



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 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.

The screenshot shows the CRNM profile homepage. On the left is a sidebar with navigation links: Home, My documents, My groups, My learning, My profile, Signup for PAD, and Back to main site. The main content area is divided into sections. The 'My forms' section contains two items: 'NCLEX Exam Application' with a 'Fill In' button, and 'Verification of Registration' (highlighted in yellow) with a 'Fill In' button circled in red. Below this is the 'Active and Future Permit' section, which lists two active permits for RNs, each with effective and expiry dates and a 'Tax receipt' link. On the right, there are sections for 'Announcements (0)' and 'My Invoices'.

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 (CRNM). The form is titled 'VERIFICATION OF REGISTRATION' and includes a sidebar with navigation links: Home, My documents, My groups, My learning, My profile, Signup for PAD, and Back to main site. The main content area has a header with the CRNM logo and contact information. Below the header, there is a section titled 'SELECT AN ORGANIZATION' with a dropdown menu and a checkbox labeled 'Organization not found' which is circled in red. The form also includes a 'DECLARATIONS' section with two checkboxes for acknowledging and accepting the above declaration. At the bottom, there are buttons for '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'.

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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 displays the Alinity payment interface. On the left is a sidebar menu with links: Home, My documents, My groups, My learning, My profile, Signup for PAD, and Back to main site. The main content area shows an invoice for #2170946 with a total charge of \$79.80. Below the invoice, there are input fields for credit card information: First name on card, Last name on card, Credit card # (masked as XXXX-XXXX-XXXX-XXXX), Expiry (e.g., 0524), Security code (e.g., 555), Home # and street only (for account, no apt #), and Postal/ZIP code. A red circle highlights the 'Pay' button at the bottom right of the form. A green pop-up message in the top right corner reads 'Your form has been submitted. Once payment is received, you will be notified.' The footer of the page indicates 'Powered by Alinity'.

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



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