



Alinity User Guide

How to Update Employers in Your Profile Outside of Renewal



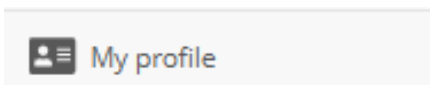
College of
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of Manitoba

You can access Alinity one of two ways:

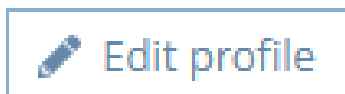
1. At crnm.mb.ca - click on the link in the upper left hand corner on the navigation menu, or
2. By clicking this link: <https://crnm.alinityapp.com/>

1 Log into your Registrant Profile.

2 Along the left side of your screen, find the “My Profile” button, and click it.



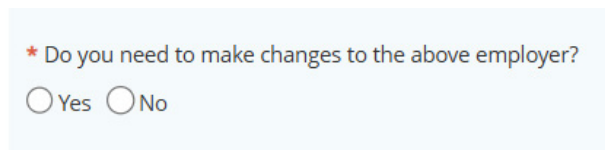
3 Click on the “Edit Profile” button, at the top left of the screen



4 Make the necessary changes to your employer

To remove an employer currently listed on your Registrant Profile:

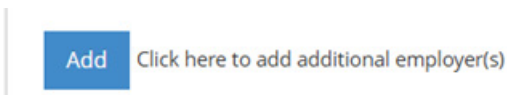
- a. Find the employer, listed in the employment section.
- b. Click yes below the question which reads “Do you need to make changes to the above employer?”



- c. A section labelled “changes” will appear. Enter the last date of your employment into the “Leave or end date,” field.


To add a new employer to your Registrant Profile:

- a. Find the button the button that says “ADD.”



- b. Try to find your organization using the organization search bar.

Organization



If you find it, select it from the list and the information will be pre-populated.
If you cannot find it, check the box that says “I can’t find my employer”. This will open a new series of fields:

If your employer is not available in the list above, enter the following information below

- 1) Employer Name
- 2) Employer address (including postal code)
- 3) Employer Phone Number

If you are self-employed, please search for and select your business name from the organization field above. If your business is not available in the list, 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.

* Employer/Business name	* Address	* Postal code	* Phone number
<input type="text"/>	Ex: 123 Street, City	Ex: T5T 2B2	Ex: 604-555-5555

Complete the fields.

- c. Click “submit” at the bottom of the form.
You may be directed to complete other mandatory fields or questions before the form can be submitted.

You will receive notification once your profile update had been reviewed and processed.
This can take up to three business days.



If you have any questions, please email info@crnm.mb.ca



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