



Alinity User Guide

# How to update your profile information or employment history



College of  
Registered Nurses  
of Manitoba

First, login to your CRNM profile.

- 1 **Once you're logged in, choose "My Profile" from the left-hand menu. Review your personal information provided to the College and click Edit Profile if changes need to be made.**

The screenshot shows the 'My Profile' page for a user named 'Crm Test'. The page is titled 'PERSONAL' and includes a disclaimer: '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.' The profile information is as follows:

Registration #	Birth date	Age
5004	1983-03-02	40

Current Name			
Legal first name	Preferred first name	Middle name(s)	Legal last name
Crm	-	-	Test

Current Address	
Apartment / Box No. / Address or Street No.	Postal/Zip code
3233 Kaku Rd	
-	
-	
City	

Once you've made any updates required, scroll to the bottom of the page to click Submit.

Fields you can edit yourself on this page:

- Preferred name (in case it is different than your legal first name)
- Phone number(s)
- Email address
- Other Current Registrations ("For those currently registered with any other regulated health profession organization in Manitoba or who currently hold registration as a registered nurse in another Canadian jurisdiction")
- Additional/ change in employers – See additional instructions in this document
- Changes in your mailing contact preferences
- Current address

Fields you can request a change through this page:

- Legal name (requires uploaded supporting documentation)

Note that changes to your Education history may be made by emailing [registration@crnm.mb.ca](mailto:registration@crnm.mb.ca) directly.

Having logged in as above, you will see your Employment History as part of the profile.

As noted in the comment on the screen, you are required to ensure that all of your Manitoba employers are listed. Adding an end date will mean that the entry will no longer appear on NurseCheck where it lists your current employers. If you do not have any Manitoba healthcare employment history, you may leave this information blank.

## 2 To add a new employer: Click on Edit Profile at the top or bottom of the page and click on the Add button where it indicates “Click here to add additional employer(s)”.

*Under the RHPA, all registrants are required to provide employment information. Please ensure all of your employers are listed below. The employer name, address and telephone number of each employer will appear on Nurse Check.*

*If you need to edit your employer information please click “Yes” to the question: Do you need to make changes to the above employer?*

*When you leave a place of employment, please log into your CRNM Profile and enter the date the employment ended. Once an end date is entered, the employer will no longer show on Nurse Check.*

*To add a new employer, please click the “Add” button.*

*When selecting an employer from the employer drop-down list, please check carefully through the list. If your employer is not listed, please enter name, address and phone number in the text box provided.*

*If you are self-employed, please select your business name from the organization list. If your business is not there, enter the following information in the text box provided below 1) Your Business Name 2) Your Business address (including postal code). 3) Your Business Phone Number. The business name will appear on Nurse Check.*

*If you do not currently have a Manitoba employer, you may leave this information blank. Once you are employed in Manitoba, please log into your CRNM Profile to add employer information.*

\* Employment status

**Employed**

**Employment**

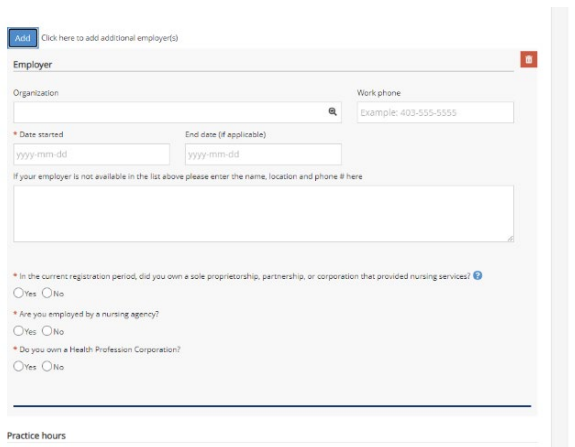
*The College requires ALL regulated members to ensure their employment information is accurate and current. Should any of the employment information below be inaccurate, please make the necessary changes to the employer in the section below.*

*All self-reported practice hours are subject to review and future verification may be required.*

*Out of province hours can only be self-reported if you hold valid RN registration with the regulatory body in the jurisdiction(s) when the hours were worked. Verification of registration in these other jurisdiction(s) may be required.*

*Failure to provide complete and accurate information may result in the immediate expiry of your certificate of practice.*

### 3 On the resulting screen as seen below, enter the employer information.



The screenshot shows a web form titled "Employer" with a red "X" icon in the top right corner. At the top left, there is a blue "Add" button and a link "Click here to add additional employer(s)". The form contains the following fields and sections:

- Organization:** A text input field with a search icon on the right.
- Work phone:** A text input field with the placeholder text "Example: 403-555-5555".
- Date started:** A date input field with the placeholder "yyyy-mm-dd".
- End date (if applicable):** A date input field with the placeholder "yyyy-mm-dd".
- Manual entry:** A text area with the instruction "If your employer is not available in the list above please enter the name, location and phone # here".
- Questions:** Three questions with radio button options for "Yes" and "No":
  - "\* In the current registration period, did you own a sole proprietorship, partnership, or corporation that provided nursing services?"
  - "\* Are you employed by a nursing agency?"
  - "\* Do you own a Health-Profession Corporation?"
- Practice hours:** A section header at the bottom of the form.

If the employer you are looking for is not listed, please enter the name, location and phone # in the dialog box below the employment date fields. (Tip: Clicking the red 'garbage can' on the right-hand side of the title bar will cancel your request and take you back to the main "Edit Profile" screen.)

### 4 Once you've completed all the relevant information, scroll to the bottom of the page and click "Submit".



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



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