CE REPORTING AND TRACKING SYSTEM ("CERTS") NEW PROVIDER ADMINISTRATORS REQUEST

This form is for Providers of Accredited CE Activity to add new Provider Administrator user accounts in the CE Reporting and Tracking System ("CERTS") and to access MFDA Sharefile for Bulk Uploads.

For changes to existing Provider Administrator users please see the "REMOVING OR UPDATING EXISTING PROVIDER ADMINISTRATORS" section below.

Please note that adding Provider Administrator user accounts can only be performed by the individual designated as having the "User Admin" role.

In order to use the form, please download and save the form locally to your computer prior to entering information in the required fields. Send the completed form as an attachment to the MFDA to ce@mfda.ca.

USER ADMIN ROLE

The User Admin can request to add or remove Provider Administrators or edit their user roles. This role has principal control over the other Provider Administrator user accounts. The User Admin does not have access to CERTS directly without having a CERTS User Role.

CERTS USER ROLE

The CE Activity and Attendance Admin can add, revise or renew a CE activity on CERTS. They can also report or edit/update CE attendance.

SHAREFILE USER ROLE

For bulk upload reporting of CE activities and CE attendance, Provider Administrators will need access to the MFDA's secure file transfer site (Sharefile) to submit the appropriate template.

REMOVING OR UPDATING EXISTING PROVIDER ADMINISTRATORS

Providers are responsible for notifying the MFDA of any changes to their existing Provider Administrator user accounts. This includes:
- Removing a Provider Administrator
- Change to contact information (name, email or phone number)
- Addition of a User Role or access to Sharefile
- Removal of a User Role or access to Sharefile

Requests to update and/or remove existing Provider Administrator user accounts must be sent by email to **ce@mfda.ca.** These requests can be made by the designated User Admin(s).

Provider Administrator 1

First Name

Last Name

Email Address

Telephone

ROLES
- ☐ User Admin Role
- ☐ CERTS User Role - CE Activity and Attendance Admin
- ☐ Sharefile User Role - Access to Sharefile for Bulk Uploads

Provider Administrator 2 (optional)

First Name

Last Name

Email Address

Telephone

ROLES
- ☐ User Admin Role
- ☐ CERTS User Role - CE Activity and Attendance Admin
- ☐ Sharefile User Role - Access to Sharefile for Bulk Uploads

Provider Administrator 3 (optional)

First Name

Last Name

Email Address

Telephone

ROLES
- ☐ User Admin Role
- ☐ CERTS User Role - CE Activity and Attendance Admin
- ☐ Sharefile User Role - Access to Sharefile for Bulk Uploads