

Nova Scotia College of Counselling Therapists

Registrant Portal Access Instructions

Step 1: Access the NSCCT Portal by clicking this link: [Registrant Portal](#)

The portal page will now appear.

Click “**Log In**”



If you are a **new registrant** or have **changed your email address** with NSCCT, either [click this link](#) or follow the steps labelled **NEW ACCOUNT**.

If you were **previously registered** with NSCCT and have recently **reinstated** your registration, either [click this link](#) or follow the steps labelled **UPDATE ACCOUNT**.

The Registrant Portal where you can go to:

- Review information about your registration including:
 - Contact Information
 - Education
 - Employment
 - Continuing Competence Program
 - Receipts and Payment Summaries
- Access to forms to update your registration information
- Access to documents and information and announcements

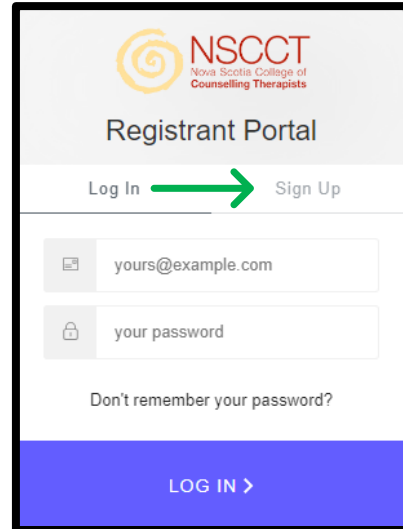
NEW ACCOUNT: Instructions to Access Registrant Portal

NEW ACCOUNT Step 2: Create a portal account

You will need to create a new portal account if you have never been a registrant with NSCCT or have received a notification that your email address with the College has been changed. This will add **the email NSCCT has on file for you** to the system.

A login screen displaying email address and password fields will appear.

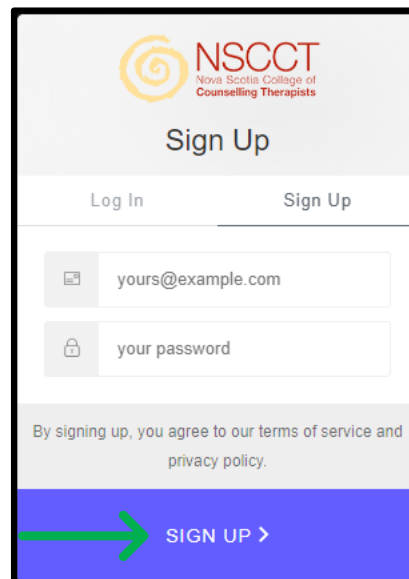
Click **“Sign Up”**



Enter your email address* and create a new password for your portal account.

Click **“Sign Up”**

**Please note: this email address is the one NSCCT has on file for you. If you need to change your email address, please contact NSCCT at info@nscct.ca.*



NEW ACCOUNT Step 3: Verify your account

NEW ACCOUNT: Instructions to Access Registrant Portal

An email will be sent to your email address from admincoordinator@NSCCT.onmicrosoft.com requesting you verify your account.

Click **“Confirm my account”**

**If you do not see the email please check your junk mail. Some email filters will cause this to happen and can also delay the receipt of the email for 2-3 hours.*

If you have not received the password change email after 3 hours, please contact NSCCT at info@nscct.ca.

You don't often get email from noreply@nscct.ca. [Learn why this is important](#)



Welcome to Registrant Portal!

Thank you for signing up. Please verify your email address by clicking the following link:



[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
Registrant Portal

If you did not make this request, please contact us by replying to this mail.

A window will open confirming your email have been successfully verified.

Click **“Back to Registrant Portal”**



Email Verified

Your email address was successfully verified.



[Back to Registrant Portal](#)

NEW ACCOUNT Step 4: Log into the Registrant Portal

Return to the login page and enter your email address and password



Registrant Portal

Log In

Sign Up

Don't remember your password?

[LOG IN >](#)

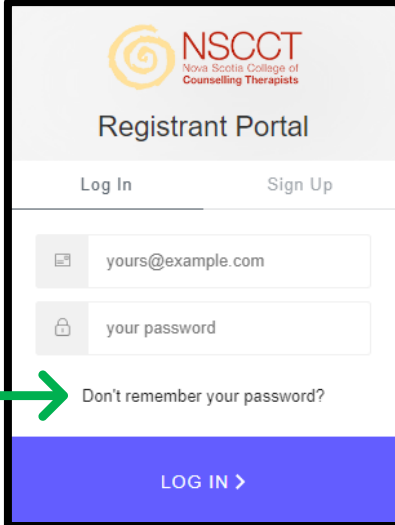
UPDATE ACCOUNT: Instructions to Access Registrant Portal

UPDATE ACCOUNT Step 2: Update your Portal Account

As an existing registrant, **the email that NSCCT has on file for you** is already entered to the system. Please ensure you use this email address to update your account. If you have forgotten or no longer have access to this email address, please contact NSCCT at **info@nscct.ca** to request an email change before proceeding.

A login screen displaying email address and password will appear.

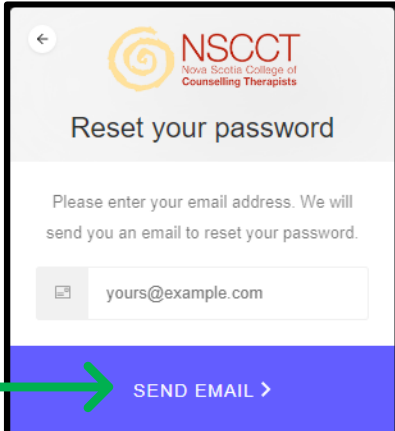
Click **“Don’t remember your password?”**



Enter your email address*

Click **“Send Email”**

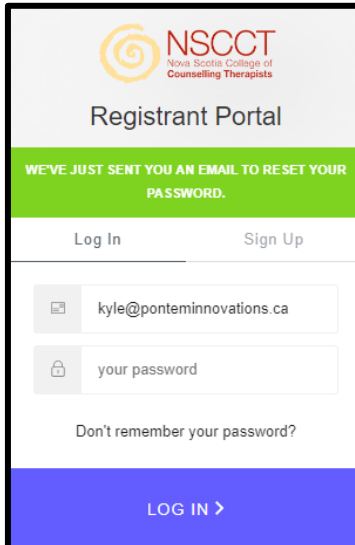
Please note: this email address is the one NSCCT has on file for you. If you need to change your email address, please contact NSCCT at **info@nscct.ca.*



A screen will display instructing you to check your email.

**If you do not see the email please check your junk mail. Some email filters will cause this to happen and can also delay the receipt of the email for 2-3 hours.*

*If you have not received the password change email after 3 hours, please contact NSCCT at **info@nscct.ca**.*

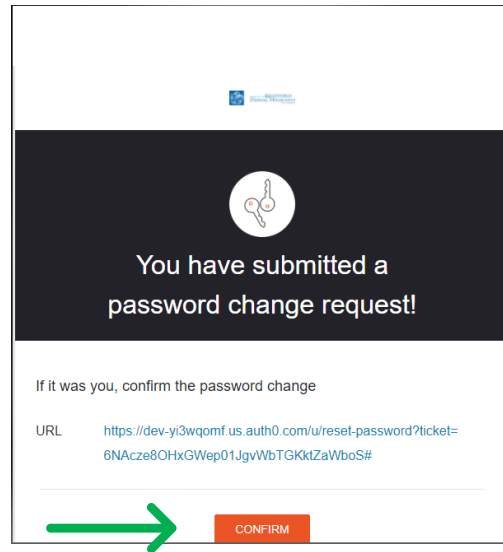


UPDATE ACCOUNT: Instructions to Access Registrant Portal

UPDATE ACCOUNT: Step 3: Verify your email address

An email will be sent to your email address from admincoordinator@NSCCT.onmicrosoft.com requesting you to confirm that you requested the password change.

Click **“Confirm”**

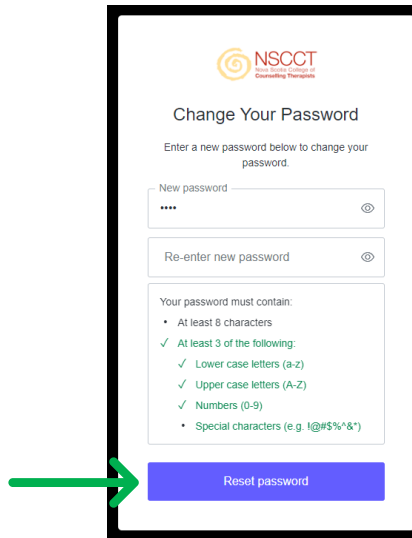


UPDATE ACCOUNT Step 4: Change your password

When you click on confirm your screen will open to the Change Your Password page.

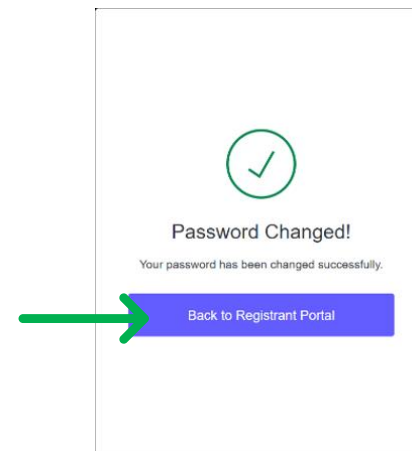
Enter and re-enter your password.

Click **“Reset password”**



When successful the screen will indicate that you have successfully changed the password.

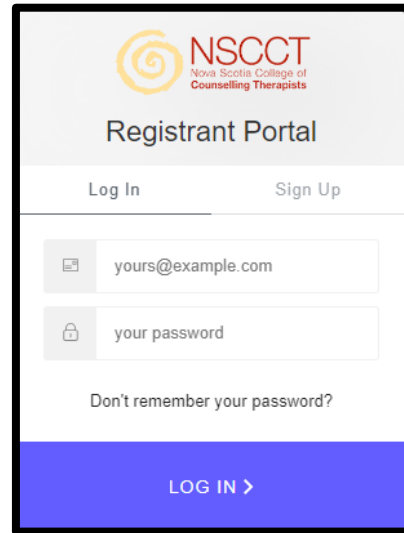
Click on **“Back to Registrant Portal”**



UPDATE ACCOUNT: Instructions to Access Registrant Portal

UPDATE ACCOUNT Step 5: Log into the Registrant Portal

Return to the login page and enter your email address and password. Doing this will take you to your personal registrant page.



The screenshot shows the NSCCT Registrant Portal login interface. At the top, the NSCCT logo (Nova Scotia College of Counselling Therapists) is displayed. Below the logo, the text "Registrant Portal" is centered. Underneath, there are two tabs: "Log In" (which is selected) and "Sign Up". The login form consists of two input fields: the first is for an email address, with the placeholder text "yours@example.com"; the second is for a password, with the placeholder text "your password". Below the password field, there is a link that says "Don't remember your password?". At the bottom of the form, there is a prominent blue button with the text "LOG IN >" in white.