COA REGISTRANT PORTAL

COLLEGE OF OPTICIANS
OF ALBERTA

As part of our relaunch as the College of Opticians of Alberta (COA), we have implemented a new database platform to update the COA's infrastructure, enhance security, and provide cloud-based support to registrants. The first phase of implementation includes the following changes:

1. New COA Registrant Portal for profile updates, tax receipts, and permits
2. Two-factor authentication for enhanced security
3. New Public Directory of registrants

Navigating the Portal

Now that you have logged in to the new registrant portal, we recommend that you verify your information is correct and up to date. Please notify the COA of any issues at (780) 429-2694 or by email at info@albertaopticians.ca.

Permit to Practice

On the home screen, you will see a summary of your registration status, including your register (e.g., General, RCLP) and the effective dates of your current permit to practice. Click the Permit button as shown in the screen shot below to view a printable version of your Permit to Practice:
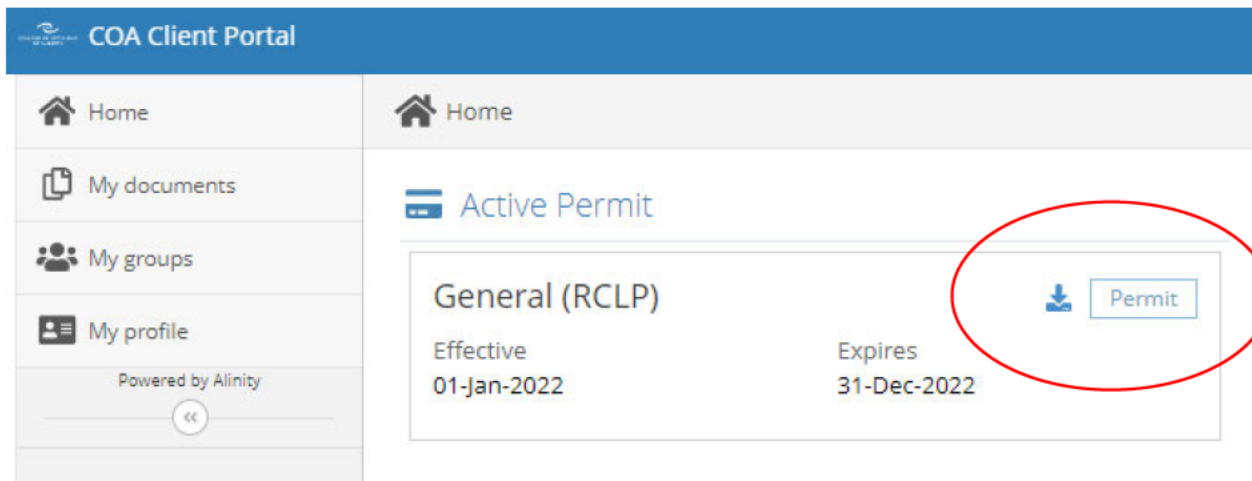

Changing Your Password

You may update your password at any time by selecting your name in the top right-hand corner of the screen and selecting Change Password:
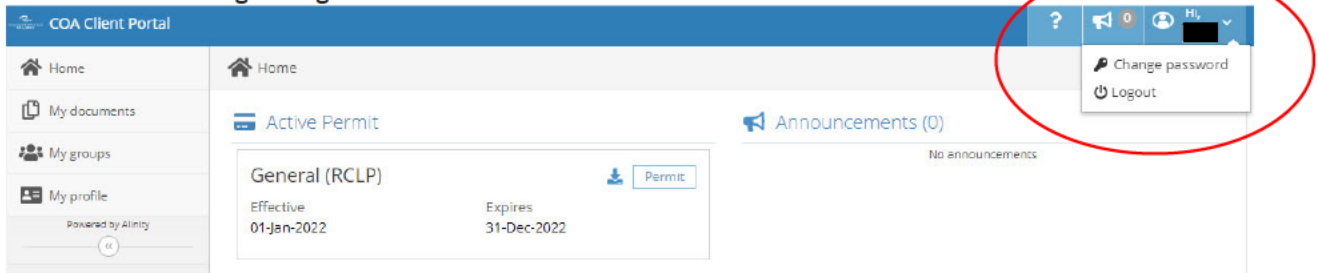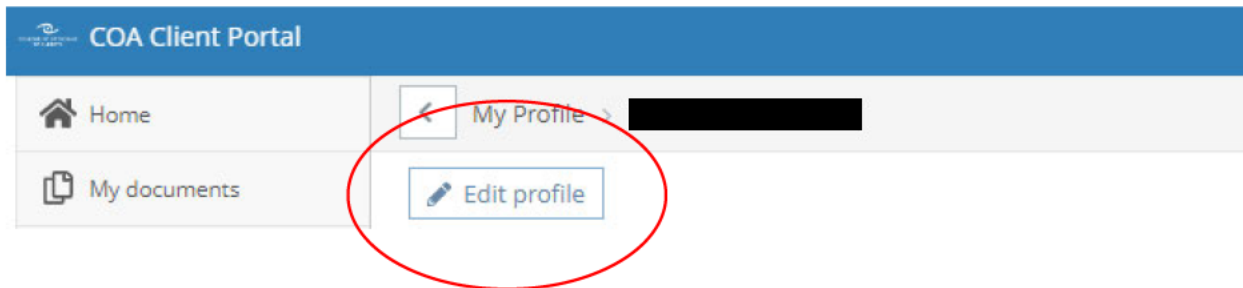
COA Profile

On the left-hand side of the screen, you will see three menu items. Please note that My Documents and My Groups are not yet activated for registrants. Click the My Profile menu to view your COA profile.
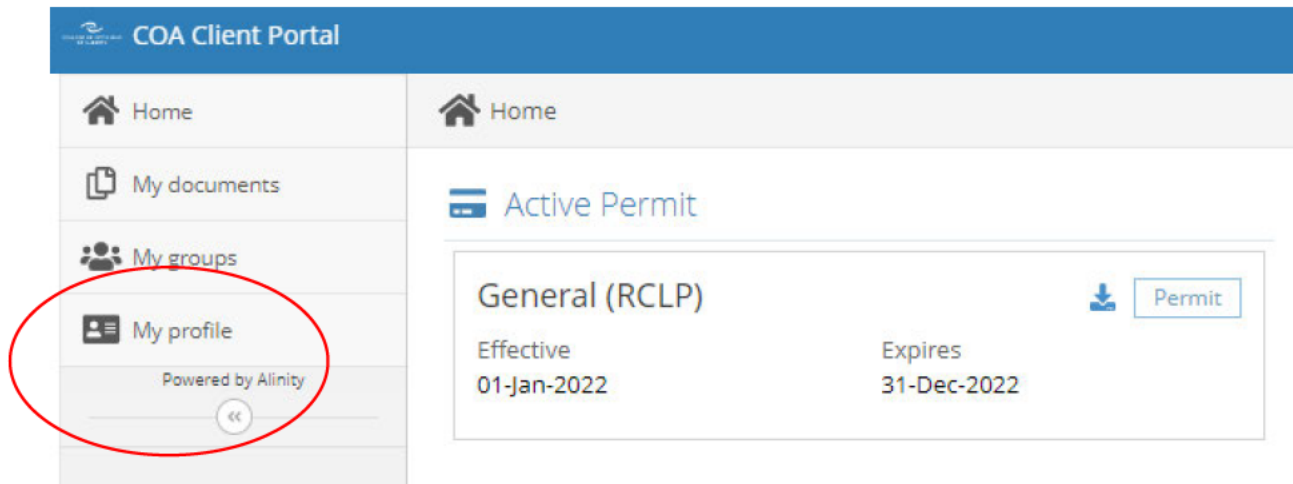
Updating your Profile

You may update your COA profile at any time by selecting Edit Profile at the top of the screen:

The profile update form allows you to submit changes to your COA registrant profile. Upon submission, updates are either automatically applied to your profile or referred to COA staff for review. Upon review, staff may accept, decline, or return the submission to you for additional clarification or information.

All required fields (marked with a red asterisk) must be completed before the profile update form is submitted. In order for the updated information to be submitted to the COA, you must hit the "submit" button located at the bottom of the form. You can select "withdraw" at the bottom of the form to cancel your submission.

If you would like to update information that is not included on this form, or have any problems submitting your form, please contact the COA directly (780) 429-2694 or by email at info@albertaopticians.ca.

Updating Your Personal Information

In the Personal Information section, you can update complete the following:

- **Update your gender**
- **Add a preferred name**
- **Request a change to your legal name**
- **Request an address change**
- **Update your contact information**
- **Add languages other than English to your profile**

PERSONAL

It is the member's responsibility to ensure the College has current and up-to-date contact and employment information. We are committed to protecting the security of your personal information.

Registration #	Gender	Birth date	Age
	Female ⌄		

Current Name

First name	Preferred first name	Middle name(s)	Last name

Suffix

Do you have a preferred name that is different from your first name?
○ Yes ● No

Add Click to request a change to your legal name

Current Address

Apartment / Box No. / Address or Street No.

City	Postal/Zip code

Add Click to request an address change

Contact Information

Primary phone # ❓	Secondary phone # ❓	* Email
Example: 604-555-5555		

Spoken/Written Languages (Other Than English)

No additional language records exist.

Add Click to add additional languages to your profile

Updating Your Areas of Interest

In the Areas of Interest section, you can select one or more interests to appear on the public directory when patients are searching for an optician. If your area of interest is not listed, please select Other and submit your area of interest:

Areas of Interest

Listed below are Areas of Interest which are self-declared and displayed on the COA Public Directory. Areas of Interest are services offered by yourself that may not be offered by all opticians.

No area of interest records exist.

☐ Other

☐ Pediatric Eyeglasses

☐ Mobile Services

Updating Your Employment Information

In the Employment section, you can update your employment status, update your current employer information, and add additional employers. Please remember to click submit when you have completed your updates.

EMPLOYMENT

* Current employment status

Employed in the profession

Current Employment

[3519]

Contact phone

Status	Practice Scope	Main area of practice
Full time	Not Applicable	-

* Do you need to make changes to the above employer?

○ Yes ○ No

Add Click here to add additional employer(s)

Submit   Withdraw