

GUIDE FOR UPDATING EMPLOYER CONTACT INFORMATION

NANB has a page dedicated to providing instruction for [updating your NANB Profile](#). The following resource has specifically been developed to support you with updating your employer contact information in the “My Profile” section of the NANB Website.

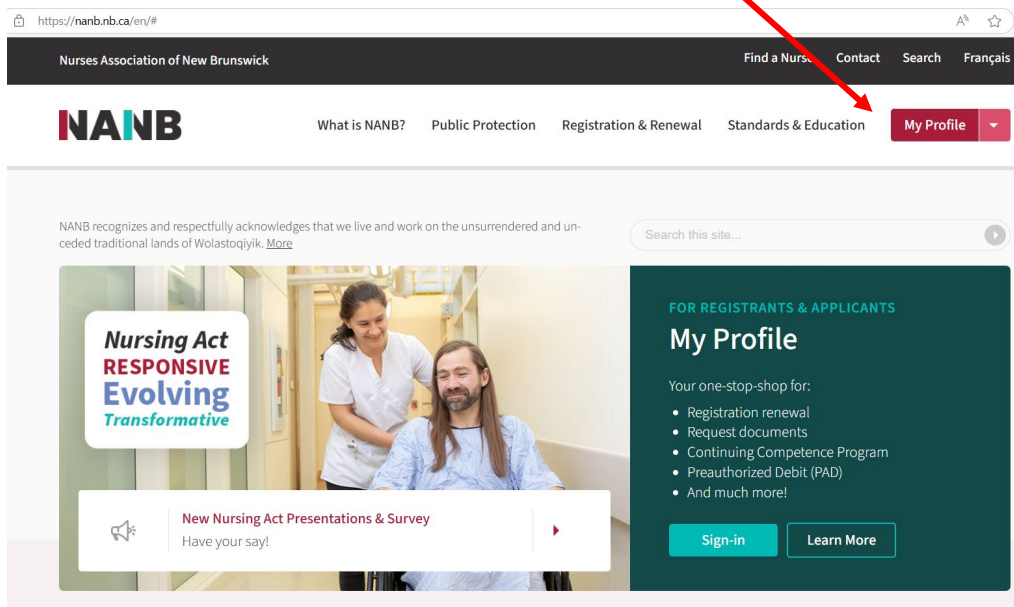
It is of utmost importance to the registrant to ensure that all personal information maintained by NANB is accurate and up to date at all times. This includes (but not limited to) the registrant’s legal name, current home address, and employer information.

Maintaining accurate records is essential for compliance with regulatory requirements and ensures effective communication with the relevant authorities.

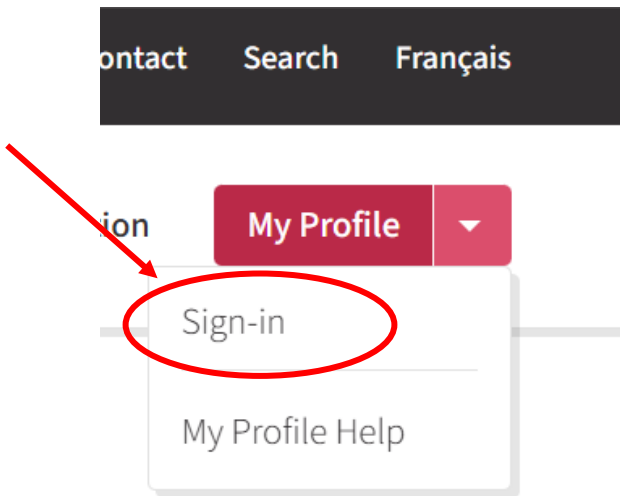
The following resource has *specifically been developed to support you with updating your employer contact information* in the “My Profile” section of the NANB Website.

Instructions for Updating Your Employer Contact Information

1. Proceed to the [NANB website](#).
2. Click on the red coloured “My Profile” box.

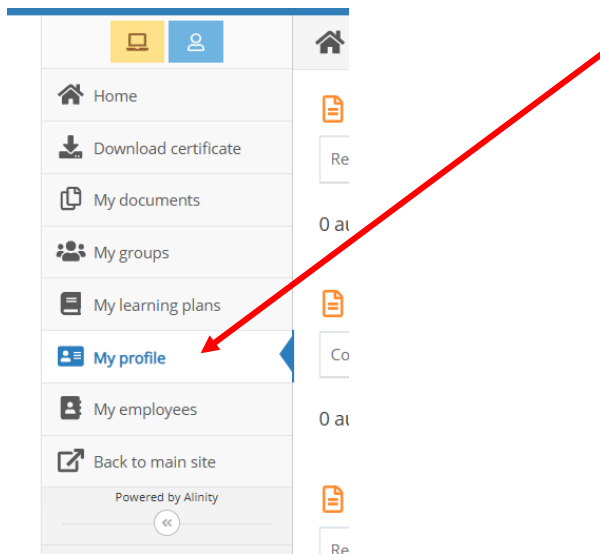


3. Choose “Sign-In”

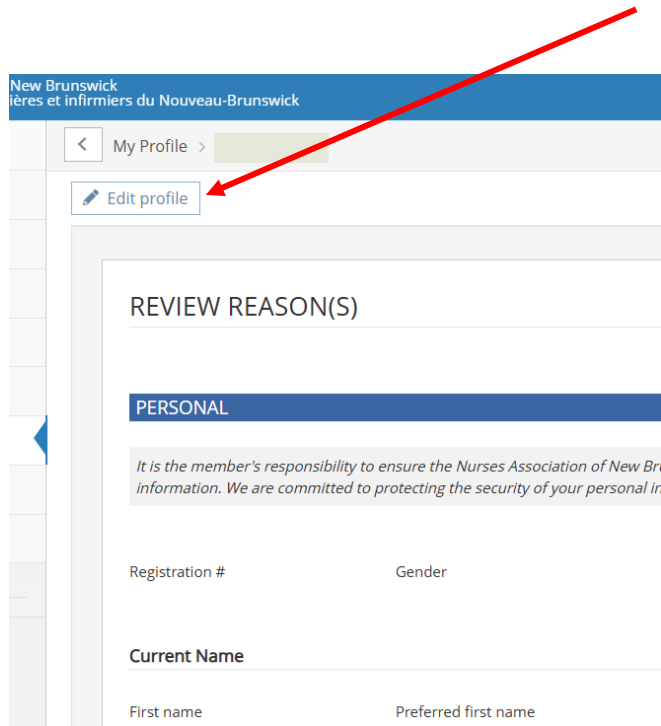


4. Enter your username (the email address you use to communicate with NANB)

5. Once you are logged in to your NANB profile, choose the “My Profile” tab on the left side of the screen.



- On the “My Profile” page, click on the “Edit profile” box at the top of the page.



New Brunswick
ières et infirmiers du Nouveau-Brunswick

< My Profile >

Edit profile

REVIEW REASON(S)

PERSONAL

It is the member's responsibility to ensure the Nurses Association of New Brunswick information. We are committed to protecting the security of your personal information.

Registration # Gender

Current Name

First name Preferred first name

- Scroll down the page until you see Update Employer Info and fill in/change all boxes of this section as required. Boxes with (*) must be completed prior to saving.

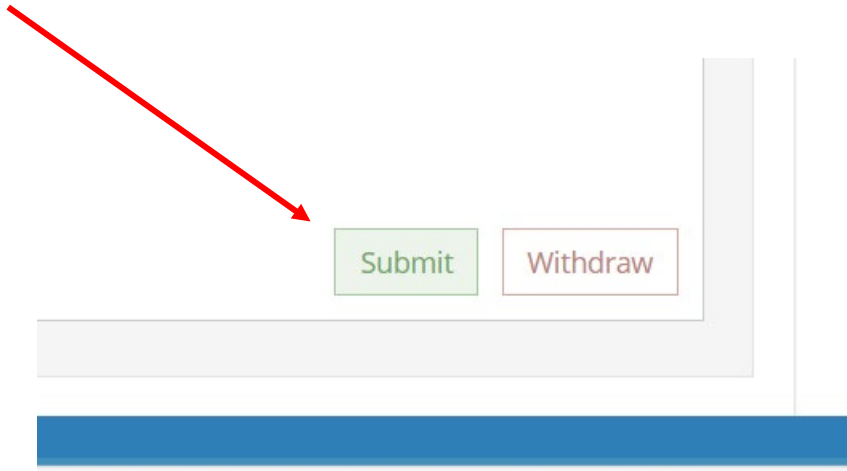
Update Employer Info

Please select the employment details that best fit your employment situation.

If you see a former employer listed, this is because your records were not accurate or maintained during previous renewals. As such, your employment records are not accurate, and you must complete the information below even if you did not work at this employer in the current registration year.

Dept/Floor 	* Position 	* Primary area of practice Administration	* Employment category Permanent employee
* Status Full time	* Employment status preference By choice	Contact phone Example: 403-555-5555	Date this employment ended yyyy-mm-dd
* Employment funding source Unknown	* Virtual care delivery Unknown	* Methods of care Unknown	

8. Once all the information has been updated, scroll to the very bottom of the page. Click the “Submit” button on the lower right portion of the page.



If you have any questions about this process, please contact nanbregistration@nanb.nb.ca

*Please note that any updates or changes that require verification will not be completed immediately.