

CURRENT STUDENTS

- Current Students Home
- Student Self Service
- Check your Grades
- Scholarships & Awards
- Co-operative Education
- Library Services
- Student Union
- Current Students Academic Calendars

RELATED

- Student Handbook
- Events Calendar
- Online Learning
- CNA E-Store



## Online Registration Process

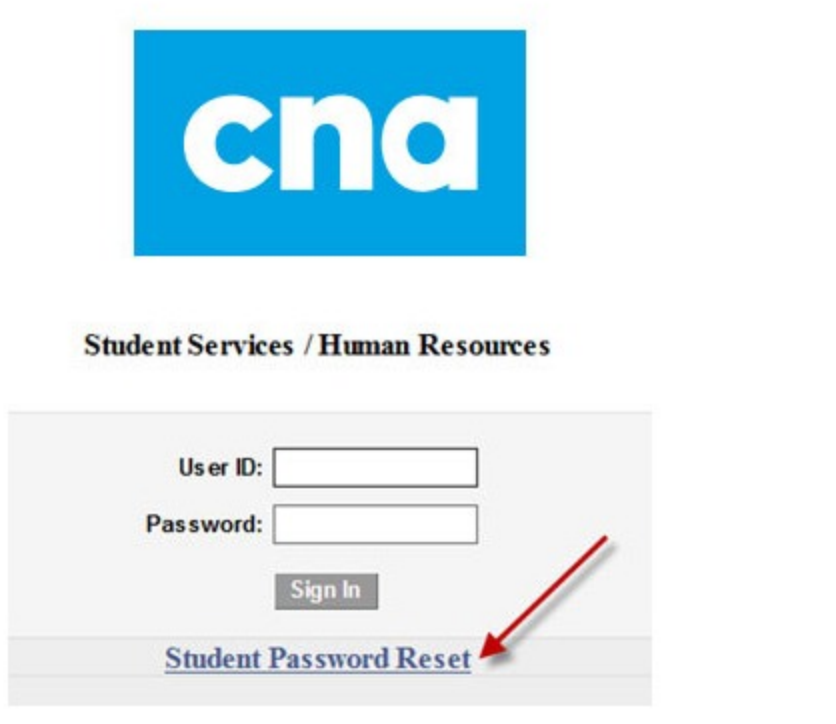
Welcome to online registration at **College of the North Atlantic**. To successfully complete the CNA Online Registration Process please read and follow the steps below. If you have any questions at any time during this process please contact the helpdesk at: [SSHelpReg@cna.nl.ca](mailto:SSHelpReg@cna.nl.ca)

- [Password Reset](#)
- [Register Online](#)
- [Make A Payment](#)

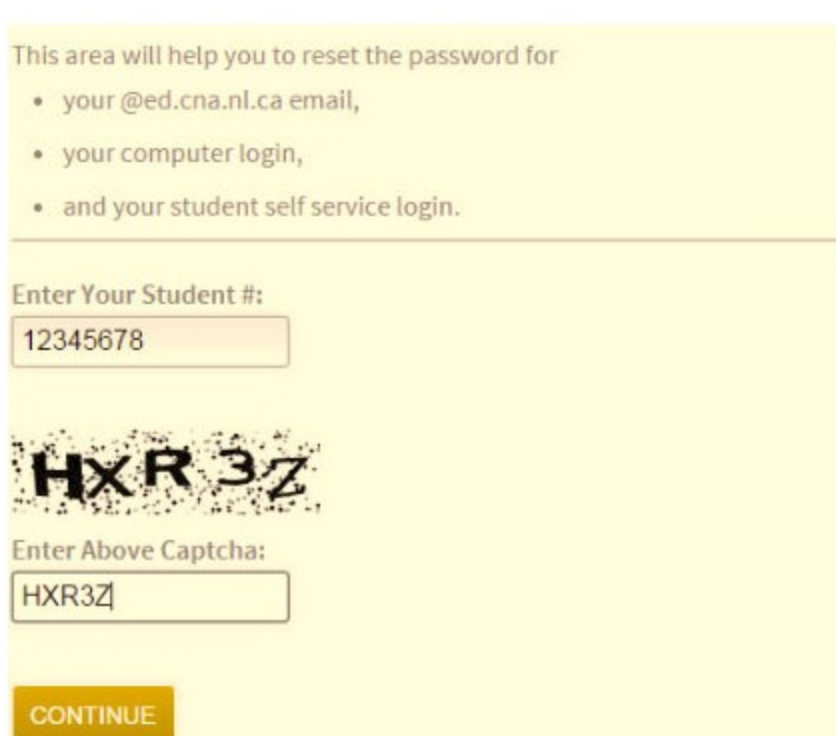
**If you are a returning student and know your username and password and you have accessed a college computer or your college email in the past 120 days, you can skip the password reset section below and continue to [Register Online](#).**

### Password Reset

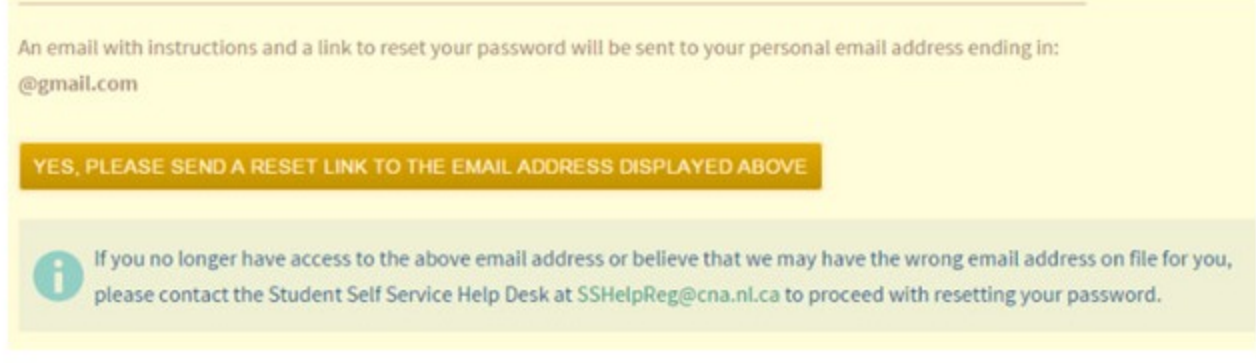
If you have forgotten your password or you have not logged into a college computer or your college email in the past 120 days please use the 'Student Password Reset' option on the [Student Services](#) log in screen.



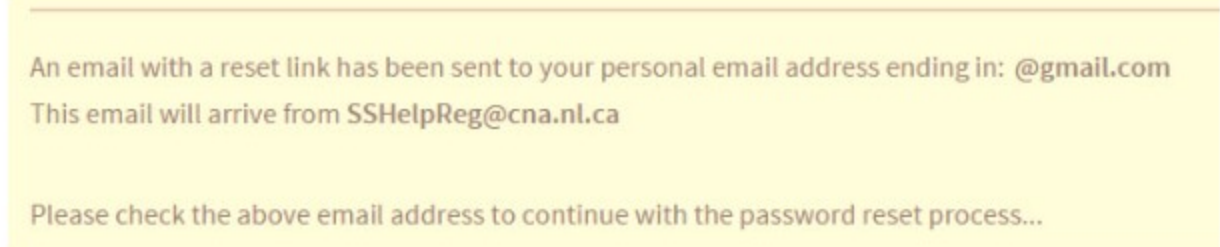
Once selected, you will be directed to the [Student Self Service - Password Reset](#) page



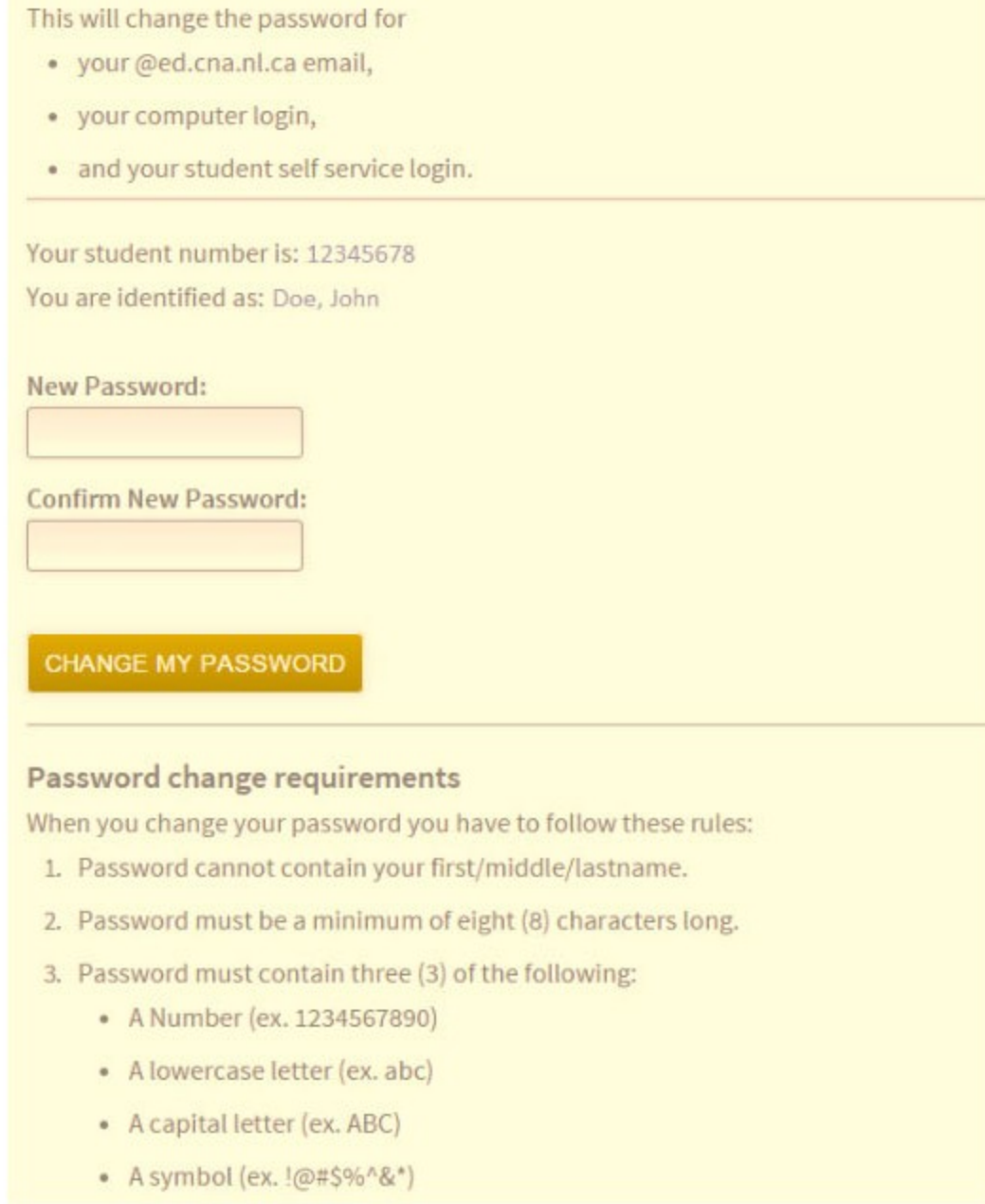
Enter the required information and press **continue**. The next screen will indicate the email address to which your password reset link will be sent.



If the email address listed on the page is NOT correct, please contact the helpdesk at: [SSHelpReg@cna.nl.ca](mailto:SSHelpReg@cna.nl.ca)  
If the email address shown is correct press the button to send the email message.



Access the message sent to your email and click on the link provided to display the page to create a new password (follow the instructions listed on this page)



You will receive confirmation that the password has been successfully changed



After you have changed your password you will be able to proceed to the online registration via our Self Service login

If you experience any issues with the reset process, please contact the helpdesk at: [SSHelpReg@cna.nl.ca](mailto:SSHelpReg@cna.nl.ca).

### Register online

Log in by clicking the **Student Self Service** button below. You will be required to enter your username and password. **Important:** Please read the section above on password reset if you have not already done so. For help at any time in the process please contact the helpdesk at: [SSHelpReg@cna.nl.ca](mailto:SSHelpReg@cna.nl.ca)

**NOTE:** If you are a returning student with an outstanding balance, then you will not be permitted to complete the Online Registration process.

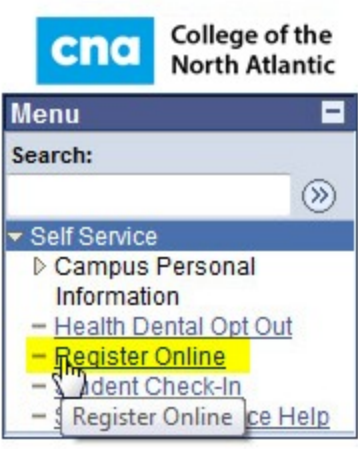
We also recommend that you review the section below the student self-service button prior to logging into the self-service to complete your online registration process.

### Student Self Service

- Click on **Self Service** link in the Menu list

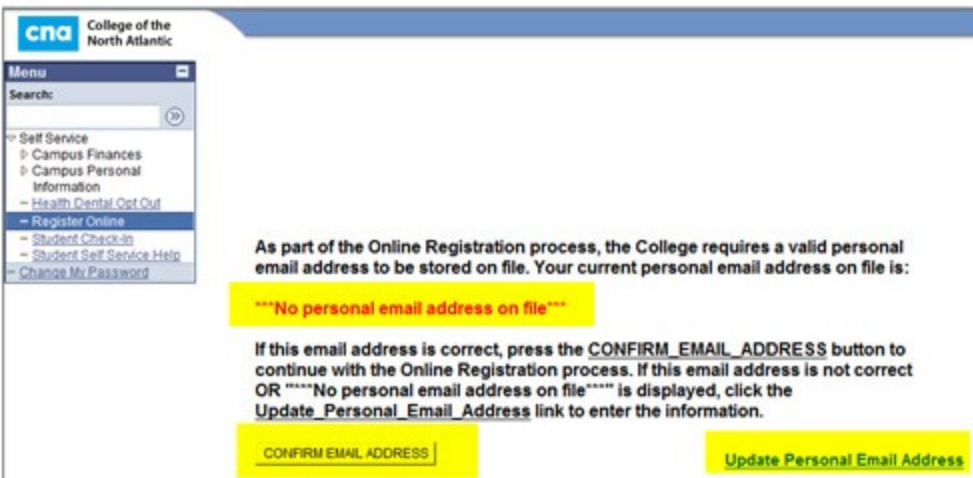


- Select the **Register Online** link

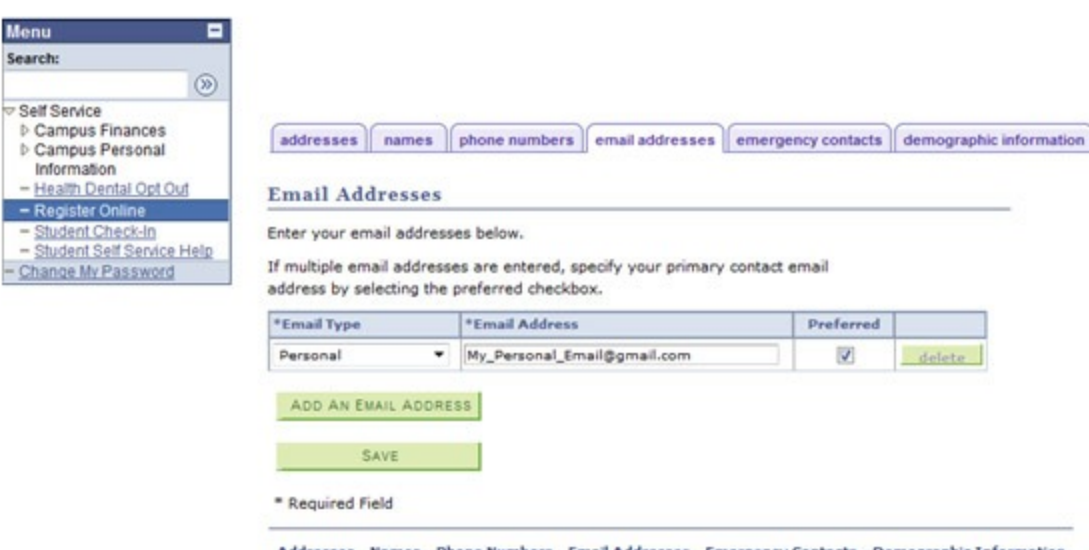


- Validate your personal email.

You will be prompted to validate/update your **Personal Email Address** on file; if your email address on file is correct click the Confirm Email Address button and you will be taken directly to the online registration process.



If your personal email does not exist or you need to update it click on the [Update Personal Email Address](#) link and you will be presented with a page similar to the one below.



Update the Personal Email with your valid email address and click Save. You will then need to navigate back to the [Online Registration](#) page by clicking the [Register Online](#) link again.

**NOTE:** After updating your email address you will be required to confirm your email prior to accessing the online registration process. This is done so you can confirm what you entered was saved correctly.

- Complete the **online Registration Process** by following the steps on the screen. For some programs you will see course selection similar to the screenshot below and for other students you will only need to select the number of weeks you will be attending.



- Confirmation Email:** Upon completing the online registration process you will receive a confirmation email. Please retain a copy of the confirmation email for your records.

### Make a Payment

**NOTE:** If you are a returning student with an outstanding balance, then you will not be permitted to complete the Online Registration process.

The [Make a Payment](#) option is available for anyone who wants to pay an outstanding balance or to pay the upcoming term fees:

- Log in to the **Student Self Service** page ([https://ps-web1.cna.nl.ca/psp/C\\$HRPRD/?cmf=logon&languageCd=ENG&S](https://ps-web1.cna.nl.ca/psp/C$HRPRD/?cmf=logon&languageCd=ENG&S))
- Click on [Self Service](#) link in the Menu list
- Select the [Campus Finances](#) link
- Select the [Make a Payment](#) link
  - Enter a **Payment Amount**
  - Press the **Next button**
  - Confirm Payment by pressing the Continue to Make Payment button – you will then be re-directed to a third-party collection site for College of the North Atlantic
  - To Pay via Credit Card:**
    - Enter Cardholder Name
    - Enter Credit Card Number
    - Enter Expiry Date (MMYY)
    - Enter Email Address (to receive email confirmation)
    - Press the **Pay with Your Credit Card** button

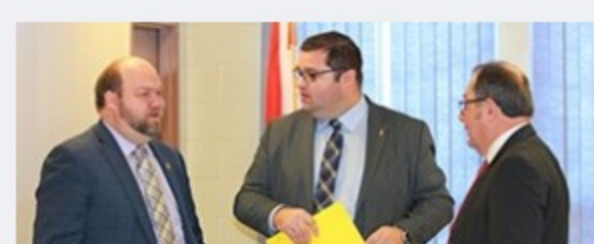
## News



Vietnam: CNA hosts two delegations



Skills winners headed to nationals!



Bonavista: CNA unveils new program



A first! Culinary start-up forum at CNA