



Alinity User Guide

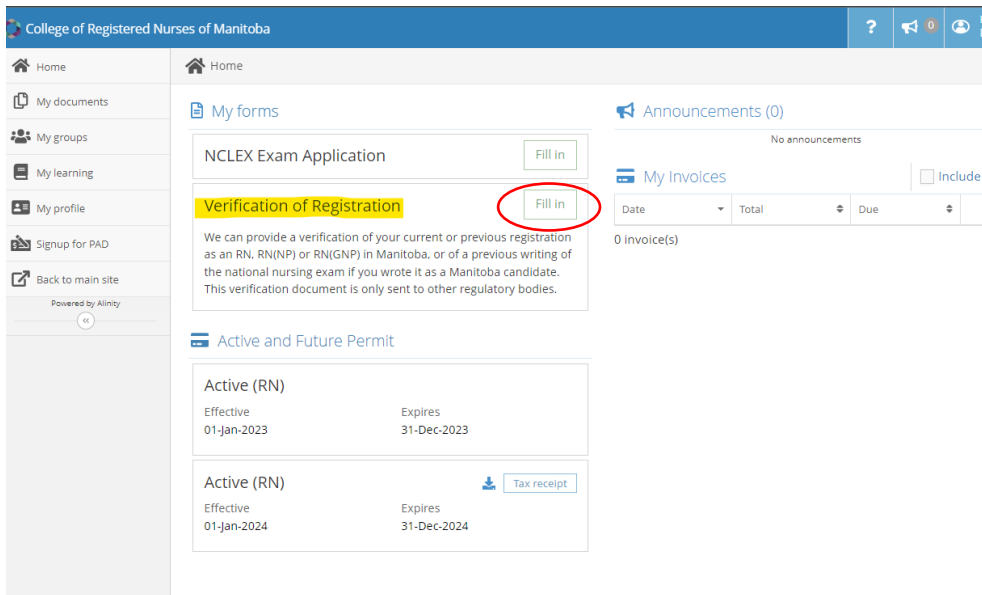
# Verification of Registration



College of  
Registered Nurses  
of Manitoba

Members can request a verification of their current or previous registration as an RN, RN(NP), or RN(GNP) in Manitoba. To do this, the member will need to log into their CRNM Profile and complete the Verification of Registration request form. There is a verification document fee of \$78.75 due with submission of the online verification request form.

# 1 Log into CRNM Profile. The Verification of Registration form is located on the homepage of the profile. Click 'Fill In' to begin completing the form.



A confirmation prompt will appear to ensure that you would like to complete the verification of registration form. Click 'Go'.

**2** Select the organization you would like CRNM to send the Verification of Registration to from the drop-down list provided. If the organization is not found in the drop-down list, tick the box 'organization not found' and manually enter the information.

The screenshot shows the 'Verification of Registration' form for the College of Registered Nurses of Manitoba. The form is titled 'VERIFICATION OF REGISTRATION' and includes contact information for CRNM. The 'SELECT AN ORGANIZATION' section features a dropdown menu with a '-' sign and a checkbox labeled 'Organization not found' which is circled in red. Below this is the 'DECLARATIONS' section with two checkboxes for acknowledging and accepting the above declaration, both of which are currently unchecked. At the bottom right, there are three buttons: 'Submit', 'Save for later', and 'Withdraw'.

**3** Read the declarations and tick the box to acknowledge and accept the declarations. Submit the form for review and processing by clicking 'Submit'.

This screenshot shows the same 'Verification of Registration' form, but with the 'Organization' dropdown menu set to 'College of Nurses of Ontario'. The 'DECLARATIONS' section now has both checkboxes checked, indicating that the user has acknowledged and accepted the terms. The 'Submit' button at the bottom right is circled in red, indicating it is the next step to take.

You can choose to save the form and access and submit it at another time, by clicking 'Save for Later'. You can also withdraw the form if you choose not to submit the verification at this time. This is done by clicking 'Withdraw'. If you select to withdraw the form, the form along with any information selected will not be saved.

# 4 Once the form has been submitted, a pop-up message will display to notify you that the form has been submitted and it will only be approved once payment has been received. An invoice will be shown and you will have the option to pay now or close.

If you would like to pay by e-transfer, certified cheque or money order, click 'Close' and proceed with sending payment to the College.

To pay by credit card, click 'Pay', enter in credit card information, and click 'Pay' again.

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar contains navigation links: Home, My documents, My groups, My learning, My profile, Signup for PAD, and Back to main site. The main content area displays an invoice for \$79.80 and a credit card payment form. The form includes fields for first and last name on card, credit card number, expiry date, security code, home address, and postal/ZIP code. A green 'Pay' button is circled in red, and a 'Cancel' button is also visible. A small green pop-up message is partially visible in the top right corner.

Once payment has been submitted, you will be returned to the homepage of your CRNM profile where you can view the status of the verification form.



If you have any questions, please email [info@crnm.mb.ca](mailto:info@crnm.mb.ca)



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