



## Continuing Care Assistant Program

CCA Registry

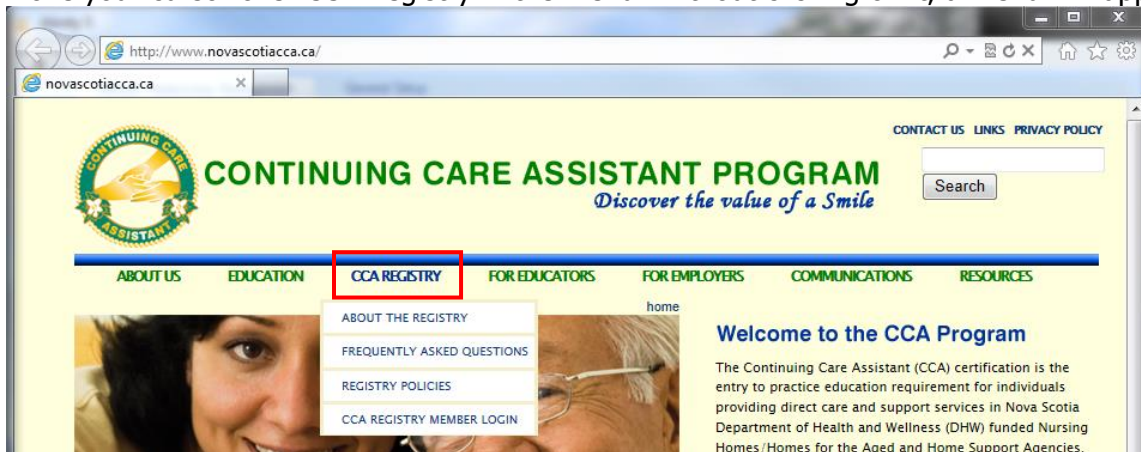
2 Dartmouth Road, Bedford, Nova Scotia, B4A 2K7

Telephone: (902) 832-8500 ext. 256 · Toll-free: 1 (866) 265-9900 · Fax: (902) 832-8505

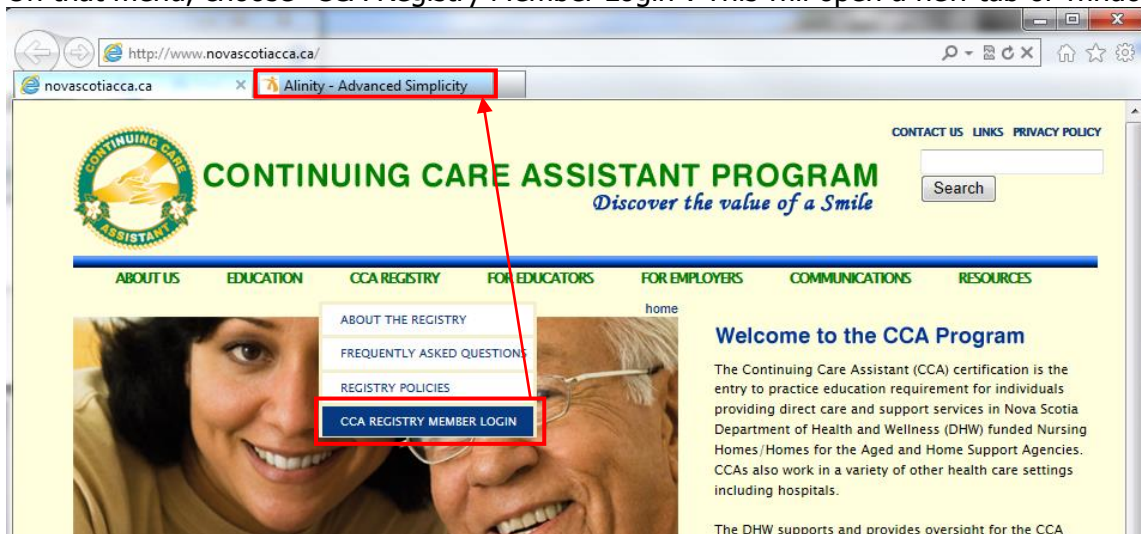
ccaregistry@healthassociation.ns.ca · www.novascotiacca.ca

## Accessing Your CCA Registry Online Profile

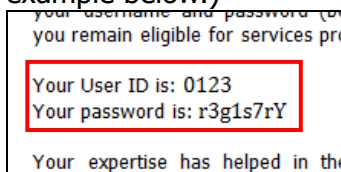
1. In your internet browser, go to [www.novascotiacca.ca](http://www.novascotiacca.ca).
2. Move your cursor over CCA Registry in the menu. Without clicking on it, a menu will appear.



3. On that menu, choose "CCA Registry Member Login". This will open a new tab or window.



4. In that new tab/window, you may use your log in information to sign in. Your log in information can be found on your renewal letter/email and on your registration letter that contained your card. (See example below.)





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5. Enter your User ID and Password and click on the "Login" button to access your profile.

A screenshot of a web browser displaying the CCA Registry Web Application. The browser address bar shows "https://ccap.alinity.com/WebClient/Default.aspx". The page features the "CONTINUING CARE ASSISTANT PROGRAM" logo and the tagline "Discover the value of a Smile". Below the header, there is a "HOME" link and a "Thank you for using the CCA Registry Web Application!" message. A "Login" form is highlighted with a red box, containing fields for "User ID" (with the value "0123") and "Password" (with masked characters), and a "Login" button. Below the form, there is a link "Click here if you forgot your password" and a "User ID" section with instructions for members and applicants.

6. On your Welcome Page, choose "VIEW PROFILE".





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7. On your "View Profile" page, review and update your profile. You can make changes to your profile by clicking on "Edit" or "Add" throughout your profile. Assistance is available by clicking on "Help".

Mailing Address		Edit	Help
Apt			
Mailing Address	2 Dartmouth Road		
City	Bedford		
County			
Province	Nova Scotia		
Postal Code	B4A 2K7		
Country	Canada		

Courses		Add	Help
<b>Course</b>			
CCNS Palliative Care Front Line Education Program		Edit / Delete	
Current Standard First Aid / CPR Level "C"		Edit / Delete	
Food Hygiene Course		Edit / Delete	
WHIMIS Awareness Course		Edit / Delete	

8. Once you are finished, to protect your information, logout of your profile by clicking on "LOGOUT" in the top right corner of the page.

