

Registration Portal User Guide


Prepared by Touchstone Institute

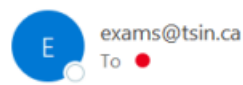
September 28, 2022


This guide has been developed to support users of Touchstone Institute's Registration Portals. If after reading you require assistance, please email us at exams@tsin.ca.

Email from Touchstone After Referral

Once a referral is sent to Touchstone Institute, you will receive an email containing an activation code. Copy the activation code and click the button. You will be taken to a page to enter your activation code. Do not forward this email to anyone else, as the code is unique to the user and will not work for anyone else.

Touchstone Institute Registration Portal Authorization Code



 You forwarded this message on 2022-06-20 9:50 AM.
If there are problems with how this message is displayed, [click here to view it in a web browser.](#)



You have been referred to Touchstone Institute by the

Referring Organization	to participate in the
Name of the examination	

Use the activation code listed below to enter the registration portal so you can set up a profile and register for an exam. Please visit our website at <https://touchstoneinstitute.ca/assessment> for examination-specific information. If you need assistance, please contact us by email at exams@tsin.ca.

Here is your activation code

HSVW156Hj (sample only)

[Click here to enter your Activation Code](#)

Complete your Registration Profile

Once your code is activated, you will enter the registration portal, where you will be required to:

1. Complete your registration profile. Fill in all mandatory fields and upload a photo following the instructions below.
2. Your name, email address and registration number are prepopulated fields. This information is provided to us by the regulator and cannot be modified.
3. If this information is not correct, contact us at exams@tsin.ca
4. Create a password
5. Register and pay for an available examination

We understand that some of you may have already created a profile in the old portal, but we cannot transfer information so you will need to complete a new profile.

Register for an Exam

To register for an examination, you must complete your registration profile. It is recommended that you do this prior to registration day.

How to register for an exam when registration is open

1. Sign into the portal using your email address and the password you created.
2. If you have forgotten your password, you can click on forgot password.
3. If you are accessing the portal for the first time, you will need the activation code to set up your profile before you can register.

The image shows a sign-in form for Toughstone Institute. At the top is the logo 'TOUGHSTONE INSTITUTE'. Below it is the heading 'Sign in'. There are two input fields: 'Email' and 'Password', both circled in red. To the right of the Password field is a 'Forgot password?' link. At the bottom is a dark blue 'Sign In' button with a user icon on the left, also circled in red. Below the button is a link that reads 'If you have an activation code, click here'.

After entering the portal, click Assessments



Assessments

Click here to access IENCAP, ARNAP, IGOEE, KCAT, CELBAN, CFAS, and CLPNA

Click on the assessment you are registering for. Your email address will only allow you to enter the examination you have been referred for. The picture below is for illustration purposes only. Many more exams are available on the portal.

Choose your Assessment



From the examination registration page, click the exam date you wish to register for and then click “Apply”.

You will see your assessment date listed below upon successful completion of your registration and payment.



You have no active registrations.

If you would like to cancel your assessment date, please refer to our cancellation policy on our [website](#).

To apply, select an upcoming IENCAP Exam and click the Apply button below

Exam ID	MCQ Exam Date	MCQ Exam Type	OSCE Exam Date	OSCE Exam Type	Registration Fee
<input checked="" type="radio"/> IENCAP-40422	Wednesday, November 30, 2022	Virtual	Saturday, December 10, 2022	In-Person	1500
<input type="radio"/> IENCAP-34986	Friday, July 1, 2022	Virtual	Thursday, August 4, 2022	Virtual	1750



Review the information on the confirmation page to make sure you have applied for the examination you want. You are not able to modify the information on this page. Click the back button to make changes.

Review the following information before submitting your registration. After you click the Submit Registration button, you will be taken to a third party payment platform to complete your payment. You have 15 minutes to make the payment. If the time limit expires, your registration will be cancelled.

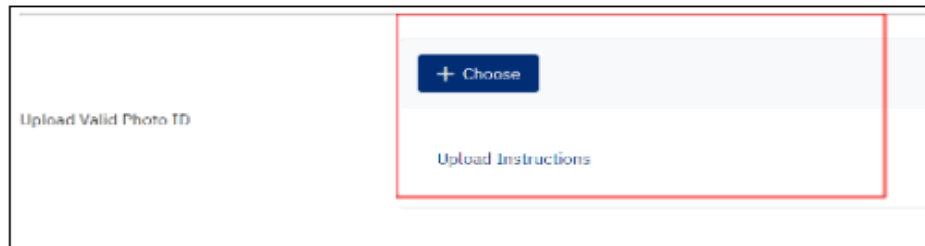
CNO Application Number	<input type="text" value="21564452115"/>
CNO Referral Date	<input type="text" value="17/6/2022"/>
Exam ID	<input type="text" value="IENCAP-40422"/>
MCQ Exam Date	<input type="text" value="Wednesday, November 30, 2022"/>
MCQ Exam Type	<input type="text" value="Virtual"/>
OSCE Exam Date	<input type="text" value="Saturday, December 10, 2022"/>
OSCE Exam Type	<input type="text" value="In-Person"/>
Registration Fee	<input type="text" value="1500"/>

Upload a Picture or Scanned Version of Your Valid Photo Identification

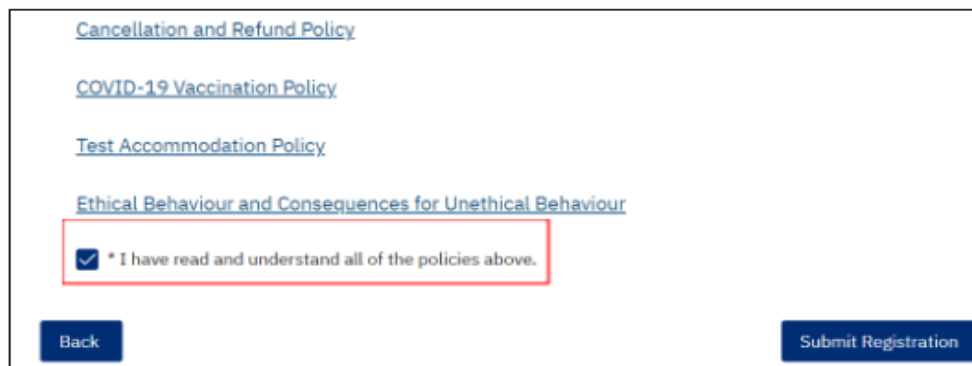
Acceptable pieces of photo identification include a valid passport, a valid driver's license, an OHIP card with a photo or a Canadian citizen or permanent resident card. The uploaded ID file should be in jpg, jpeg or png format.

Your photos must be:

- clear, sharp and in focus
- maximum of 1 MB in size




Read and confirm acceptance of our policies – then click ‘Submit Registration’. Do not click on this button unless you are **absolutely certain** that you will be prepared to take the exam on that date. Touchstone Institute enforces a strict cancellation policy.



You will now be taken to a third-party website to complete your payment. You will have 15 minutes to make your payment. If the time expires, your registration will be cancelled. Have a valid method of payment (credit card or Google Pay Account) available. If you experience payment issues while using a credit card, try using Google Pay.

Pay with your digital wallet for faster checkout
or enter details manually



Checkout


Contact information

First Name

Last Name

Email

Phone Number



Cardholder Name

Card Number

MMYY

CVV

Order Summary

Total

[Back](#) [Checkout](#)

You will receive an email confirming payment. This is your official receipt. Please save this email for future reference.

From: QA Merchant 1 <receipt@moneris.com>
Sent: June 20, 2022 9:53 PM
To:
Subject: Receipt - Do Not Reply

QA Merchant 1
 2 Union St, Toronto, ON, M4S 1Z4





Transaction Approved

Receipt 2022-06-20 21:52:35

Order ID

 1655776331hSkL8GHYrhQ9bkL

Payment

 Amount: \$1,500.00
 Cardholder Name: First name Last name
 **** * 5454 
 Authorization Code: 635596
 Reference #: 660144080011712320
 Response Code: 027

Contact

 Cust ID: chkt - cust - 0303
 First Name Last Name
 firstLast@gmail.com
 647-555-5050

Cart

Item	Description	Quantity	Price
Name of exam	IENCAP-40422	1	\$\$\$\$\$

Touchstone Institute will contact you 4-6 weeks before your scheduled examination with further information.