College of Alberta Dental Assistants

Registration Guide

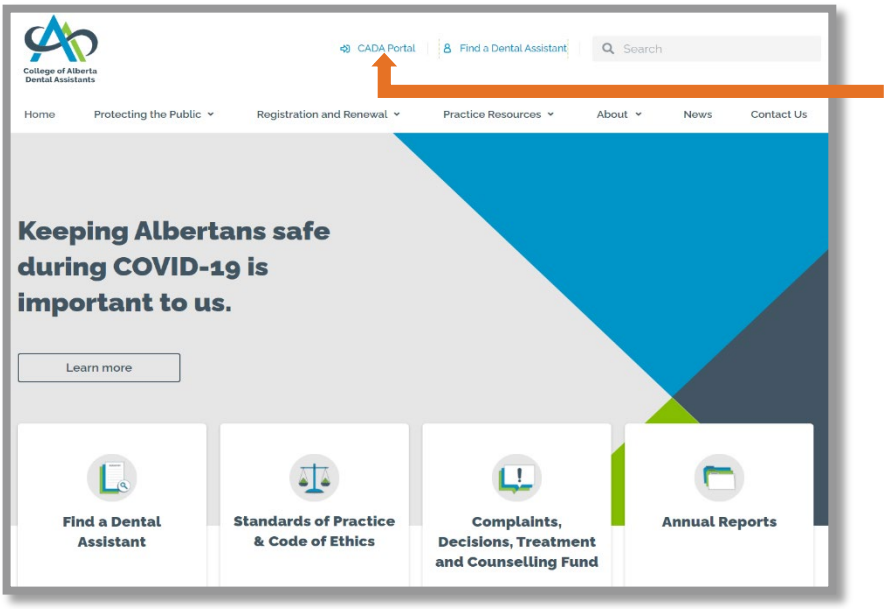
Applying for Student Membership

This guide will show you, step-by-step, how to use our online application form.

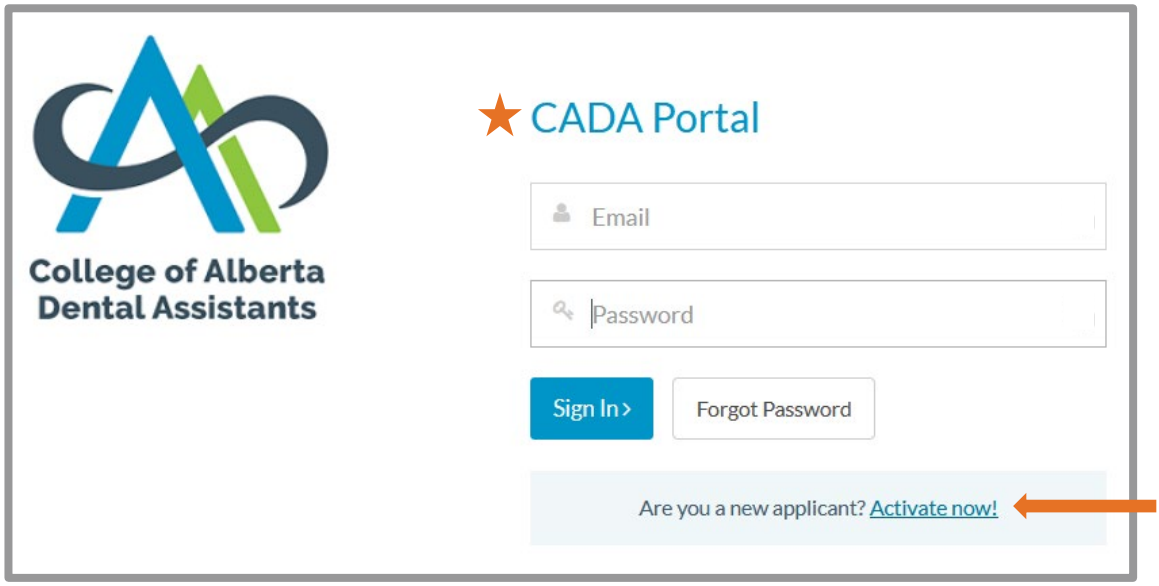
Follow this guide if you are applying for Student Membership with the College.

The Portal

You need to go to the CADA Portal to apply for registration. To get there, go to our website **abrda.ca** and click **CADA Portal**.



You are now in the CADA Portal. As a new applicant, click on the **Activate now!** link.



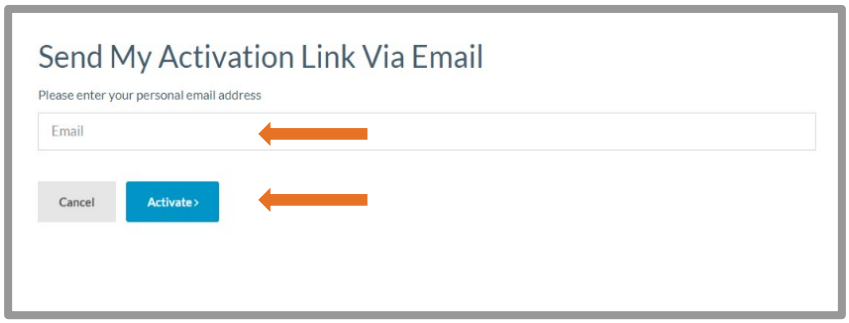
You will now be at the Send My Activation Link screen.

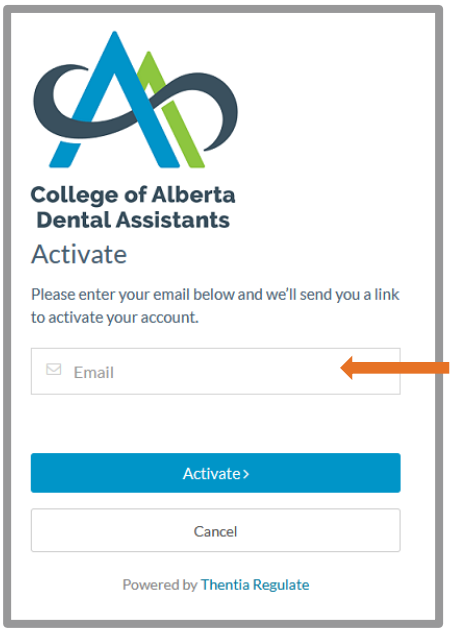
IMPORTANT NOTES

- Your email address will become your username. The email field and username field are both **case sensitive**. The way you enter your email address here is how you must enter it as your username each time you sign in.
- Before you click Activate, add **contact@abrda.ca** to your email contacts/address book and add our domain **abrda.ca** to your safe sender/whitelist. This will help ensure you get our emails in your inbox.

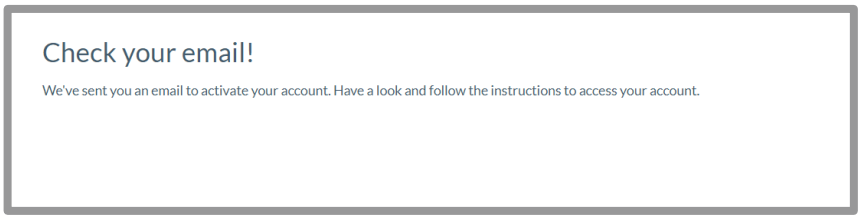
Enter your email address in the Email field.

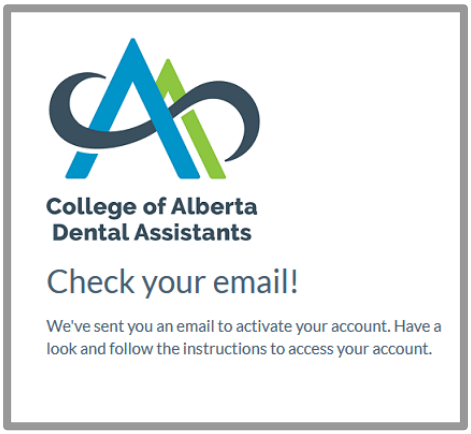
Click on the Activate button.





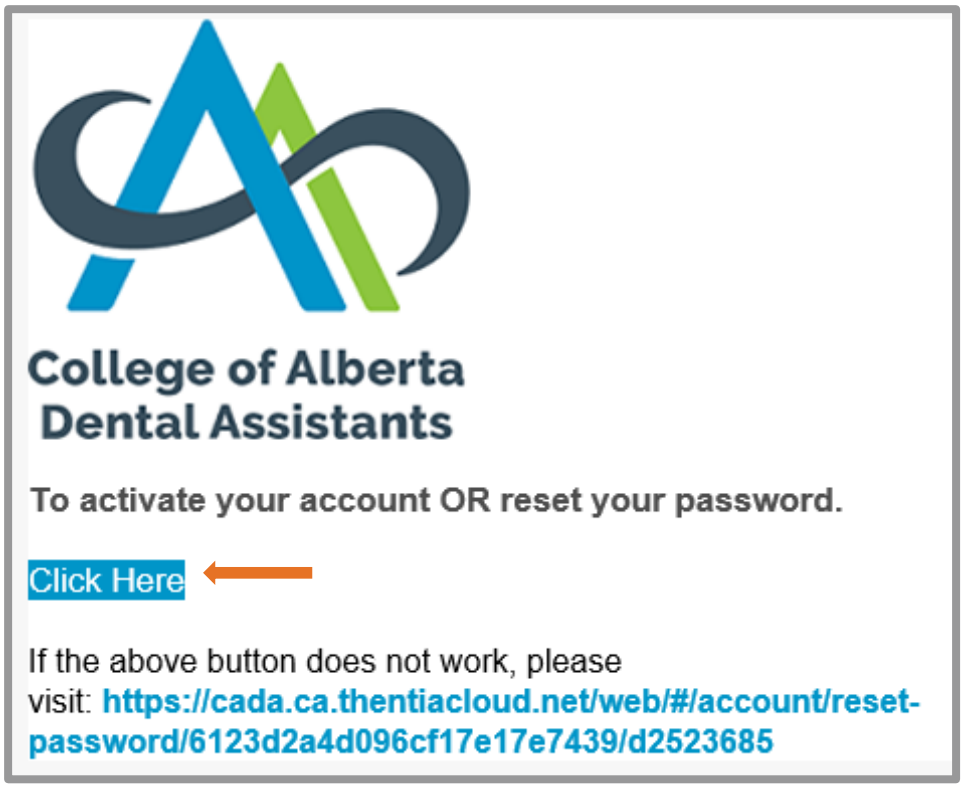
Check your email for your activation link. If it is not in your inbox, check your junk/clutter/spam folder.





Your activation email will look like the image below.

In your email click on the Click Here link.

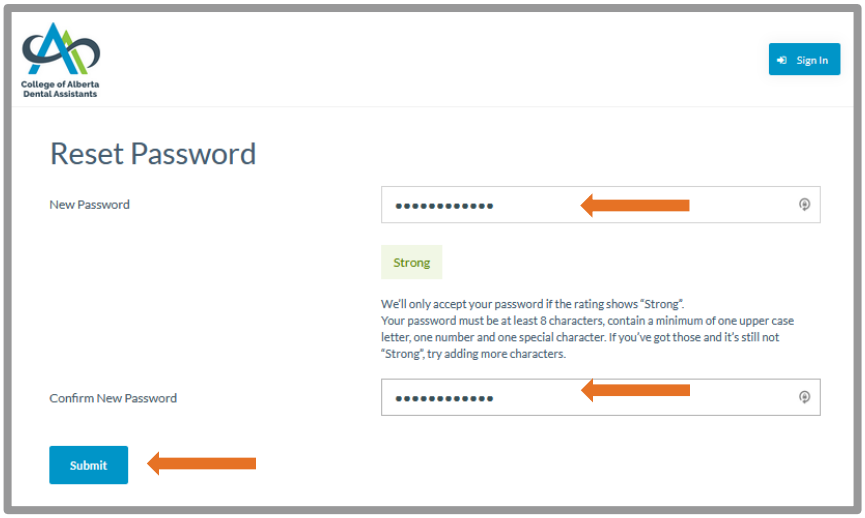


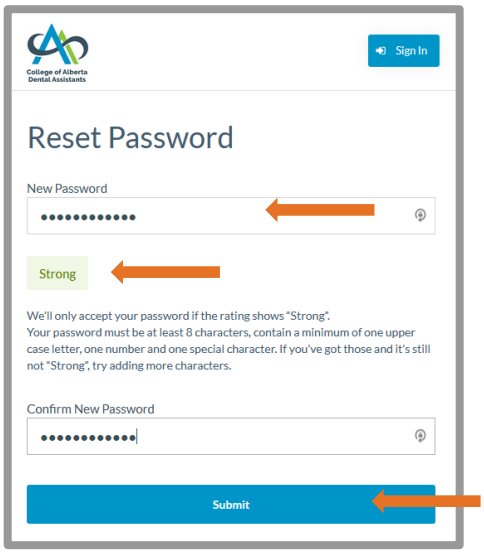
You will now be at the Reset Password screen.

You will need to create a password that is unique to you. It must be a "strong" password (not weak or good).

Make sure you enter the same password in the New Password field and in the Confirm New Password field.

Click on the Submit button.





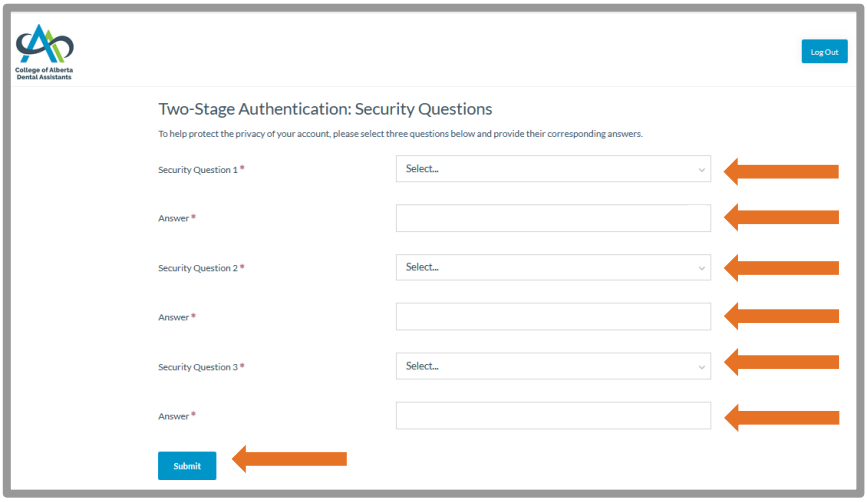
Now that you've successfully created your password, you will be at the Security Questions screen.

IMPORTANT NOTES

- Each time you sign in you must answer one of your Security Questions. This is two-stage authentication.
- The answer fields below and when you sign in are **case sensitive**. The way you enter your answers here is how you must enter them each time you sign in.

Select three different security questions from the dropdown options and enter your answer for each question.

Click on the Submit button.



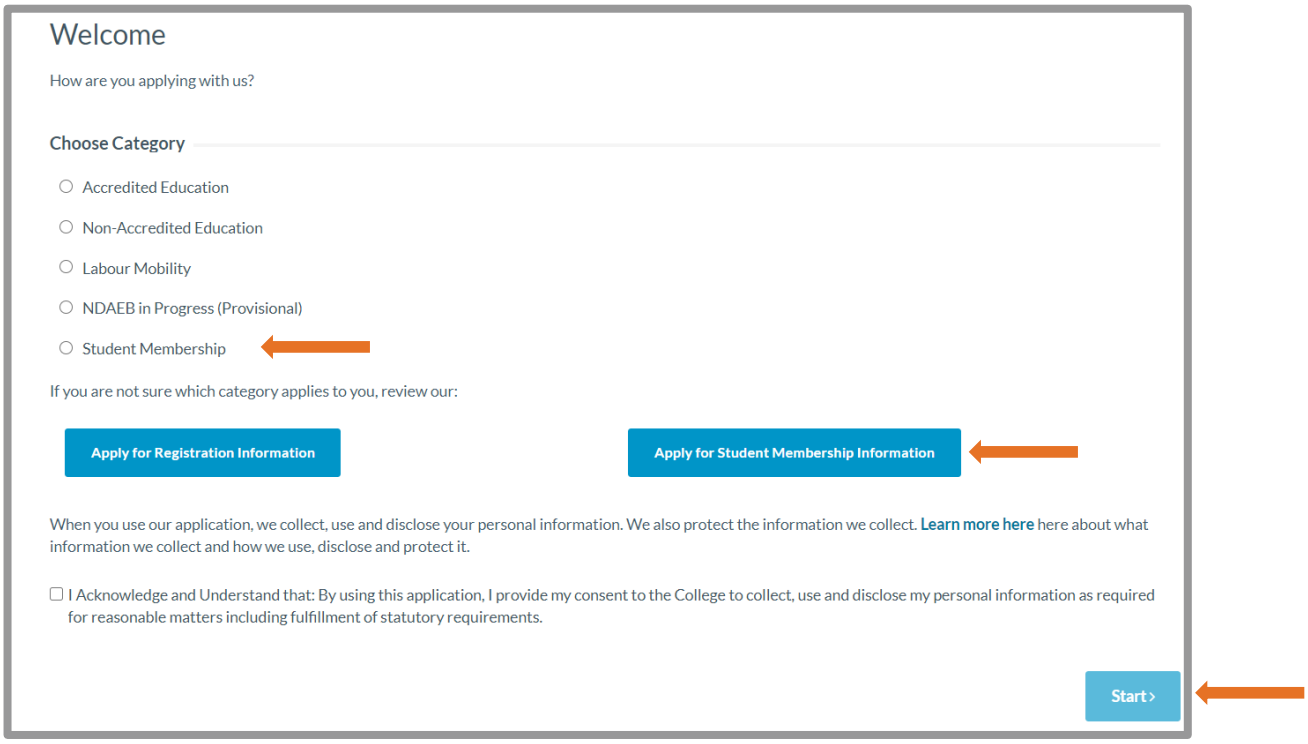
You will now be at the Welcome screen.

Select this Category: *Student Membership*

Read the *I Acknowledge and Understand* statement and check the box.

Click on the Start button.

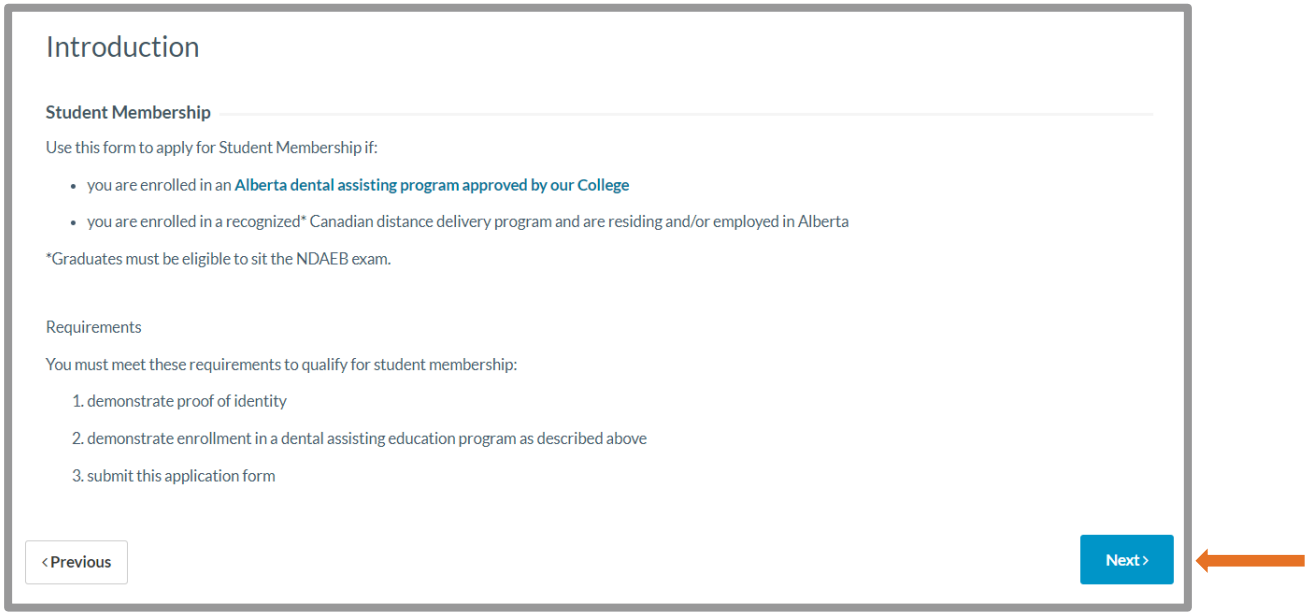
To read more about Student Membership, click on Apply for Student Membership Information.



You are now at the Introduction screen.

This information explains our requirements to apply for Student Membership. Carefully review this information to ensure you are eligible to apply.

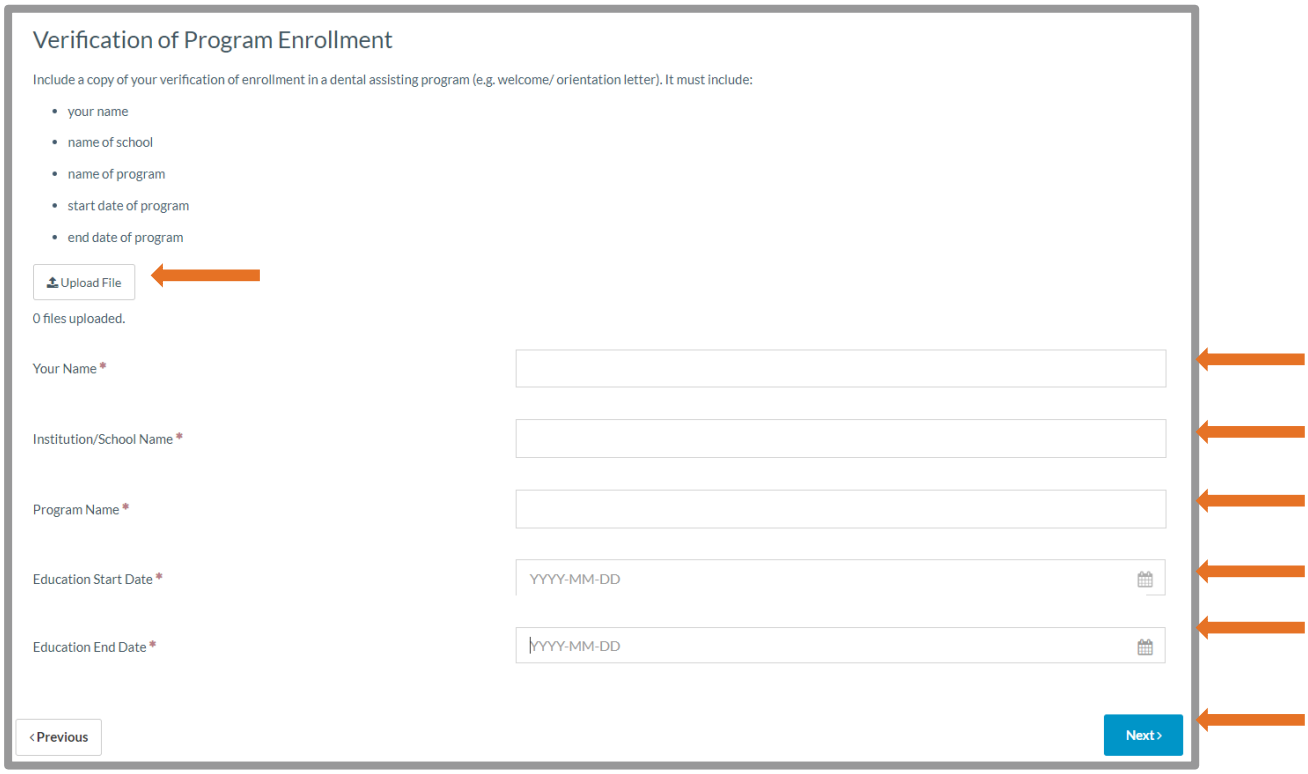
If you meet the requirements, click on the Next button.



You are now at the Verification of Program Enrollment screen.

Upload a copy of your verification of program enrollment document. Make sure it includes your name, the name of the school, the name of the program, start date of program and end date of program; fill in the necessary (*) information below and click Next

(see **About Uploads** at the end of this guide for steps on how to upload)

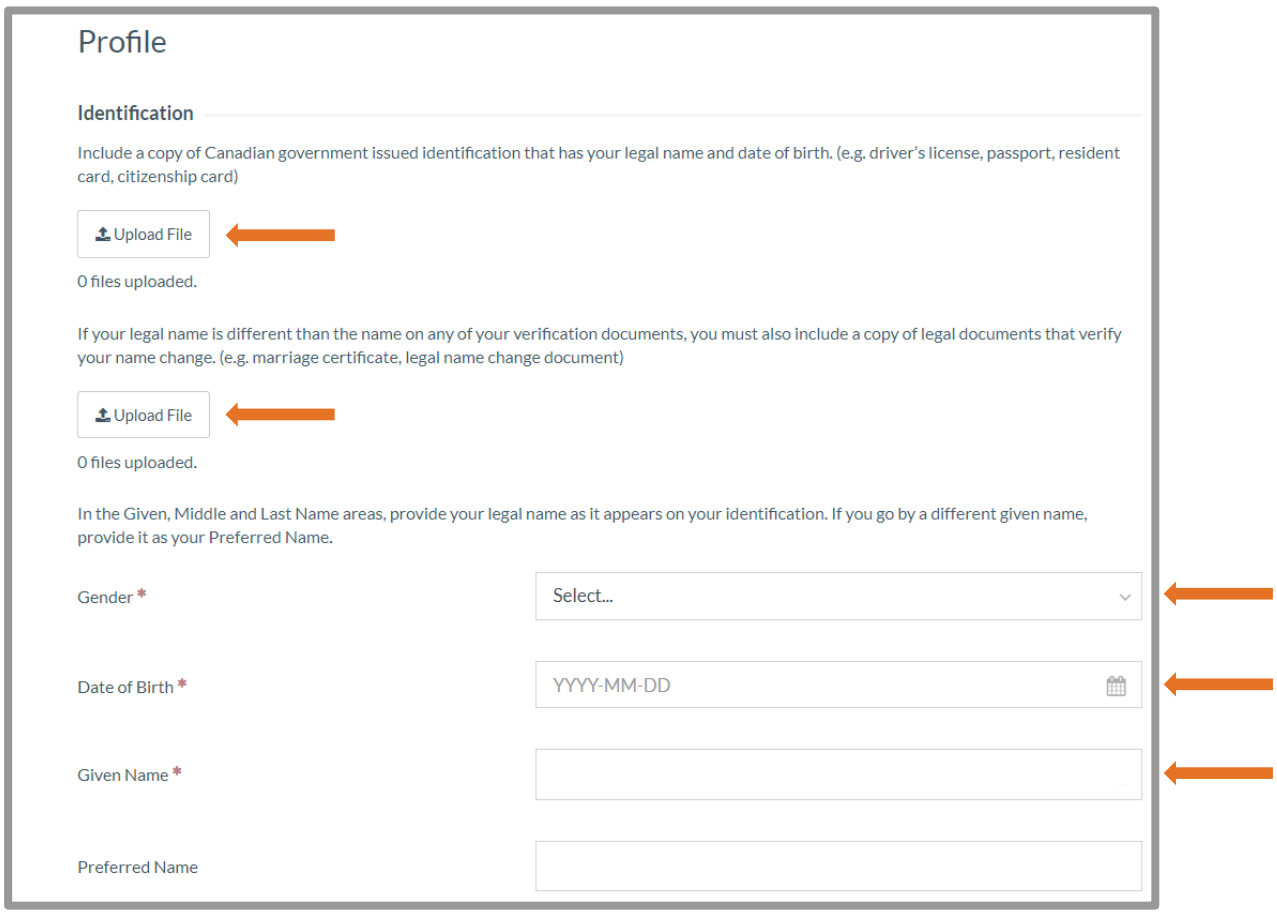


You are now at the Profile screen.

Upload a copy of government issued identification that includes your legal name and date of birth (e.g., drivers permit, birth certificate, citizenship card).

Upload verification (e.g., marriage certificate) for each instance of a name change, if applicable.

Enter your Profile information.

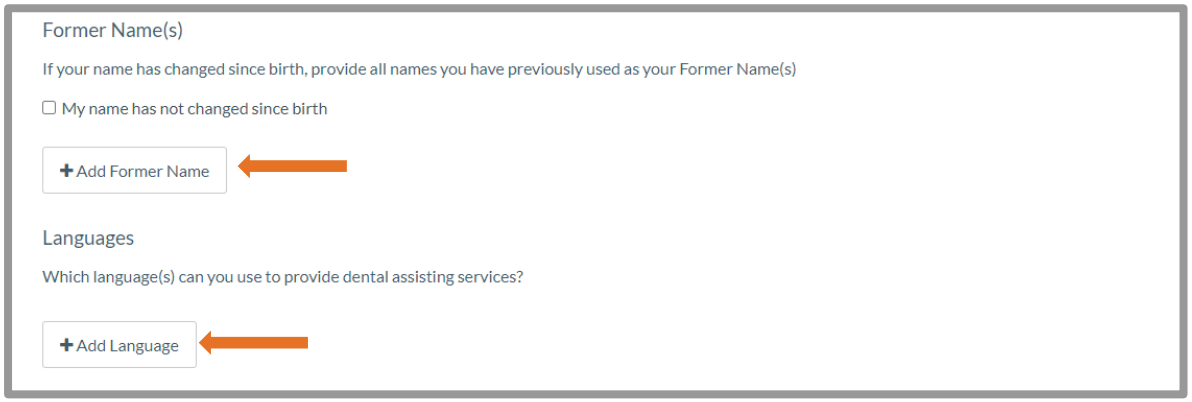


Former Names:

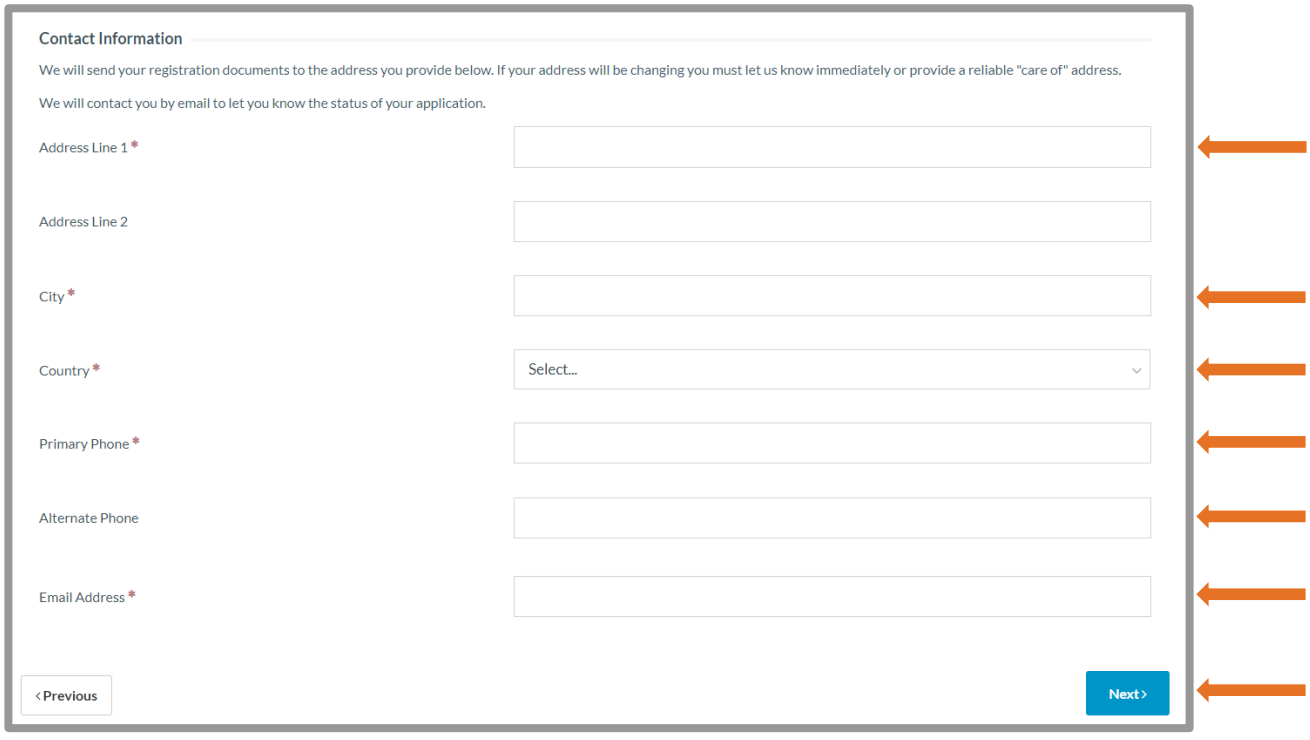
- If your name has not changed since birth, check the box.
- If your name has changed since birth, add all of your former names.

Languages:

- Enter all languages you can use to provide dental assisting services.



Enter your current Contact Information.



You are now on the Applicant's Statement screen.

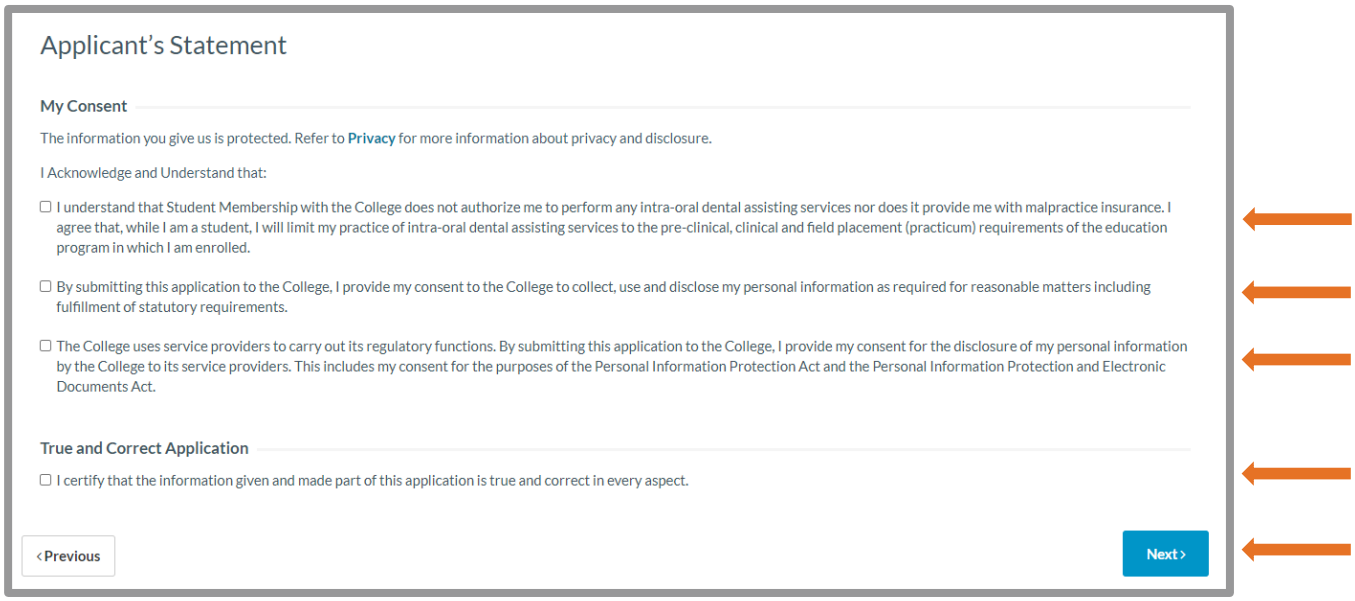
My Consent:

- Read each consent statement and check the box to acknowledge you understand.

True and Correct Application:

- Check the box to certify the information you provided is true and correct.

Click Next

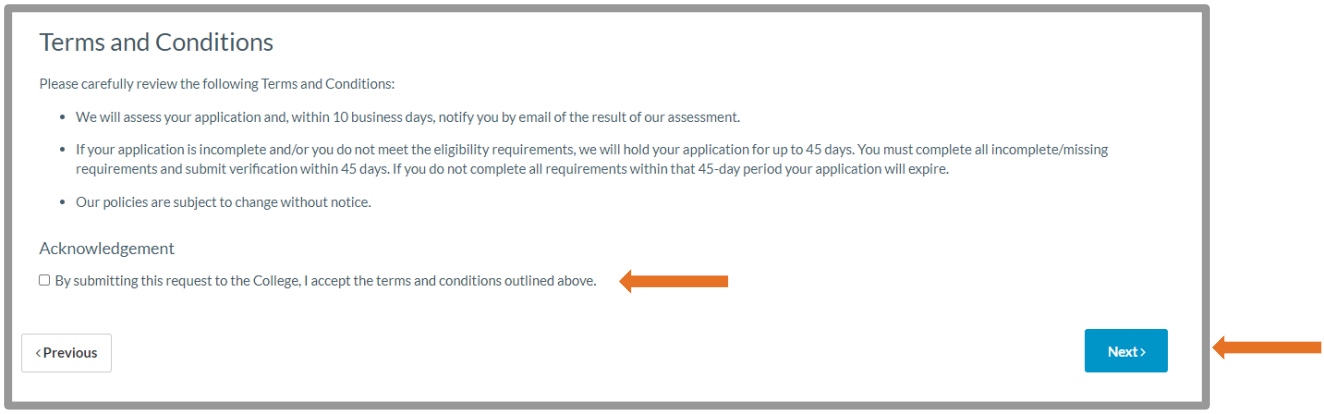


You will now be at the Terms and Conditions screen.

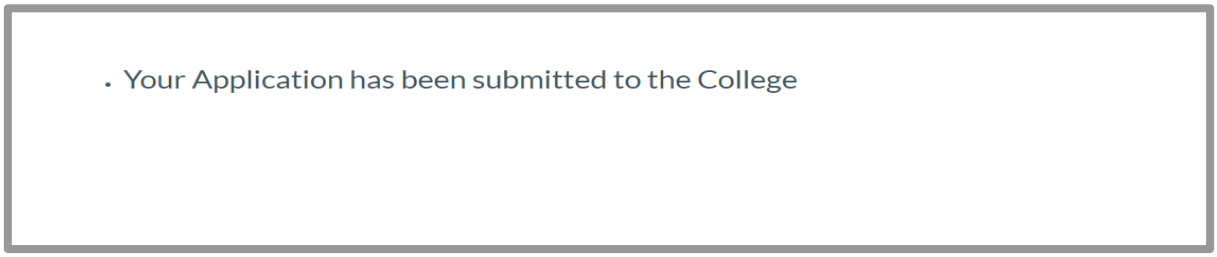
Read the Terms and Conditions.

Check the Acknowledgement statement.

Click on the Next button.



You will now be at the Application Submitted screen.



Uploads

IMPORTANT NOTE

- The files you upload should be PDF, JPG, PNG, GIF or TIF with a maximum file size of 2 MB (2000 KB).

To upload a file, click on the Upload File button.

If you're using a computer/laptop a window will open in

which you need to find and select the document/file/photo you want to upload.

If you're using a smartphone/tablet you will be given choices that allow you to select a photo/document already on your device or to take a photo using the device's camera.

When your upload is successful, your file title will appear below the Upload File button.

Have questions? Need help? Email application@abrda.ca or call 780-486-2526.