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INTRODUCTION

The College recently transitioned to a new member portal called Alinity. This new platform is a trusted program with other regulators across Alberta and will provide a higher functioning platform with increased useability and security.

In this document there will be information on how to find things throughout your profile, updating your personal information, apply for registration/a change of designation and adding your continuing competence credits for the member year.

The link to the member portal is found at the top left corner of the College website. Or can be accessed here: <https://abpm.alinityapp.com/Client/Account/Login>

HOW TO LOGIN AND/OR CREATE AN ACCOUNT

Current Regulated Members

Current regulated members with the College (active as of February 18, 2022) will already have an account created in Alinity. To access your account for the first time, regulated members will use the email that the College had on file in the old member portal. If you are unsure which email that would be, you can log into the old member portal [here](#) and look at what is listed under your profile. This is the same email address that receives all the College emails and updates. Once you have the email address follow the steps to create a new password by selecting “Forgot my password” on the login page of the Alinity member portal. This new password should be something secure but that you will remember moving forward. For help creating a password, you can use this password generator: [Password Generator | LastPass](#)

New Applicants

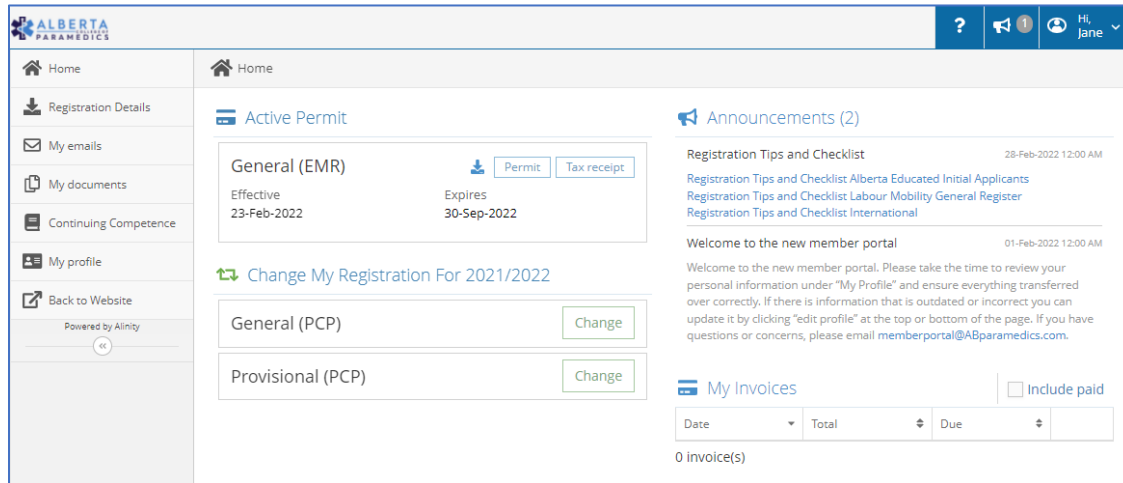
Any new College applicants or applicants that were in the process of applying for registration during the transition period to Alinity, will need to create an account in the new portal. This can be done by selecting the Sign Up button on the login page for the member portal.

HOME PAGE

Once you have logged into Alinity, the first page you will see is the Home Page. This will house important announcements from the College, registration applications, your practice permit and invoices. On the top right is the announcement bar for any notices that are pertinent to your registration or application status. On the top-right corner there is a help button for tech support and a logout/change your password button. The left sidebar has additional navigation tools for you to use.

Please note, the member portal has an automatic logout feature if there is no activity for 30 minutes.

Below is a view of how the portal will appear for regulated members:

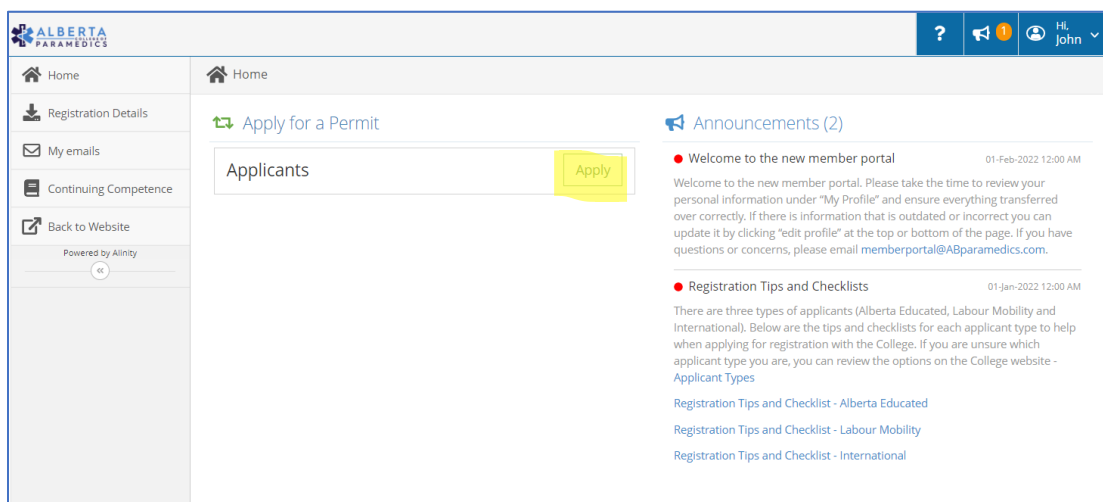


APPLYING FOR REGISTRATION

New Applicants

New applicants that have just created an account will find their home page is relatively empty with the exception of the “Apply for a Permit” button and the announcements section. Within the announcements section there are three registration tips and checklists; Alberta educated, Labour Mobility and International. We encourage all applicants to review the tips and checklist before and during the application process to ensure all requirements are fulfilled. If you have questions about the type of applicant you are, please contact registration@ABparamedics.com.

When you are ready to apply for registration, click the button on the home page and complete the application in the member portal. *Please note, the automatic logout feature after 30 minutes of inactivity applies to the application process.* If you need to step away while filling out the application there is a “Save for later” feature at the bottom of the application to ensure no progress is lost.



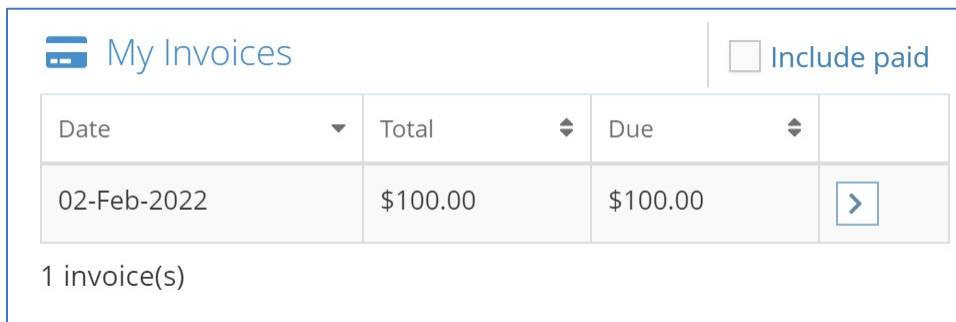
Current Regulated Members

Any members that are changing designation can find the Change of Registration application on the home screen. Follow the steps to complete and submit the application for either the general or provisional register of the new designation.

PAYMENTS

All payments for registration and renewal can be made through Alinity. *Please note no credit card information is stored in the program.* New applicants and members applying for change of designation will be required to pay the application fees after submitting the application. Once Submit has been clicked, the member portal will redirect the applicant to the payment screen for the registration fees. ***Please note no application will be reviewed until payment is received.*** Accepted online payments include Visa, Visa Debit or MasterCard. New - Alinity allows for applicants or members to split payments between one or more cards.

Any outstanding invoices can be found on the home page, under “My Invoices”. To pay outstanding invoices, click the arrow on the right and it will bring you to the payment page.



Date	Total	Due	
02-Feb-2022	\$100.00	\$100.00	>

1 invoice(s)

RESPONDING TO FEEDBACK ON APPLICATIONS

While your application is in the review phase, College staff may have questions or feedback for you on parts of your application. When that happens, College staff will make notes on your application in the member portal and send it back to you for a response. When feedback is sent back to you, you will receive an email asking you to review the feedback.

To review and respond to feedback:

1. Login to your account
2. On the home page, click the “Update” button location beside your application
3. Feedback on your application will appear with an orange speech bubble
4. Provide updates or feedback as required
5. Click “Submit” at the bottom of your application

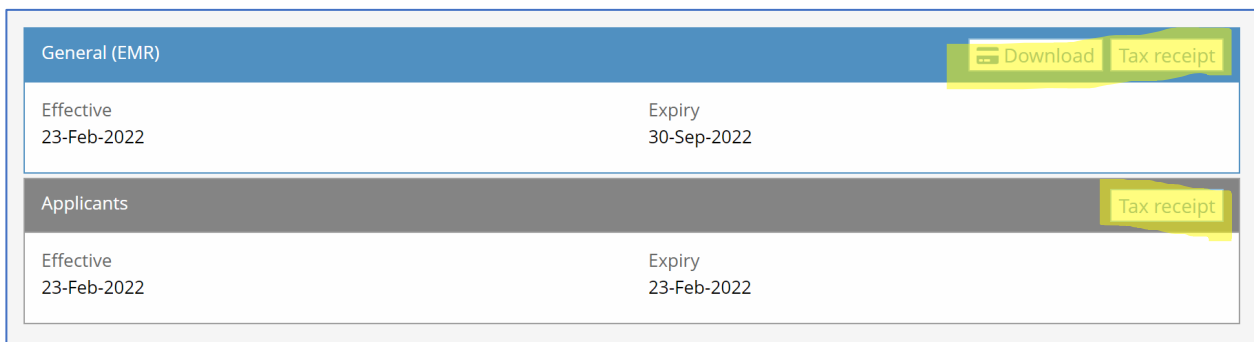
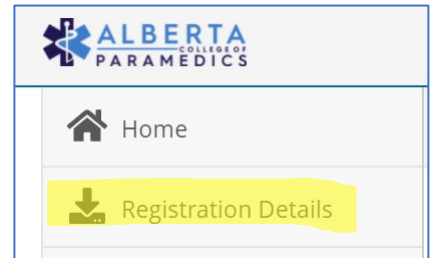
In some instances, there may be situations where an application can go back and forth between applicant and College staff a few times before the application is approved.

THE NAVIGATION BAR

The navigation bar on the left side of the screen has all your important pages that do not appear on the home page. This is where you will find your registration information, personal information, regulatory requirements, etc.

Registration Details

The “Registration Details” page is the second page on the navigation bar. It is on this page where you will find your practice permit(s) and receipts. In addition, the history of your years in practice will be kept on this page. Use the buttons on the right side (Download & Tax receipt) to print and/or download copies of your receipt.



My Emails

The “My Emails” page is the third page on the navigation bar. On this page you will find emails and communications with the College.

My Documents

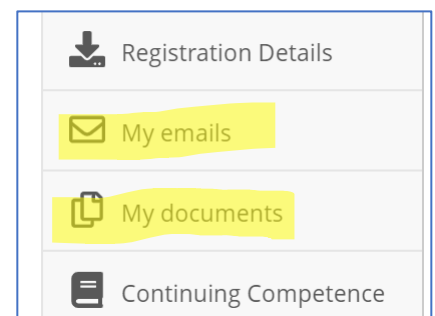
The “My Documents” page is the fourth page on the navigation bar. On this page you will find all previously submitted applications.

Continuing Competence

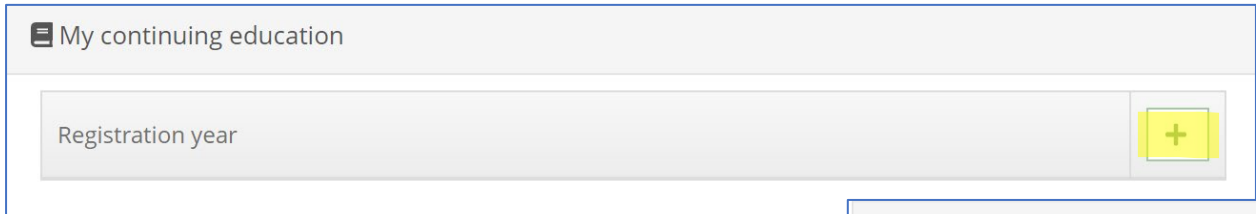
The “Continuing Competence” page is the fifth page on the navigation bar. On this page you will find your old CC records from previous renewal years (if applicable). You will also find the form to add your CC activities for the current member year.

Entering CE Credits

To add Continuing Competence activities to your records you will first need to select the member year you want to add the activities to.



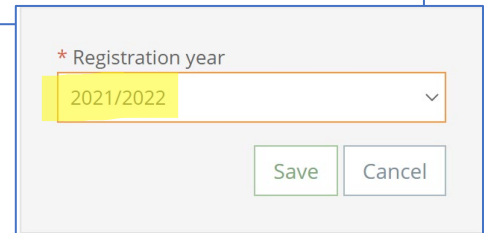
1. On the Continuing Competence page, select the plus sign beside “Registration year”. If credits have already been added to that year the plus sign will turn into an arrow and you will not need to complete the next step



My continuing education

Registration year +

2. A drop-down menu will appear to select the registration year. Be sure you are selecting the current registration year and click “Save”



* Registration year

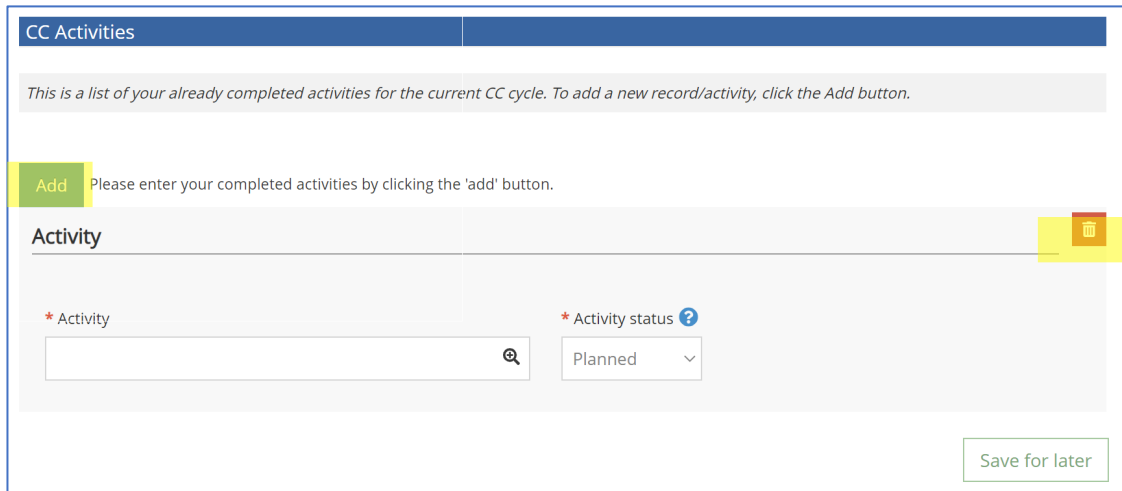
2021/2022

Save Cancel

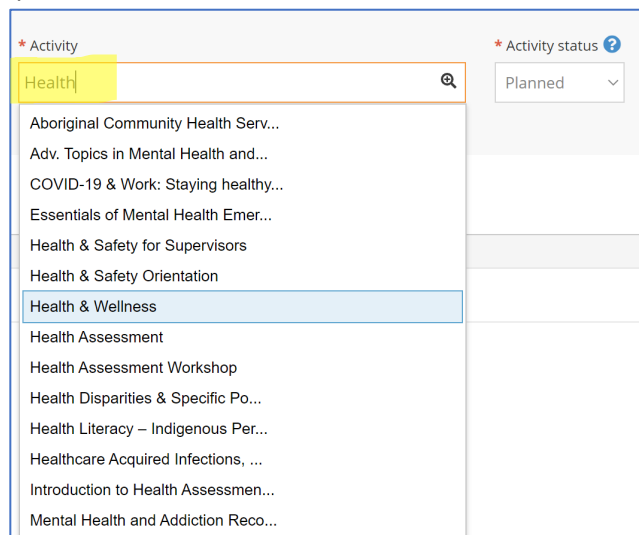
3. You will be redirected to a form that will outline the Continuing Competence requirements you must meet. This will be broken down as shown below by the minimum Continuing Education (CE) credits, Self-Direct (SD) credits and any mandatory training for the member year selected. As credits are added to your profile, this chart will recalculate and update with the credits earned in each category. When all requirements have been met, a “YES” will appear at the bottom of the page with “Requirement met” *Please note, there is no mandatory training for the 2021/2022 renewal year. If there is, it will appear underneath the SD credits.*

Continuing Education (CE)	Requirement 30.00	Earned Credits 0
Self-Directed (SD)	Requirement 0.00	Earned Credits 0
Total	Requirement 60.00	Earned Credits 0
Requirement met		NO

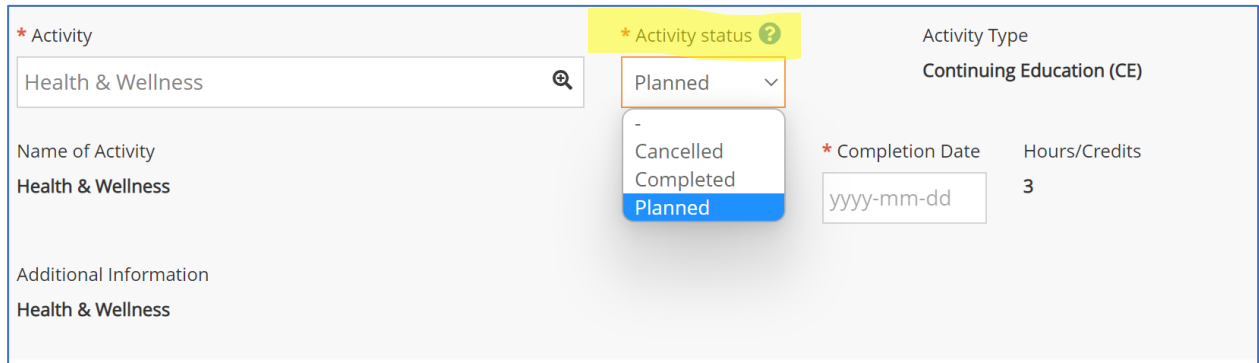
- To add an activity to your profile, beneath the requirement chart select the “Add” button and a search field will appear. Note, if you clicked “add” by mistake or do not want to submit a profile change, you can click the red trashcan to close the information field.



- Start to type in the name of the activity that you have completed. This can be a partial or full name. For example, if you completed a course that had the word “Health” in the name, you can type that into the search field and every CE activity that has Health in the name will appear. Find the activity you have completed and select it. It may take a few moments for the information to be pulled so please be patient.



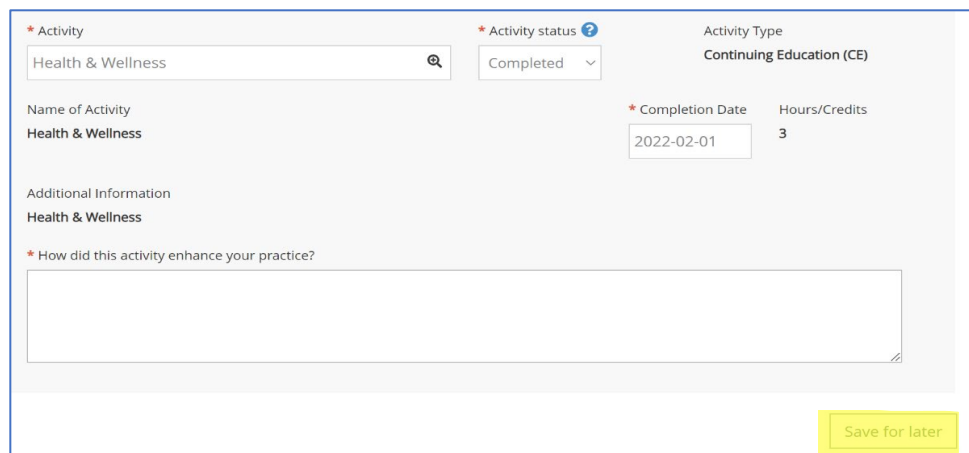
6. After selecting the activity, select the status of the activity from the drop-down menu.



The screenshot shows a form with the following fields:

- * Activity:** Health & Wellness
- * Activity status:** A dropdown menu is open, showing options: Planned (selected), Canceled, Completed, and Planned.
- Activity Type:** Continuing Education (CE)
- Name of Activity:** Health & Wellness
- * Completion Date:** yyyy-mm-dd
- Hours/Credits:** 3
- Additional Information:** Health & Wellness

- Completed – is to be used when an activity has been successfully completed and is being entered for CC credit requirements. Be sure to include the completion date.
 - Planned – can be used when planning your activities for the upcoming member year. You can do this to identify what courses/activities need to be completed to meet your credit requirements. Please remember to change the Activity Status to completed when you have finished the activity prior to submitting the form at the end of the member year.
 - Cancelled – members will now be able to cancel activities that they do not want to claim for CC credits. This can be done when something is entered by mistake or if the course/activity was not completed. Members no longer need to call the College to have an activity removed. Please note, the activity will show in the list as cancelled but will not be removed. It will not count toward your credit total when listed as cancelled.
7. When you enter the completion date to an activity, a box will appear with a field to fill in how the activity enhanced your practice.
8. Once the CC activity fields have been completed to the best of your ability, select “Save for later”. This will update the CC credit requirement field and show how many credits have been earned toward your total requirement.




The screenshot shows the form with the following fields:

- * Activity:** Health & Wellness
- * Activity status:** Completed
- Activity Type:** Continuing Education (CE)
- Name of Activity:** Health & Wellness
- * Completion Date:** 2022-02-01
- Hours/Credits:** 3
- Additional Information:** Health & Wellness
- * How did this activity enhance your practice?:** A large text area for input.
- Save for later:** A yellow button at the bottom right.

- Once you have met your credit requirement, a “Submit” box will appear beside the “Save for later” option. Members will need to have submitted the form before being able to complete renewal at the end of the member year. It is important to note that once the form has been submitted, no further changes can be made.

Entering Self-Directed (SD) Credits

Entering Self-Directed credits follows the same format for entering CE credits, except when searching the activity field box below, you can type in either “Self” or “Other” and the “Self-Direct” option will appear. From here, you can fill in the information of the activity taken and save the added activity.

* Activity	* Activity status 	Activity Type
<input type="text" value="Other (Self Directed)"/>	<input type="text" value="Planned"/>	Self-Directed (SD)
* Name of Activity	* Completion Date	* Hours
<input type="text"/>	<input type="text" value="yyyy-mm-dd"/>	<input type="text"/>

The changes to the CC submission procedure were developed to help members who were having a hard time understanding the difference between a CE or a SD activity. Now, if the activity does not appear in the list, it is not an approved CE activity and is to be claimed as SD.

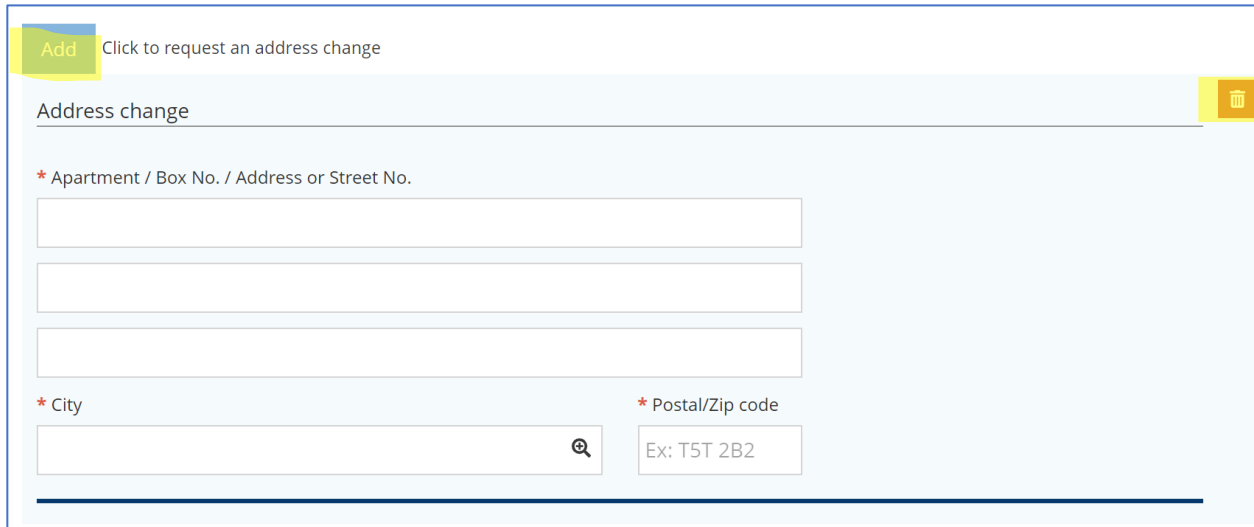
My Profile

The “My Profile” page is the sixth page on the navigation bar. On this page you will find your personal information including contact information, education, employer information and liability insurance details. This is where you will go to update your personal information including your liability insurance expiry date. Please note, you will be required to review your information before every renewal to ensure it is accurate.

How to update your profile information

- On the My Profile page, select the “edit profile” button on the top-left or bottom-left of the page
- Scroll to the section that you would like to edit*
- Areas that you can change or request a change will have a blue “Add” button beside them

- After clicking the add button, an information field will open where you can provide updated information



Add Click to request an address change

Address change

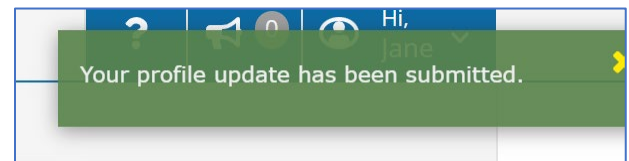
* Apartment / Box No. / Address or Street No.

* City

* Postal/Zip code

Ex: T5T 2B2

- If you clicked “Add” by mistake or do not want to submit a profile change, you can click the red trashcan to close the information field
- Once you have entered all the new information, scroll to the bottom of the page and press “Submit”
- You will be redirected to the home page and should get a notice on the top-right of your screen that says, “Your profile update has been submitted.”



*Please note, some sections members are not able to edit and will need to submit an edit request. For example, members that wish to change their name must submit a request with documentation of a legal name change.

[Back to Website](#)

The “Back to Website” page is the last page on the navigation bar. This page will redirect you to the College’s public website.