



Continuing Care Assistant Program

CCA Registry

T: (902) 832-8500 x 282 · TF: 1-866-265-9900 · F: (902) 832-8505

E: ccaregistry@healthassociation.ns.ca · W: www.novascotiacca.ca

CCA REGISTRY- HOW TO:

Forgot Your Password?

The CCA Registry has gone through a significant upgrade. Registration, renewals, and profile updates are now completed online. Please find below instructions on resetting your password.

***Note** – this document is for any CCA who is **currently a member** of the CCA Registry, and has forgotten their password.

Forgot your Password?

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

Button

The screenshot shows the 'Login' page with the following elements:

- Lock icon and 'Login' text
- Username (email address) input field
- Password input field with an eye icon
- Login button
- Text: 'Don't have an account? Please Sign up'
- Text: 'or'
- 'Forgot your password?' link (highlighted with an orange box)
- Text: '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.

The screenshot shows the 'Reset Password' page with the following elements:

- Lock icon and 'Reset Password' text
- Text: '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.'
- Green-bordered box containing:
 - Email address input field
 - Text: 'Enter the code on the right' and a code 'HMKDNO' with a 'Click to change' link below it
 - Submit button



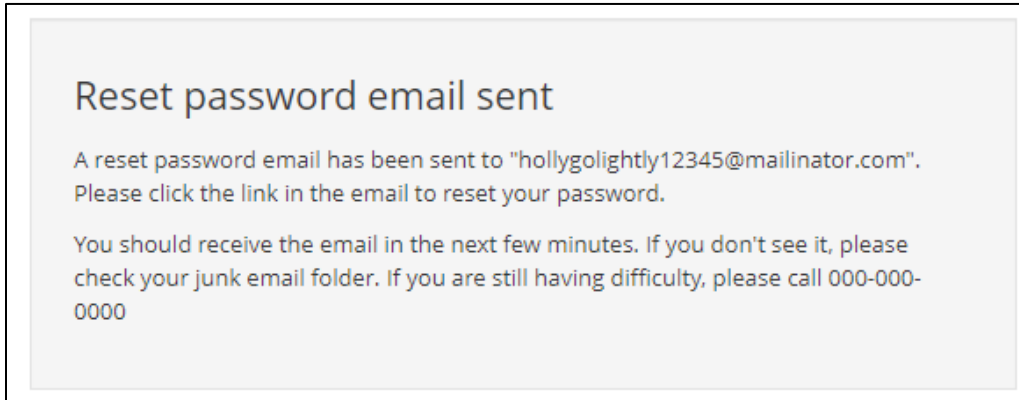
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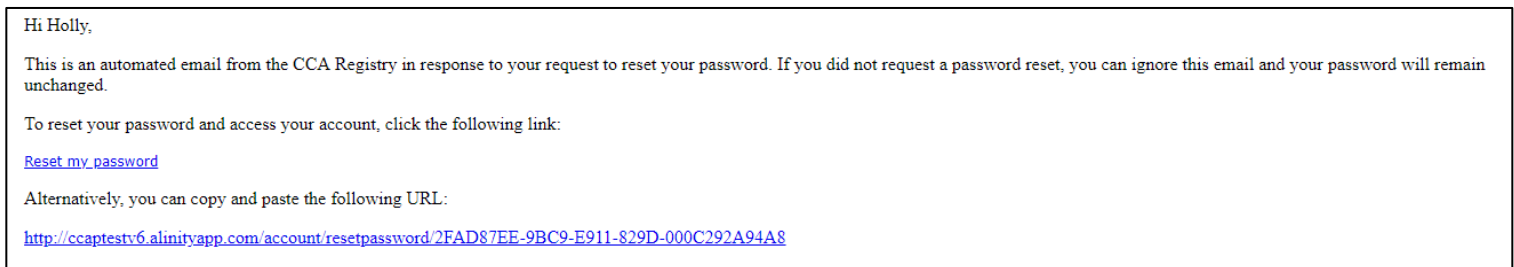
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3. This will trigger a reset your password email to be sent to your email address.



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



5. Enter your new password and click change



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

The screenshot shows a login form with the following elements:

- A blue padlock icon followed by the text "Login".
- A text input field labeled "Email address".
- A text input field labeled "Password".
- A button labeled "Login".
- A link labeled "Forgot your password?" below the button.

Please contact CCA Registry Administration should you have any questions or concerns regarding the CCA Registry.

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