CREATING A CKC PORTAL ACCOUNT

In order to login to the new CKC Portal, you must first create an account

1. Visit **www.ckc.ca** and click the **red LOGIN** button at the top right hand side of CKC's homepage.
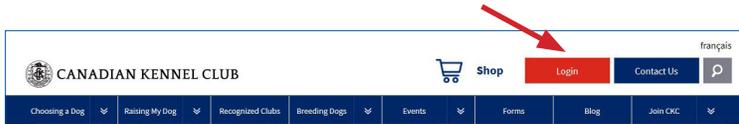
2. On the login page, click on **CREATE AN ACCOUNT**.
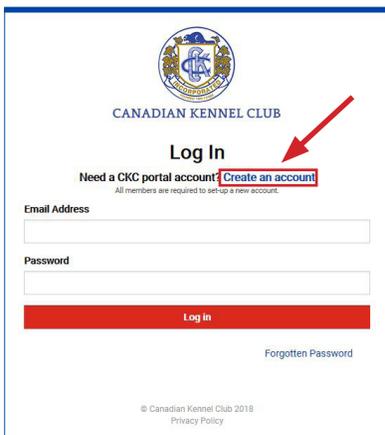
3. Select one of three options that reflects your status with CKC. Each option will have its own unique dropdown form to be completed.
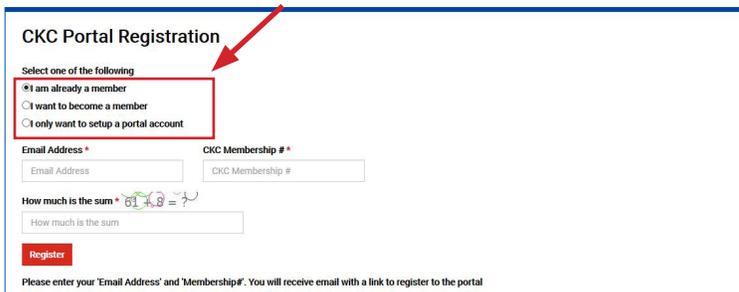
- **I am already a member** is for current CKC Members
- **I want to become a member** is for those who wish to become CKC members
- **I only want to setup a portal account** is for non-members

4. Complete the information in the required fields denoted by a **red asterisks (*)**.

5. Press the **red REGISTER** button on the bottom of your form.
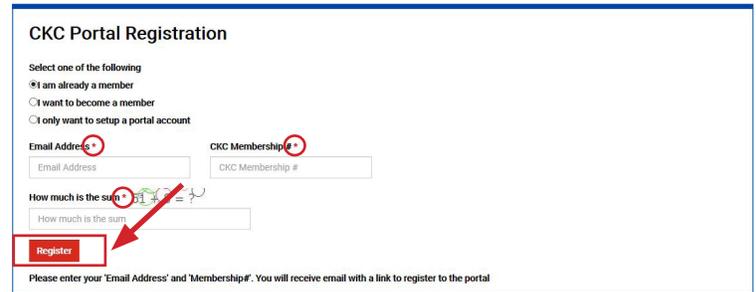
6. Check your inbox for an email from CKC that will include a link that you must click on to navigate to a form in which you will verify your email address and create a password.
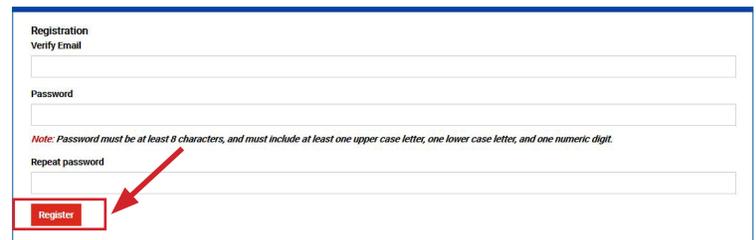
7. Once you create your password, click on the **red REGISTER** button and your account will be confirmed.

Troubleshooting Tips:

- When creating an account, enter your CKC membership number **without preceeding zeros.**
- If your email address is invalid, this may be a result of CKC Staff creating an account for you when processing applications. Head to the login page, enter your email address and click "Forgot Password." An email should arrive in your inbox with a link to reset your password.
- Passwords must contain a **minimum of 8 characters** (upper and lower-case letters, and either a number or a symbol).