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CANADIAN ASSOCIATION OF OPTOMETRISTS
ASSOCIATION CANADIENNE DES OPTOMÉTRISTES



Canadian Certified Optometric Assistant Program
How To Register
2016-17

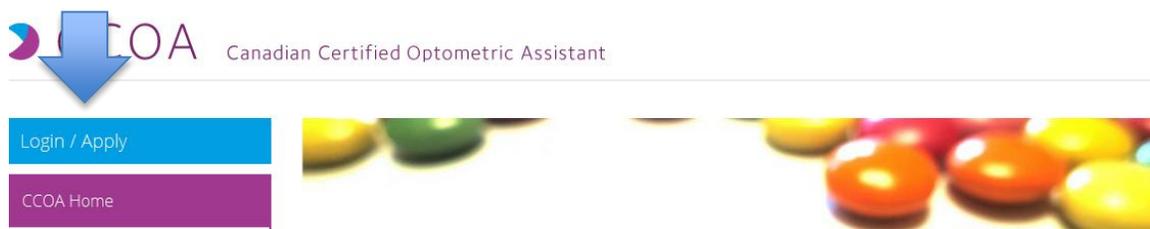
How to Create an Account

Step 1: Navigating to the Create New Account Page

- If you are starting right from the opto.ca homepage, click on the [Programs](#) link in the menu.



- The CCOA landing page displays. Click on [Login / Apply](#).



- The Log in / Apply block displays. Existing students can sign in here. Prospective (New) Students click on the [Create new account](#) link.



Step 2: Signing up for an account

Account registration requires a working e-mail address for signup. E-mails sent by the website may inadvertently end up in the spam folder, to prevent this, add info@opto.ca and ccoa@opto.ca to your e-mail whitelist.

- Find and Select your OD.

A confirmation message displays. You can also click on the Change OD link if you need to change your selection.

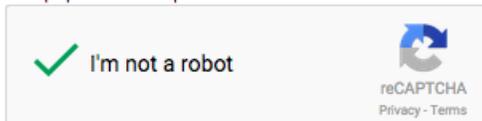
- Fill in your account information.

The e-mail address you enter here will serve as your login for the CCOA student portal.

- Once all details have been entered, click on [Create new account](#)

CAPTCHA

Help prevent spam.



Create new account

A confirmation message displays confirming that your account signup details have been received.

An e-mail with a password link will be e-mailed to the e-mail address you set at the beginning of registration.

- To confirm registration click on the link in the e-mail. (Note the link you receive via e-mail will not be blurred out as displayed here.)

Thank you for registering at opto.ca/ccoa. To register for the CCOA Program you will need to activate your account and set a unique password. You may now log in by clicking the link below or copying and pasting it to your browser: This link can only be used once and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at [redacted] and register for the CCOA Program using the following:

username: [redacted]
password: Your password

Please do not hesitate to contact me directly should you have any questions or concerns;

Danielle Paquette
CCOA Coordinator/Coordinatrice de projets

Canadian Association of Optometrists/L'Association canadienne des optométristes
234 Argyle Avenue Ottawa, Ontario, Canada K2P 1B9
Ph: 613.235.7924 x 211 | Toll-free: 1.888.263.4676 x 211 | www.opto.ca

- The new password page displays. Enter your password twice (in the password field and in the confirm password field) and then click [Log in](#).

Account
Practice & Profession

Please ensure that you **add info@opto.ca and oac@opto.ca to your whitelist** to avoid emails being sent to your spam folder.

[Reset password](#)

✔ You have successfully validated your e-mail address.

Please create a **new password** in the field below

Password *

Password strength: **Good**

Confirm password *

Passwords match: yes

To make your password stronger:

- Add uppercase letters
- Add punctuation

To change the current user password, enter the new password in both fields.

This is a one-time login for [redacted] and will expire on Fri, [redacted]

This login can be used only once.

[Log in](#)

The CCOA Course page displays. Congratulations, you have successfully applied for a CCOA account! To login again, navigate to <http://www.opto.ca/user>

CCOA Course Purchase

Step 1: Log in to the CCOA Course Portal

If you are starting right from the opto.ca homepage, click on the [Programs](#) link in the menu.

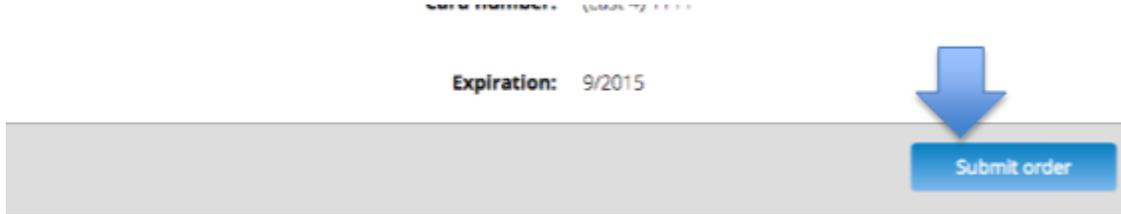


- The CCOA landing page displays. Click on [Login / Register](#).
- The Log in / Register Block displays. Type in your e-mail and password you chose, then click [Log in](#).

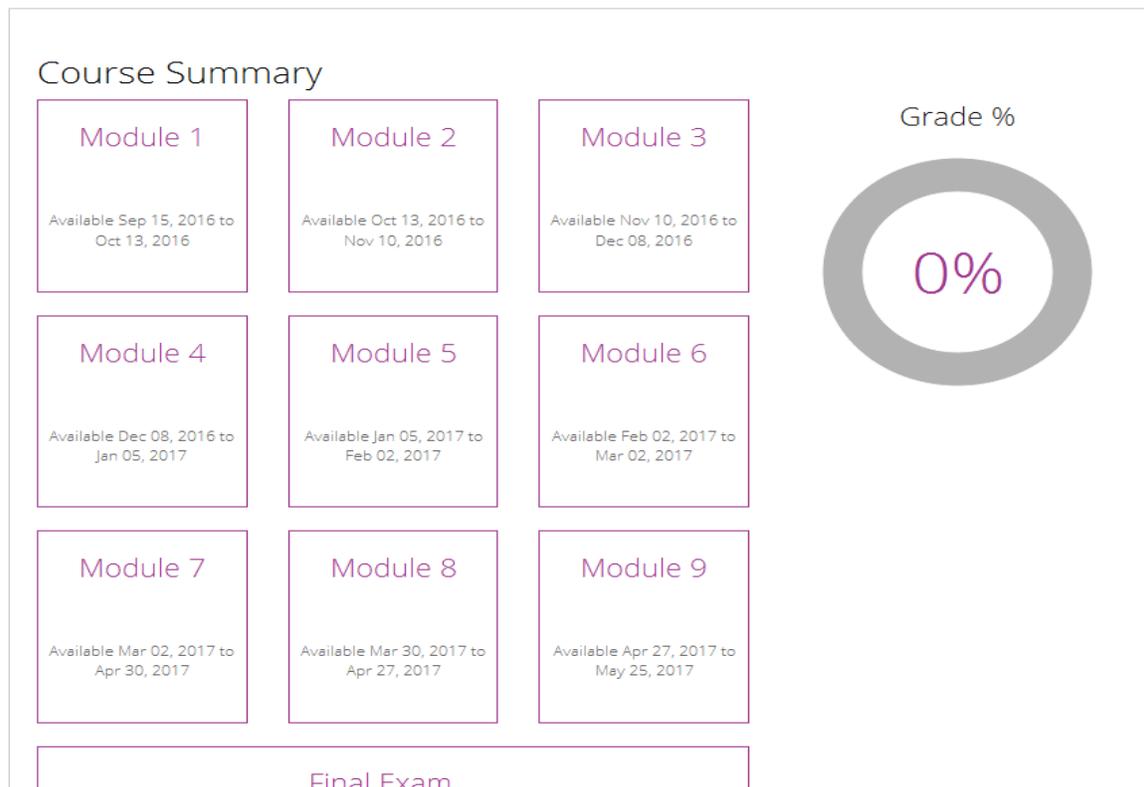
The registration page appears.

- To register for the full CCOA Course or an Individual Module, scroll down the page. For the Full Course, select Enroll; to purchase an individual module, select the module you would like to purchase and add it to your cart.
- Click [Checkout](#) to complete your purchase
- The Checkout view displays. Scroll down the page until you see the billing information. Enter your billing information here. Note that it must match up with the name and address on the credit card used to make the purchase.

- The review order view displays. Next, scroll down the page until you see submit order. Click the [Submit order](#) button to complete the transaction.



The updated Student Dashboard displays. You will also receive a receipt via e-mail confirming your purchase. Scrolling down the page you will see your new Course Summary and Progress wheel.



Important Note

Once the purchase is completed, your Sponsoring Optometrist will receive a notification e-mail asking them to approve the relationship.

The OD must confirm the relationship linking you together before you can access the course content, or you will receive an error message (see below).

Canadian Certified Optometric Assistant (CCOA) Program

Your OD must approve you as a student before you can access this content.