

## Step #1 – Login

Please see the following process for logging into your MDA Member portal.

- Note this process varies from RDA to Dentist.
- We suggest for ease of access you use your [MDA Affiliated Email Address](#).
- **NOTE** – Each individual CE Course must be entered separately within 60 days of attendance in accordance with the Bylaw for Continuing Education.
- “if members have any question on how to use the online submission portal they can contact the Deputy Registrar at [deputyregistrar@manitobadentist.ca](mailto:deputyregistrar@manitobadentist.ca)”

The screenshot shows the MDA Member Login page. It features a header with a photo of a dentist and a patient. Below the header is a 'Member Login' form with fields for email and password, a 'Remember Me?' checkbox, and 'Submit' and 'Forgot Password' buttons. A sidebar on the left contains information about dentists. Three callout boxes provide instructions: 'RDA's Member Login - use your MDA Member affiliated email address OR the last 4 digits of your Member ID #', 'DENTIST Member Login - use your MDA Member affiliated Email Address OR the last 6 digits of your MDA member ID # ie. 000-000.', and 'Forgot your Password? - Click and follow the steps to creating a new Password'.

## Step #2 – View “My Account” and Click to Enter your CE

The screenshot shows the MDA Member portal. The top navigation bar includes the Manitoba Dental Association logo, the phone number 204.988.5300, and links for 'Dental Professionals', 'Public / Patients', and 'About MDA'. Below the navigation bar are links for 'Change Password' and 'Logout'. The main content area is divided into two sections. The first section is titled 'My Account' and contains a sidebar with links for 'My Account', 'Continuing Education', 'Member Communications', 'Office Assessment Resources', 'Resources', 'Careers & Practices For Sale', 'Payment History', and 'Change Password'. The main content area shows a 'Summary' table with the following data:

Summary	
Name:	Demo RDA
Email:	seo@webwizards.ca
MDA ID:	0
CE Anniversary Date:	Dec-04-2020
CPR Expiry Date:	
Status ID:	19

The second section is titled 'Continuing Education Portfolio' and contains a sidebar with links for 'My Account', 'Continuing Education', 'Continuing Education Portfolio', 'Submit CE Report', 'Member Communications', 'Office Assessment Resources', and 'Resources'. The main content area shows a 'Summary' table with the following data:

Summary	
CE Anniversary Date:	Dec-04-2020
Current Total Credit Hours for CE Cycle:	1.00
Current Total Credits in One Subject Area:	1.00
Current Total Credit Hours for Non Clinical, Dental Related:	0.0
Current Total Credits for Infection Control:	0.0

Callout boxes provide instructions: 'CLICK HERE to enter your CE Submission' points to the 'Continuing Education' link in the sidebar of the 'My Account' page; 'Once you have logged in you will be taken to "My Account" page' points to the 'My Account' title; 'CLICK HERE to SUBMIT a CE Report' points to the 'Submit CE Report' link in the sidebar of the 'Continuing Education Portfolio' page; and 'Here you can view your CE Portfolio Summary' points to the 'Continuing Education Portfolio' title.