



MEMBER INFORMATION BULLETIN

USING YOUR ON-LINE PROFILE

Did you know...???

You can access and update your APEGS membership information through your On-Line Profile?

You can use your On-Line Profile to:

- Update your contact information and employer information;
- Reset your password;
- Report your Continuing Professional Development (CPD) activities;
- Renew your Permission to Consult (if applicable to you);
- Volunteer for committees, one-time events and other activities;
- Select the types of information / communications you wish to receive from APEGS;
- Monitor the status of your membership application;
- Pay your fees (including application fees, annual fees, other purchases from APEGS);
and
- Register for APEGS events and meetings.

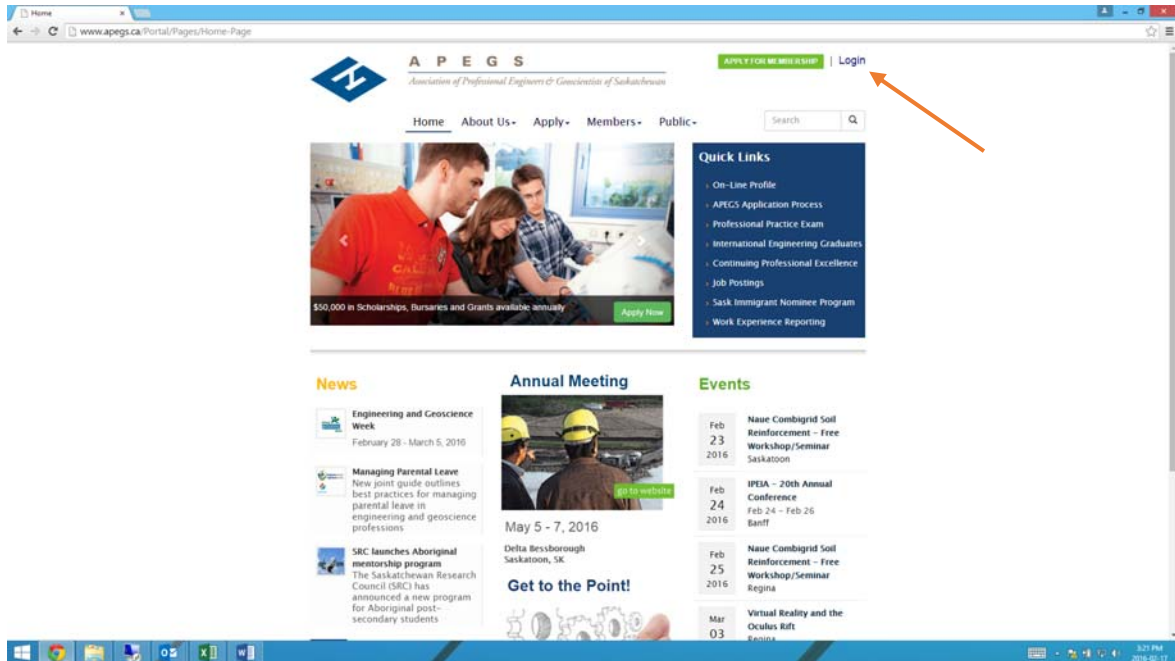
Certificates of Authorization (C of A) also have their own On-Line Profile which Official Reps have access to. Official Reps can see “Official Rep – C of A” in their personal Profile for login information to the C of A Profile.

APEGS encourages all members to use their On-Line Profile for all of the above activities. It is simple to access and easy to use. Here is how to access your Profile on the APEGS website (www.apegs.ca).

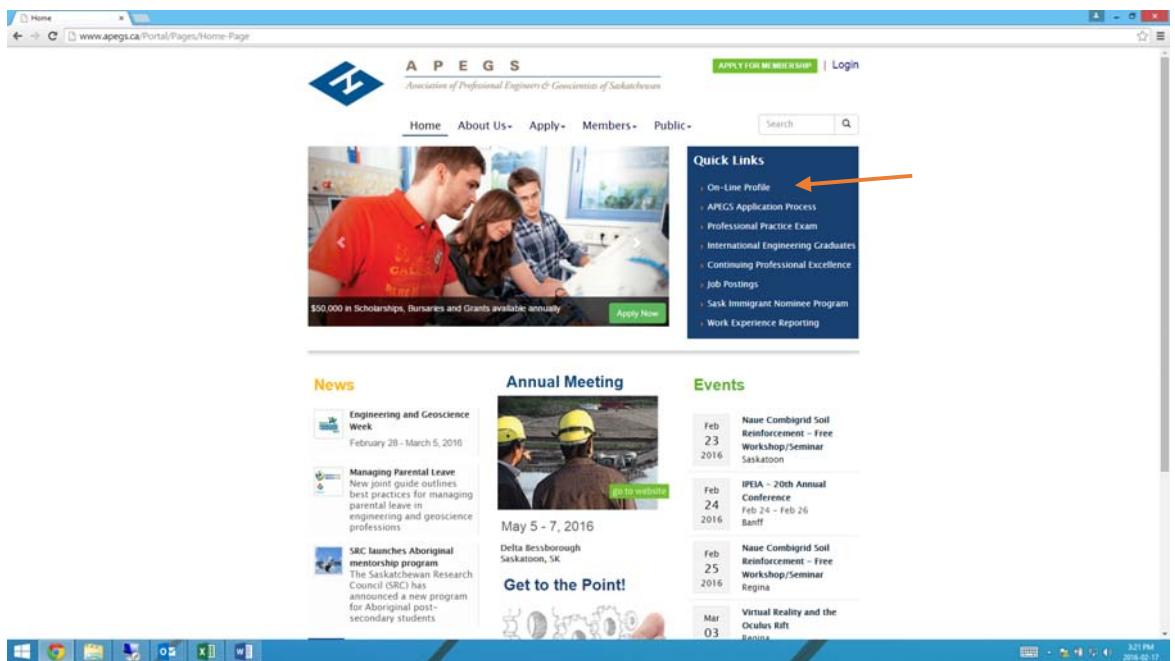
Login on www.apegs.ca

There are two ways to login:

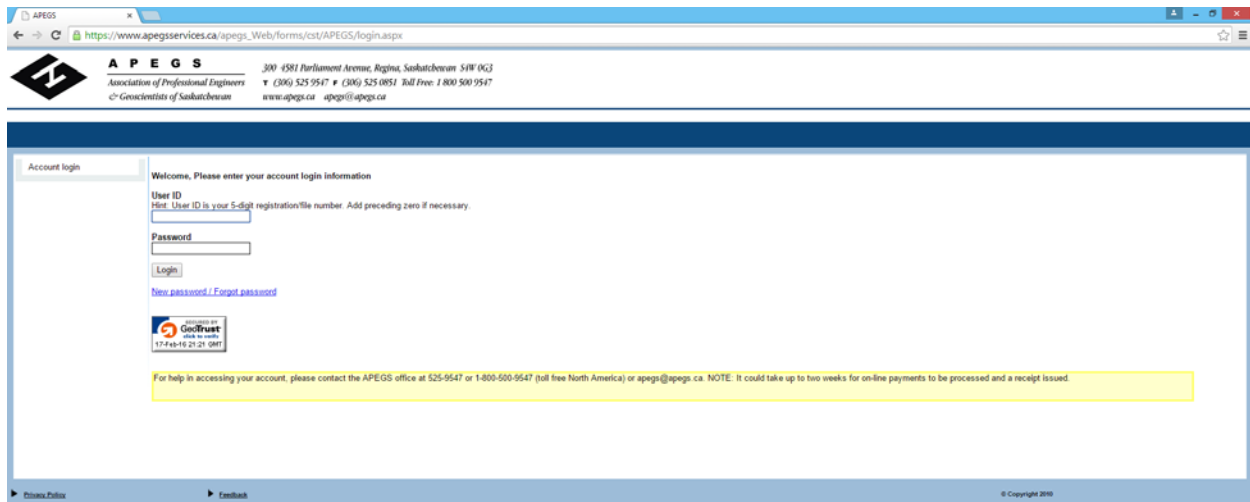
1. Top right corner of the APEGS home page – Login button:



2. Under "Quick Links" (right hand side of home page), click on the first bullet "On-line Profile":



Using either of these options will direct you to the login screen:



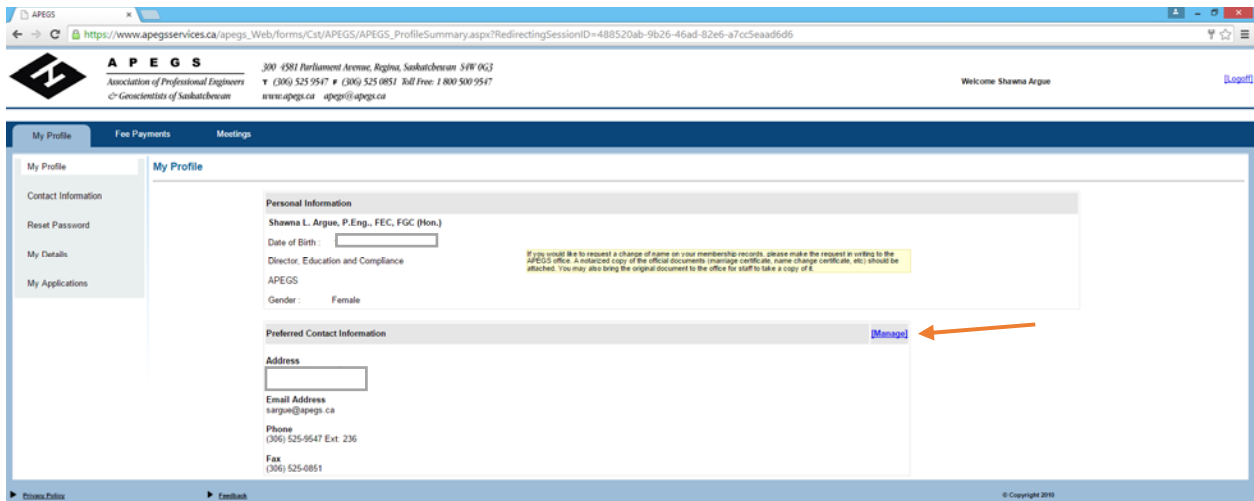
Note that your User Id is your 5-digit registration number. Your registration number is found on one of the following: dues notice, APEGS registration certificate, APEGS seal, most correspondence from APEGS. If you can't find your registration number, contact the APEGS office.

If this is your first time logging in, or you have forgotten your password, you will have to click on "[new password / forgot password](#)". Complete the requested information and an automated email will come to you with a temporary password. You should log in and change it as soon as possible.

Once successfully logged-in, you will be on your "My Profile" page.

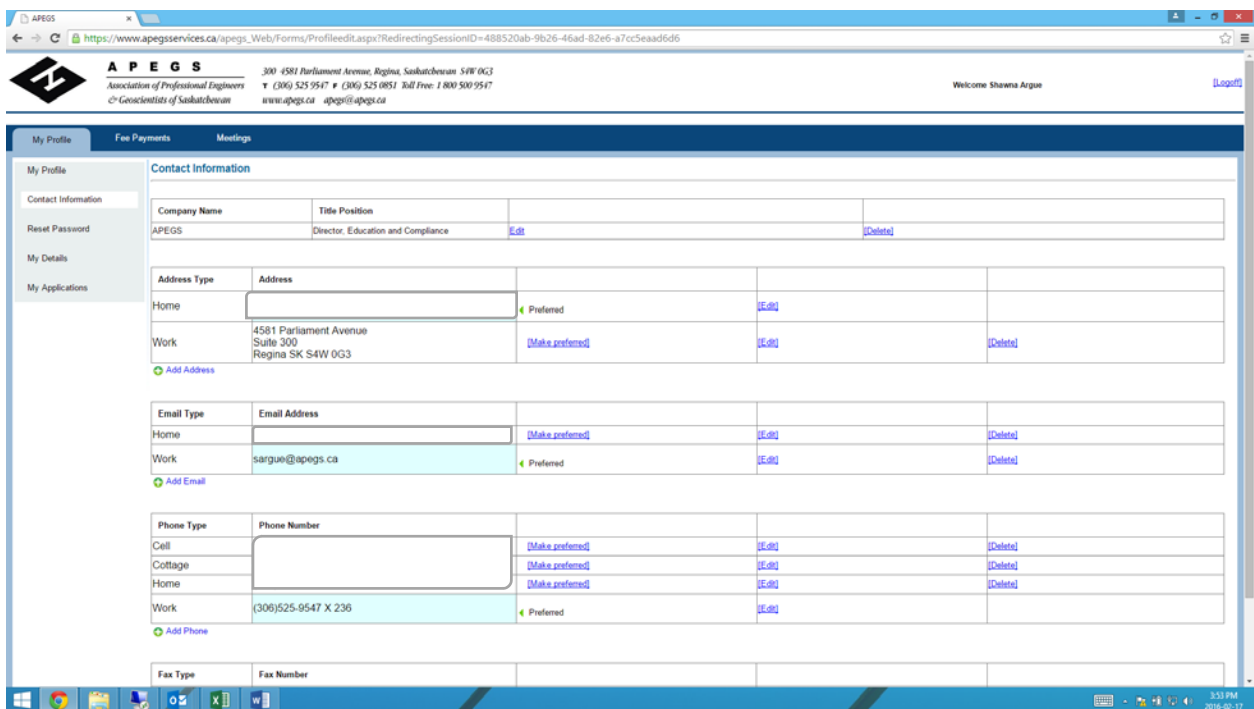
My Profile Page:

This page includes basic demographic and contact information including your name, employer, title, date of birth, gender and preferred contact information. Note that you can update your contact information from this page by clicking on [\[Manage\]](#).



Contact Information:

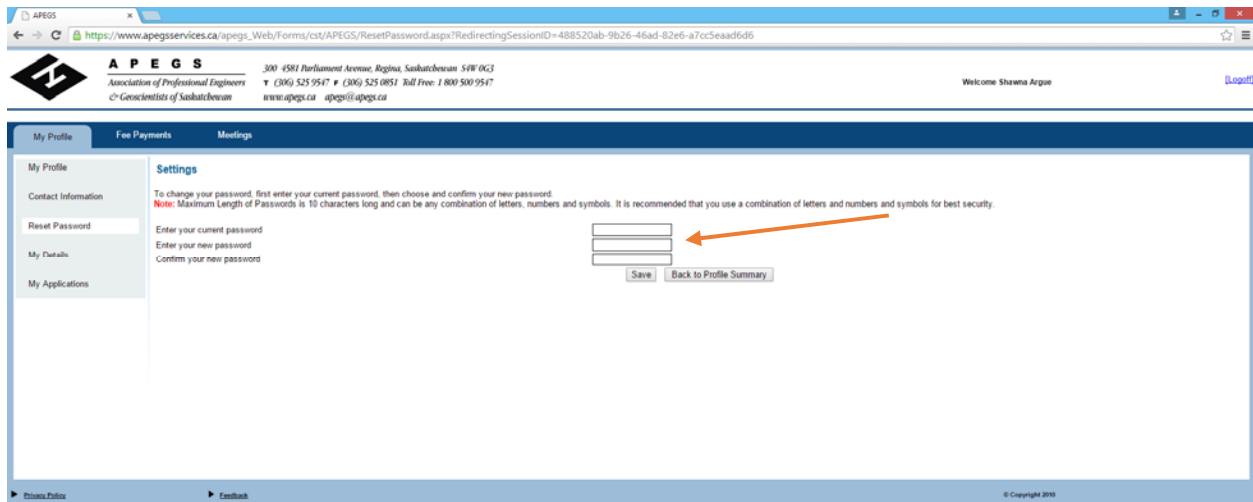
This is the best page to review all of your contact information and ensure that it is correct. Here you can indicate your contact preference to home or work. You can also delete obsolete information and add new information.



APEGS encourages all members to review this page on a regular basis to update addresses, phone numbers, email, employer information, etc. This ensures that APEGS always has the current information so that you receive mailings and communications from APEGS, including annual dues notices, notice of Council Elections, the Annual Meeting and other important information.

Reset Password:

If at any time you want to reset your temporary or chosen password, you would do so on this page:



To change your password, first enter your current password, then choose and confirm your new password.

Note: Maximum Length of passwords is 10 characters long and can be any combination of letters, numbers and symbols. You should use a combination of letters and numbers and symbols for best security.

My Details:

This is a very important tab in your On-Line Profile. There are a number of tabs across the top to allow you to review your membership information including the following, if applicable:

- Permission to Consult status;
- Certificate of Authorization; and
- Academic Degree.

APEGS controls the information in these tabs. You cannot make any changes on-line. If you think updates or corrections are required to any of these tabs, contact the APEGS office.

The tabs that you can manipulate include:

- Continuing Professional Development - to report your professional development activities. Follow the instructions on the tab. Detailed information on the use of this tab and reporting can be found in the APEGS Member Guideline – Continuing Professional Development (on the APEGS website under Quick Links, Continuing Professional Development, Related Documents);

APEGGS
 Association of Professional Engineers
 & Geoscientists of Saskatchewan
 300 45th Parliament Avenue, Regina, Saskatchewan S4P 0G3
 T (306) 525 9547 F (306) 525 0851 Toll Free 1 800 500 9547
 www.apegs.ca apegg@apegs.ca

Welcome Shawna Argue

My Profile | Fee Payments | Meetings

Continuing Professional Excellence

Continuing Professional Excellence (CPE) reporting for APEGGS is a "post reporting" process and you are required to report only once per year for the previous calendar year. CPE credits are reported annually by calendar year (January to December) and you report for the **previous calendar year**. For example, if it is January 2013 (or at any other time in the year 2013), the CPE year you are reporting is 2012. If you have carry forward credits that you will be reporting, do not report them until the next year.

Instructions on how to enter data:
 Make sure the year you want to enter credits for is entered in Section 1 first, then go to Section 2 for the selected year to enter details.
 To add a year, enter all information from left to right, then click "Save" in the last column. Section 2 below contains details for the year selected in Section 1.
 If you are reporting continuing professional development credits to another professional engineering or geoscience licensing body, check the box in the "Reporting elsewhere" column next to the appropriate year.

| Year | Reporting Elsewhere | Association Name | Edit |
|------|--------------------------|------------------|----------------------|
| 2009 | <input type="checkbox"/> | | Edit |
| 2010 | <input type="checkbox"/> | | Edit |
| 2011 | <input type="checkbox"/> | | Edit |
| 2012 | <input type="checkbox"/> | | Edit |
| 2013 | <input type="checkbox"/> | | Edit |
| 2014 | <input type="checkbox"/> | | Edit |
| 2015 | <input type="checkbox"/> | | Edit |
| | | | Save |

SECTION 2 – Report APEGGS Details
 Enter credits for a specific year in this section. First, select the desired year in Section 1, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

| Year | Category | Credits | Edit |
|------|--------------------------------|---------|----------------------|
| 2009 | Professional Practice (max 50) | 50 | Edit |

- Volunteer Categories – to indicate areas where you are interested in volunteering. It is important to maintain this list and review it regularly as APEGGS may add new volunteer opportunities. Note that volunteers are sourced for various committees and activities from this list and selected based on who indicated interest first, the demographic requirements of the committee/activity and whether you are already active on other committees; and

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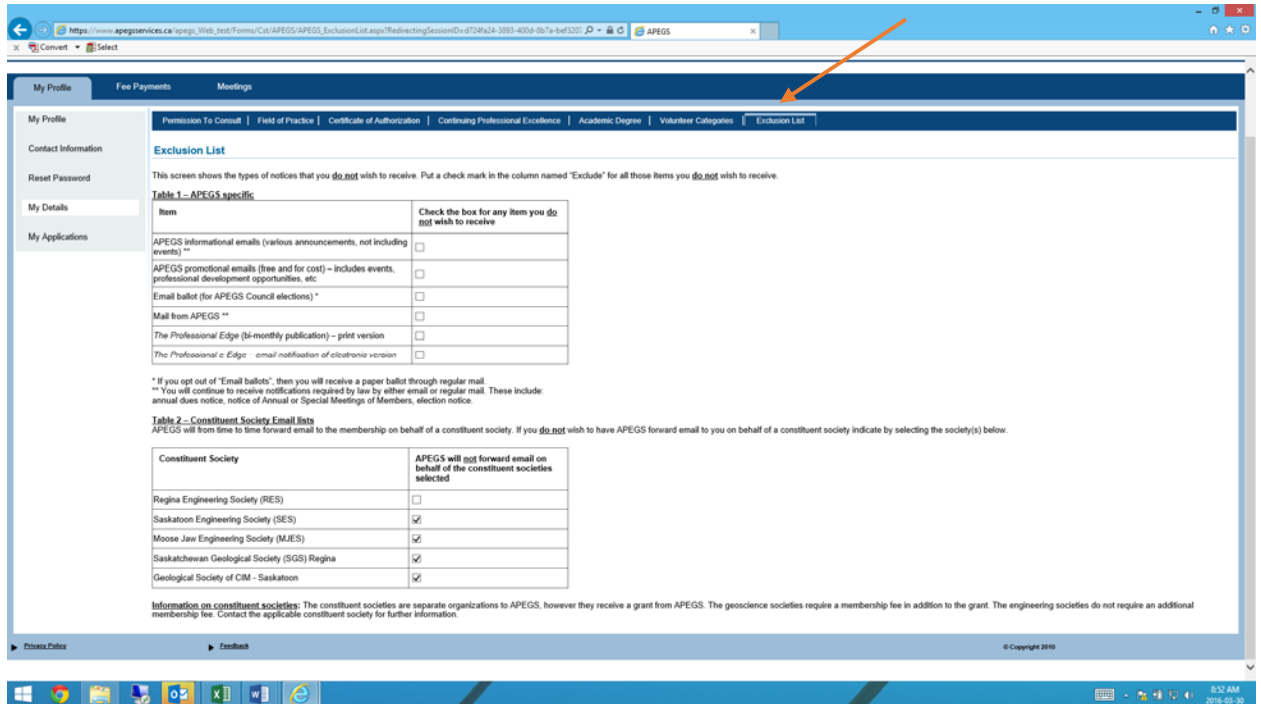
My Profile | Fee Payments | Meetings

Volunteer Categories

APEGGS operates with the help of many volunteers and we can always use more. You can volunteer for the various committees listed below by marking all those you are interested in, and more than one if you wish. Many of the meetings are conducted by teleconference, minimizing your time commitment. For more information on the Council, Boards and Committees, click here: <http://www.apegs.ca/Portal/Pages/volunteers>

| Description | Volunteer |
|---------------------------------|-------------------------------------|
| Academic Review Committee | <input type="checkbox"/> |
| Awards Committee | <input checked="" type="checkbox"/> |
| Communications Committee | <input type="checkbox"/> |
| Connection and Involvement | <input checked="" type="checkbox"/> |
| Council | <input type="checkbox"/> |
| Discipline Committee | <input type="checkbox"/> |
| Environment Committee | <input type="checkbox"/> |
| Equity and Diversity Committee | <input checked="" type="checkbox"/> |
| Experience Review Committee | <input checked="" type="checkbox"/> |
| International Grad Mentors | <input type="checkbox"/> |
| Investigation Committee | <input checked="" type="checkbox"/> |
| K to 12 Committee | <input type="checkbox"/> |
| Legislative Liaison Committee | <input type="checkbox"/> |
| Licence Admissions Committee | <input checked="" type="checkbox"/> |
| Mentors | <input type="checkbox"/> |
| One Time Events | <input checked="" type="checkbox"/> |
| Outreach Activities | <input type="checkbox"/> |
| Professional Development Comm | <input type="checkbox"/> |
| Professional Edge Committee | <input checked="" type="checkbox"/> |
| Professional Practice Exam Comm | <input type="checkbox"/> |
| Student Development Committee | <input type="checkbox"/> |

- Exclusion List – to indicate which types of information / communications you do NOT want to receive from APEGS.



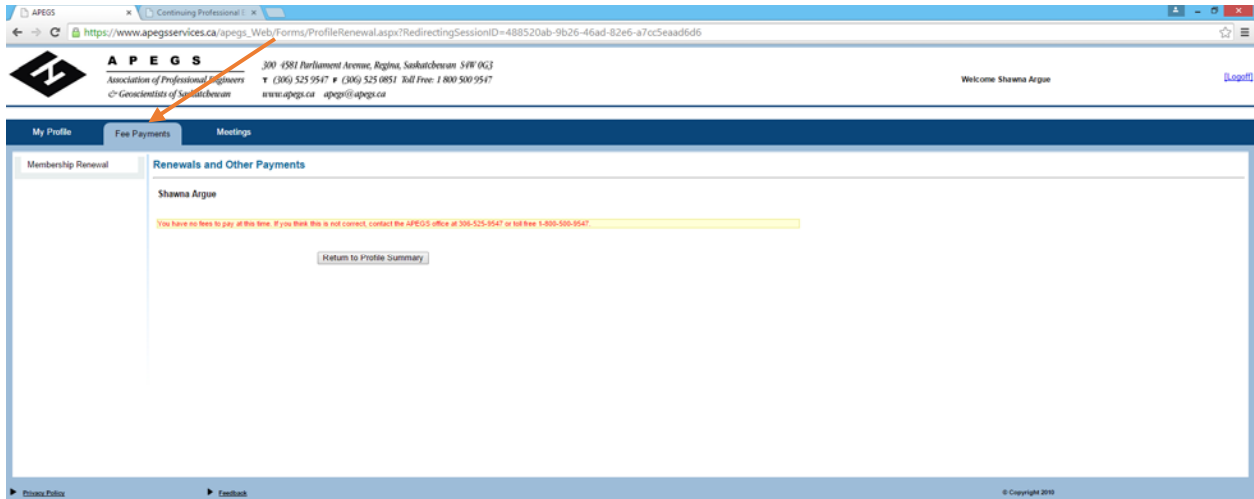
NOTE – there have been two new categories added:

- APEGS promotional emails (free events and for cost) – includes events, professional development opportunities, etc.; and
- Email notification of when *The Professional e-Edge* has been posted.

Because these are new options, APEGS automatically excludes you from receiving this type of information. If you wish to receive it, you will need to go on-line and **remove** the check beside these options under My Details, Exclusions.

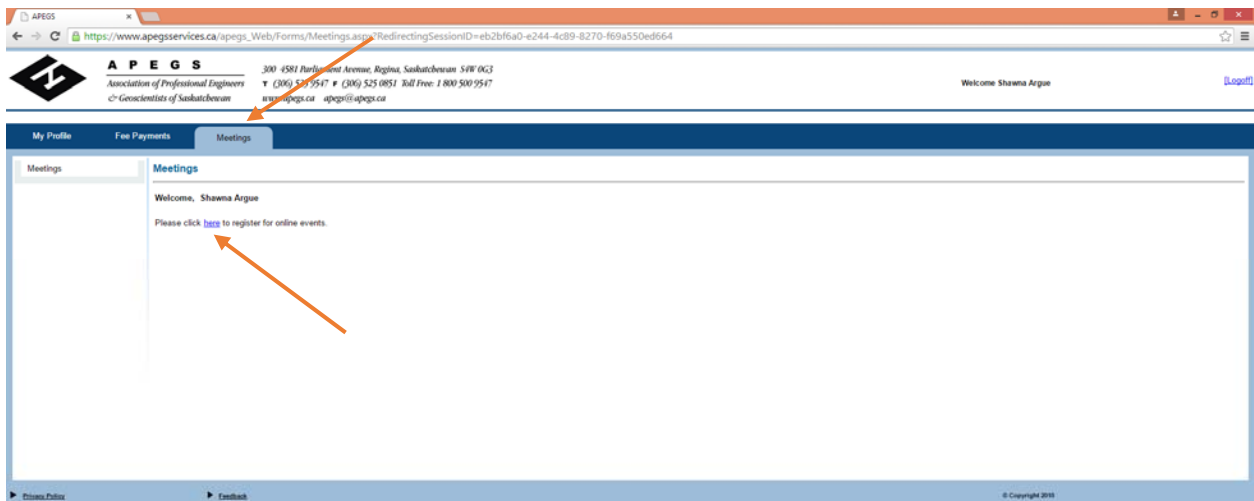
Fee Payments:

The next major tab along the top is Fee Payments. This tab will list any outstanding fees such as application fees, annual membership/license fees, meeting registration fees, etc. You can make payment directly on-line with a credit card.



Meetings:

The final tab along the top is Meetings.



Here you can register for any open events such as Professional Development opportunities, the Annual Meeting, etc. Click on the [here](#) in the above screen and then select the event that you are interested in and follow the instructions.

Get to the Point! May 2016

Registration Type Attendee Information Badge Information Event Selection Verify & Submit

Please select an Event

Get to the Point! May 2016

Online registration is available by Visa or Mastercard payment only.
This system allows only one registration to be processed at one time.

Please select a registration type

Member
 Non-Member

If you are unsure of your registration type, please contact Membership Services at 306-525-9547 or by email at apegs@apegs.ca.

Next

For more information:

For more information on the use of your On-Line Profile, or for assistance with any of the data input/update, please contact the APEGS office.

apegs@apegs.ca

306-525-9547

1-800-500-9547

