

Members are not required to have a login with an individual profile, but it has value for CEA to communicate with members of the firms and will assist staff when they are registering for events. <u>All staff</u> of every member firm can have an individual login and profile.

Step 1.

<u>Click here</u> to reset your password. Enter your email address and click <u>Submit</u>. The system will send you an email with instructions to update your password.



Note – If you get the message "Unable to find email": <u>Click here</u> to register, to receive login instructions.

Step 2.

After updating your password (Step 1 above), <u>Click here</u> to login (image below)





After logging in you will see a Members Only Page. Click on Profile.



Home > Members Only



Please take a minute to review and/or update your profile, this assists CEA to have your most up to date information for communication.

(NOTE: No individual profile information will be displayed on the website or any directory). All individual profiles are for internal CEA information and use.

The Consulting Engineers of Alberta will be adding more features, with member specific communication to the Member Home Page (image below) in the future.

Member Home Page

Home > Members Only > Member Home Page

Update Profile	
Click here to update profi	No.
Post a Job	
Click here to to visit Job A	dministration Centre to post a job
Note: Only people assigns	ed to the job board can post job on the website. If you would like to get access to it, please email info@cea.ca.
CEA Minute	
Click here to to visit CEA!	Hinuté page.
Update Password	
Click here to update your	password. Enter your email address and click Submit. The system will email you link to update your password



Update your profile (Image below) – Review or update your changes and click Save

	Save Back	
Salutation	Please Select One	v
First Name*		
Last Name *		
0.40		
Suffix		
Email*		
Primary Phone		
Extension		
Cell Phone		
Extension		
Primary Office*		v
Title		
Secondary Office	Please Select One	v
Areas of Interest	Human Resources/Professional Development	
	Communications/Marketing	
	Finance/Accounting	
	International Business	
	Business Practices/Contract Control	
	Government and Public Relations	
	Young Professionals	
	Please check areas of interest	
CEA Communications	☐ Electronic newsletter	
Opt-out	 Member advisories and alerts 	
	Professional development seminars (electronic)	
	All paper mail	
	All electronic mail Please check any you do not wish to receive	
Language Preferred	English	v
Display In Directory	0	
	Save Back	



Added feature: A benefit to logging in prior to registering for CEA events, the system will auto-fill your information (name and email) in the registration form. However Logging in with an ID is not mandatory to register for events.

Job Administration Center: For individuals that currently use the Job Board, existing username and passwords are still active. This can be accessed from the **Member Home Page**.

Member Home Page

Home > Members Only > Member Home Page

date Profile	
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st a Job	
k here to to visit 3ob Administration Centre to post a job.	
e: Only people assigned to the job board can post job on the website. If you would like to get access to it, please email info@co	40.0
A Minute	
k here to to visit CEA Minute page.	
date Password	
k here to update your password. Enter your email address and click Submit. The system will email you link to update your pass	word

Job Admin Centre

Home > Members Only > Job Admin Centre

Click here to view Active Jobs on Jobs webpage.

Active Jobs
Company Job City Closing Date

Archived Jobs
Company Job City Closing Date