

Alberta College of Dental Hygienists

Applicant/Registrant Portal Access Instructions

Step 1: Access the ACDH Portal by clicking this link: [ACDH Portal](#)

The portal page will now appear.
Click “**Log In**”



The next steps are different depending on your circumstances.

If you are NOT a current registrant and are **applying for initial registration or reinstatement of registration** with the College, either [click this link](#) or follow the steps labelled **ADD ME TO THE SYSTEM**.

If you are an **existing registrant** and have **changed your email address** with the College, either [click this link](#) or follow the steps labelled **CHANGE MY EMAIL**.

If you are an **existing registrant** with the College and need to change your password, either [click this link](#) or follow the steps labelled **CHANGE MY PASSWORD**.

These instructions are for logging into either the Applicant Portal or the Registrant Portal. Although the pictures and log in window reference the Registrant Portal, following the instructions will take applicants to the Applicant Portal and existing registrants to the Registrant Portal.

If you have any issues after reading these instructions, please either email the College at registration@acdh.ca or call 780-465-1756, ext. 2.

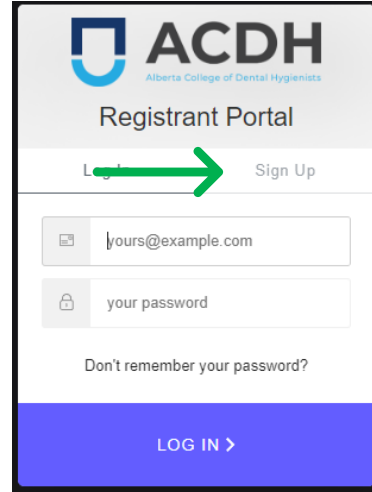
ADD ME TO THE SYSTEM: Instructions to Access Applicant Portal

ADD ME TO THE SYSTEM Step 2: Create a portal account

You will need to create a new portal account if you have never been a registrant with the College or are applying for reinstatement of your registration with the College. This will add **the email that you provided to the College in your Applicant Profile or Portal Access form** to the system.

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

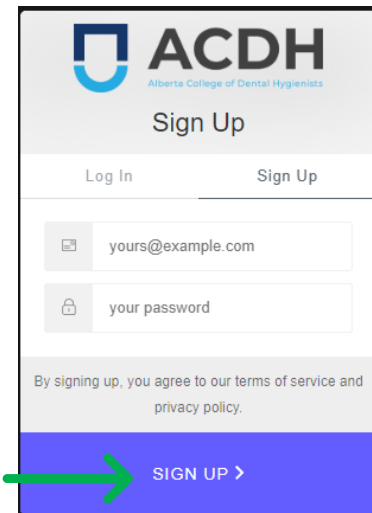
Click **“Sign Up”**



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.*



ADD ME TO THE SYSTEM Step 3: Verify your account

An email will be sent to your email address from noreply@acdha.ca 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.*

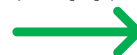
If you have not received the password change email after 3 hours, please contact the College.

You don't often get email from noreply@acdha.ca. [Learn why this is important](#)



Welcome to Registrant Portal!

Thank you for signing up. Please verify your email address by clicking the following link:



[Confirm my account](#)

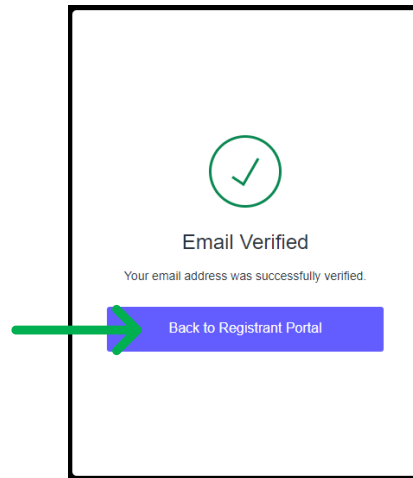
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
Registrant Portal

If you did not make this request, please contact us by replying to this mail.

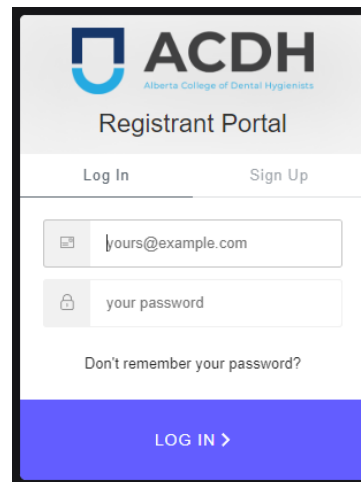
ADD ME TO THE SYSTEM: Instructions to Access Applicant Portal

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



ADD ME TO THE SYSTEM Step 4: Log into the Registrant/Applicant Portal

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



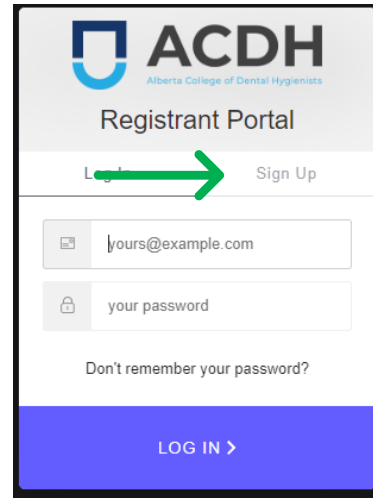
CHANGE MY EMAIL: Instructions to Access Registrant Portal

CHANGE MY EMAIL Step 2: Create a portal account

After you submit an Email Change Request Form, you need to use your new email to log in to the Registrant Portal. This will add **your new email** to the system.

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

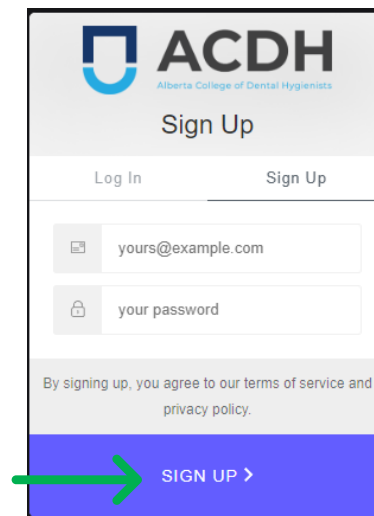
Click **“Sign Up”**



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.*



CHANGE MY EMAIL Step 3: Verify your account

An email will be sent to your email address from noreply@acdha.ca 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.

You don't often get email from noreply@acdha.ca. [Learn why this is important](#)



Welcome to Registrant Portal!

Thank you for signing up. Please verify your email address by clicking the following link:



[Confirm my account](#)

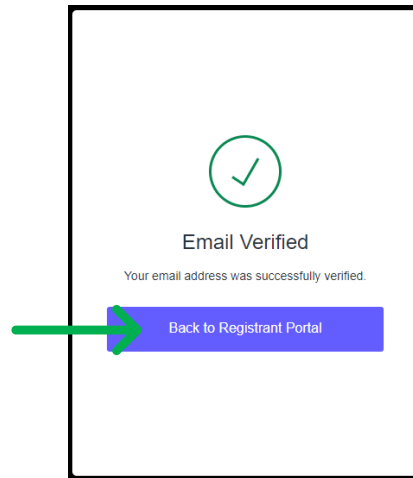
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
Registrant Portal

If you did not make this request, please contact us by replying to this mail.

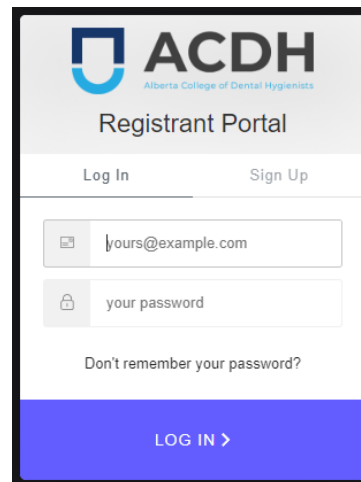
CHANGE MY EMAIL: Instructions to Access Registrant Portal

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



CHANGE MY EMAIL Step 4: Log into the Registrant Portal

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



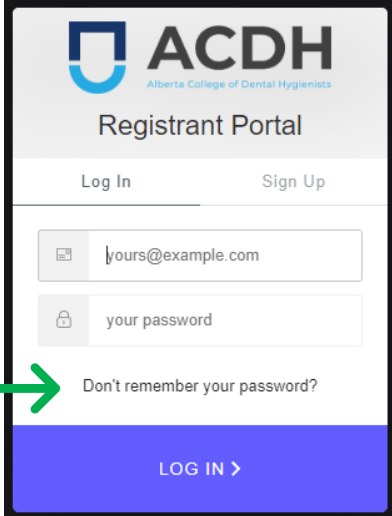
CHANGE MY PASSWORD: Instructions to Access Registrant Portal

CHANGE MY PASSWORD Step 2: Update your Portal Account

As an existing registrant, **the email that the College has on file for you** is already entered to the system. Please ensure you use this email address to log in to your Portal. If you have forgotten or no longer have access to this email address, please contact the College to request an email change before proceeding.

A login screen displaying email address and password will appear.

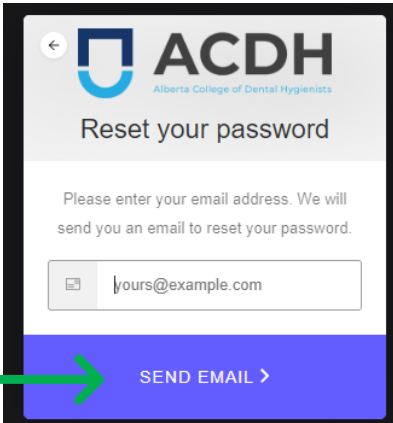
Click **“Don’t remember your password?”**



Enter your email address*

Click **“Send Email”**

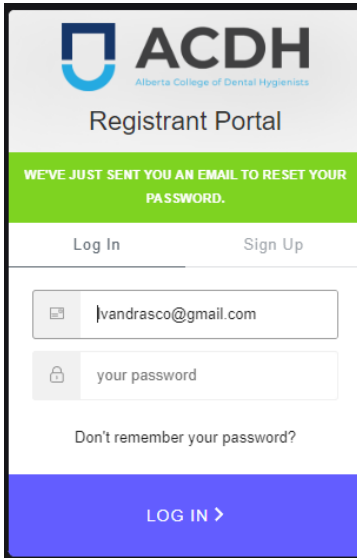
**Please note: this email address is the one the College has on file for you. If you need to change your email address, please contact the College.*



A screen will display instructing you to check your email.

**If you do not see the email, please check your junk and spam folders. 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.

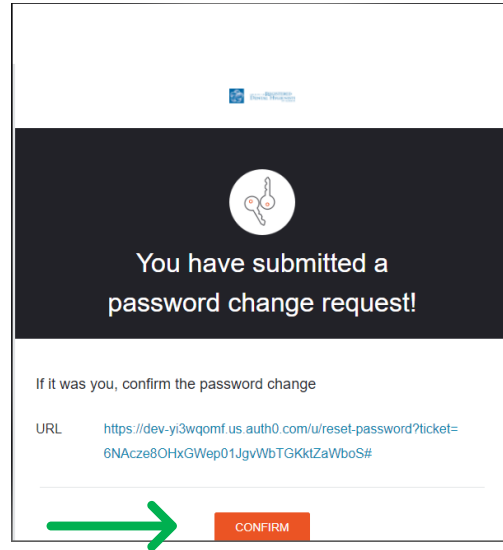


CHANGE MY PASSWORD: Instructions to Access Registrant Portal

CHANGE MY PASSWORD Step 3: Verify your email address

An email will be sent to your email address from noreply@acdh.ca requesting you to confirm that you requested the password change.

Click “Confirm”

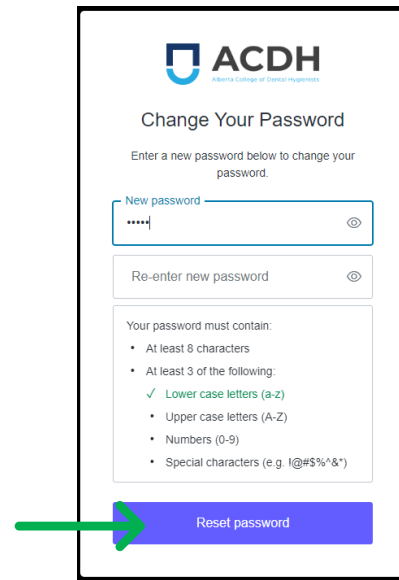


CHANGE MY PASSWORD Step 4: Change your password

When you click on confirm your screen will open to the Change Your Password page.

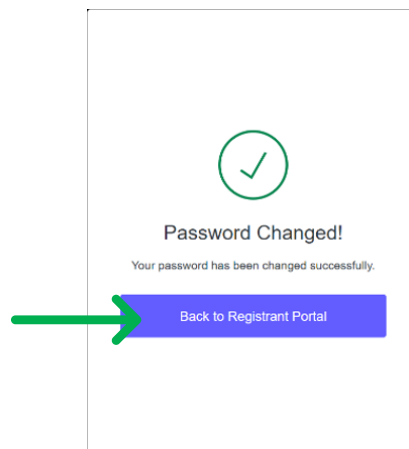
Enter and re-enter your password.

Click “Reset password”



When successful the screen will indicate that you have successfully changed the password.

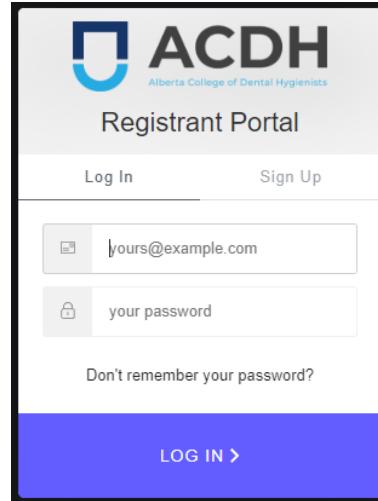
Click on “Back to Registrant Portal”



CHANGE MY PASSWORD: Instructions to Access Registrant Portal

CHANGE MY PASSWORD Step 5: Log into the Registrant Portal

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



The screenshot shows the ACDH (Alberta College of Dental Hygienists) Registrant Portal login interface. At the top left is the ACDH logo, consisting of a blue square with a white 'U' shape inside, followed by the text 'ACDH' and 'Alberta College of Dental Hygienists' in smaller text. Below the logo is the title 'Registrant Portal'. There are two links: 'Log In' (underlined) and 'Sign Up'. Below these are two input fields: the first is for an email address, containing the placeholder 'yours@example.com', and the second is for a password, containing the placeholder 'your password'. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a blue button with the text 'LOG IN >'.