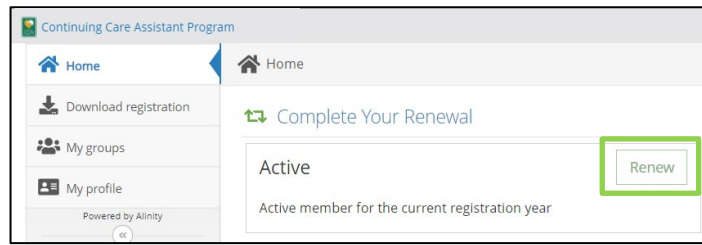


## Renewing your Membership

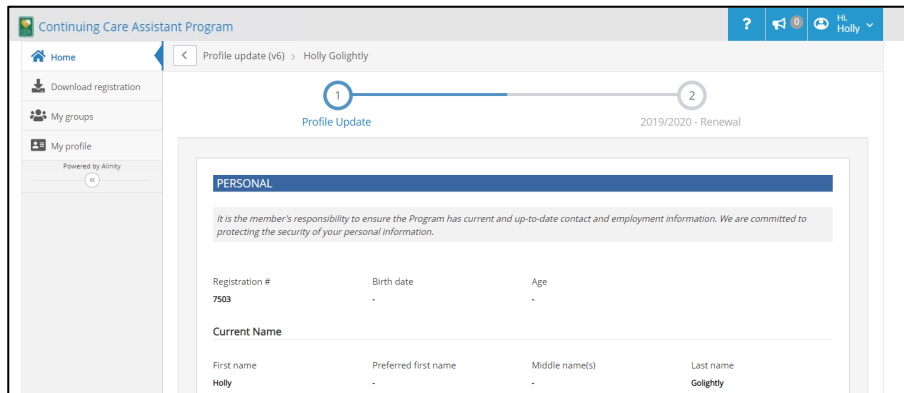
1. Once you have logged onto the CCA Registry website (see instructions above) you will see the home page.



2. Under the complete your renewal section you will see the link to renew, click Renew next to active.



3. This will begin the renewal process; the first step is to update your profile information:



4. There are 8 sections on the Profile Update form.

- a. Personal (name, address, contact information)
- b. Credentials
- c. Year End Employment Status
- d. Employment
- e. Courses
- f. Potential Employers Consent
- g. Email Consent
- h. Other Information

5. **In each section carefully review the information to make sure it is correct and up to date.**


To make changes to any sections of the form click the Add Button at the bottom of the section.

E.g. Changing your address


A screenshot of the 'Current Address' section of the Profile Update form. The form fields are: Apartment / Box No. / Address or Street No. (1234 Batcave), City (Dean, Nova Scotia, Canada), and Postal/Zip code (-). A blue 'Add' button is highlighted with a green box, with the text 'Click to request an address change' next to it.

Make the required changes: (If you want to exit adding something new click the trash icon in the top right corner)

Add Click to request an address change

Address change 

\* Apartment / Box No. / Address or Street No.  
123 New Address Road

\* City Barr Settlement, Nova Scotia, Canada  \* Postal/Zip code B3L 1M9

- To make updates to your current employment record click **Yes** under “Do you need to make changes to the above employer?” This will open a drop down where you can make changes to this record.

**Note – if you are still currently employed leave the end date blank.**

EMPLOYMENT

\* Current employment status Employed: Working as CCA/counterpart \* Estimated year of retirement 2031

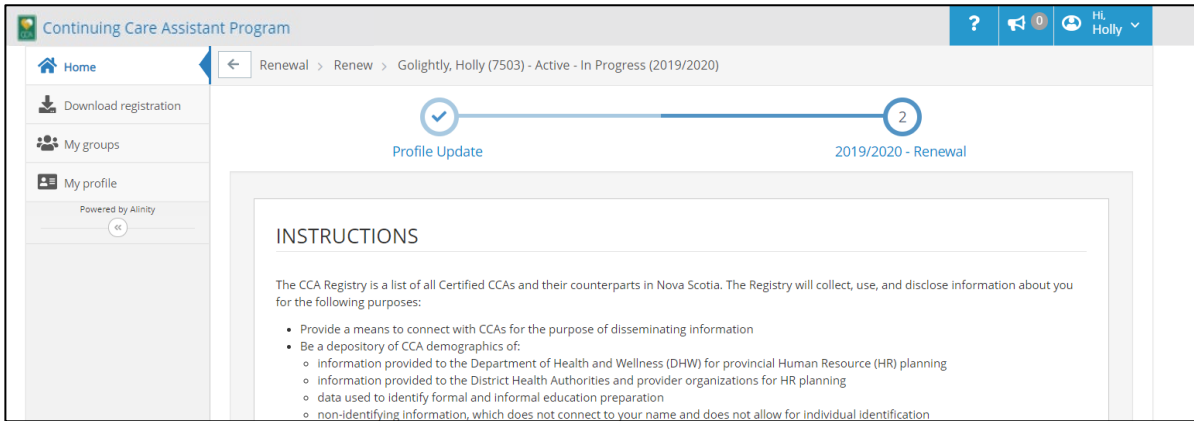
Current Employment

The Admiral Long Term Care Centre

Contact phone	Status	Primary Duty	Secondary Duty(s)
-	Casual	Other	-

\* Do you need to make changes to the above employer?  
 Yes  No

- Some fields are mandatory and must be filled in before moving on to the next step, if you forget to fill in one of these field you will be prompted with an error to go back and complete that section.
- If you are having any issues or problems entering information please contact us at [ccaregistry@healthassociation.ns.ca](mailto:ccaregistry@healthassociation.ns.ca) or 1-866-265-9900
- Once you have reviewed the form and checked to make sure all information is complete and has been updated correctly click Next. This will take you to step 2, the renewal.



10. Review the Declarations section and check both acknowledgement boxes and click Submit to complete the renewal process

**DECLARATIONS**

*By placing a checkmark in the box below, I DECLARE:* I have read and understand the information regarding collection, use, and disclosure of personal information, and I hereby give consent to have the CCA Registry collect and use my personal information for the purposes stated above.

I understand by not checking the box my registration cannot be processed. If you have any questions about the collection, uses, or disclosure of personal information, please contact our office at [ccaregistry@healthassociation.ns.ca](mailto:ccaregistry@healthassociation.ns.ca) or 1-866-265-9900.

\* I acknowledge and accept the above declaration

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*By placing a checkmark in the box below, I DECLARE:* Information contained on this form is true and correct to the best of my knowledge and make this declaration for the purpose of inducing the CCA Registry to issue communications pertaining to my Registry membership and allow me access to any services provided by the CCA Registry.

I am of good character and fit to practice, consistent with the Department of Health and Wellness Education Entry to Practice Policy including the responsibilities, ethics, and standards expected of a Certified CCA/Counterpart.

I understand that falsification of information provided on this form is considered unprofessional conduct. I understand that I may be asked to provide proof of the information I have provided.

\* I acknowledge and accept the above declaration

**WARNING:** Please make sure that all information entered is accurate before your final submission.

11. You will now get a notification that your renewal is complete. **Please note that the CCA Registry is completely free**, while there are references to invoices on the website you are never required to pay for the CCA Registry.