

Registry Representative Guide

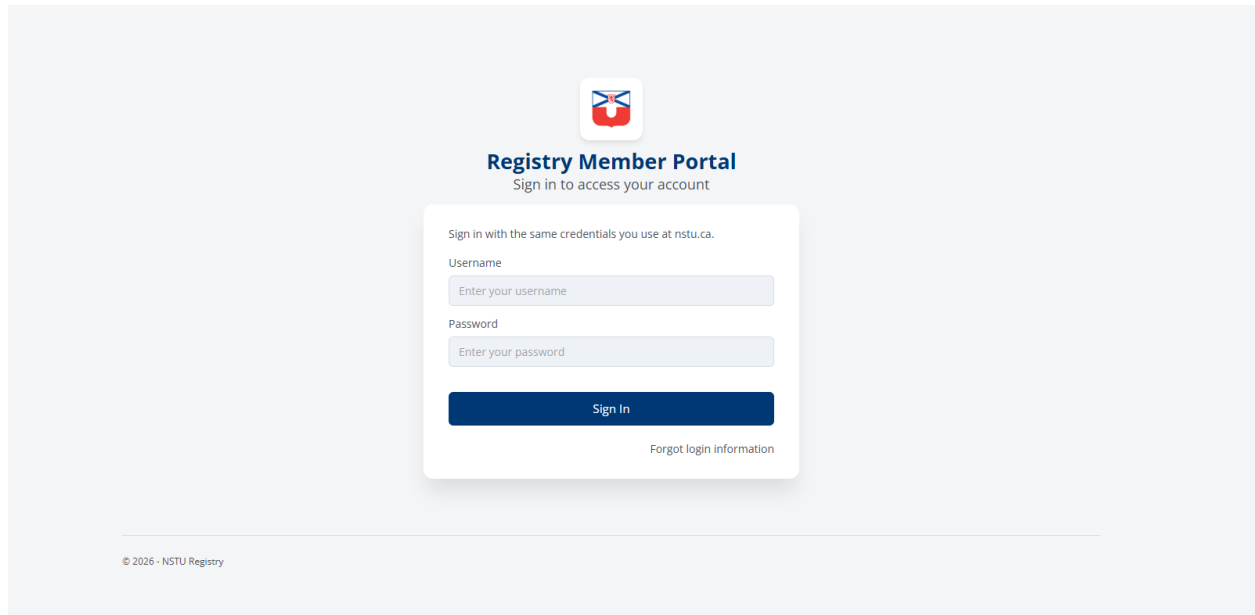
August 25 2026

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Logging into the System

The Registry is found at <https://nstucentral.ca>

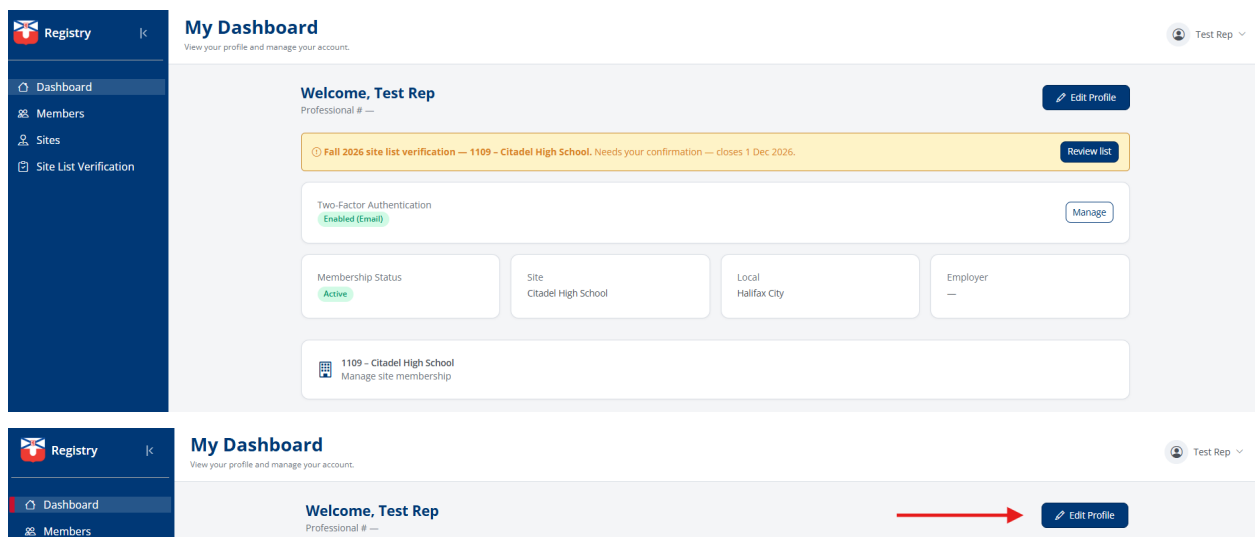


The image shows the 'Registry Member Portal' login screen. At the top center is the NSTU logo, a red shield with a white cross and a blue 'N'. Below the logo, the text 'Registry Member Portal' is displayed in bold, followed by 'Sign in to access your account'. A white login box contains the text 'Sign in with the same credentials you use at nstu.ca.' Below this are two input fields: 'Username' with the placeholder 'Enter your username' and 'Password' with the placeholder 'Enter your password'. A dark blue 'Sign In' button is positioned below the password field. To the right of the button is a link for 'Forgot login information'. At the bottom left of the page, the copyright notice '© 2026 - NSTU Registry' is visible.

You will see a login screen in which you can enter your nstu.ca credentials to log into your member account. Two-factor authentication is required. If you need password or 2FA assistance, please contact webaccounts@nstu.ca to get help.

Dashboard

Once logged in you will see the main member dashboard as shown below. On the dashboard you will be able to see your member details.



The image displays the 'My Dashboard' interface. On the left is a dark blue sidebar with the 'Registry' logo and a list of navigation items: 'Dashboard', 'Members', 'Sites', and 'Site List Verification'. The main content area is titled 'My Dashboard' with the subtitle 'View your profile and manage your account.' and a user profile 'Test Rep'. Below the title, a 'Welcome, Test Rep' message is followed by a 'Professional #' field and an 'Edit Profile' button. A yellow alert banner states: 'Fall 2026 site list verification — 1109 – Citadel High School. Needs your confirmation — closes 1 Dec 2026.' with a 'Review list' button. Below this, a 'Two-Factor Authentication' section shows 'Enabled (Email)' with a 'Manage' button. The 'Membership Status' is 'Active'. Other details include 'Site: Citadel High School', 'Local: Halifax City', and 'Employer:'. At the bottom, a card for '1109 – Citadel High School' offers to 'Manage site membership'. A red arrow points to the 'Edit Profile' button in the bottom right corner.

If you need to edit any of your member information click the “Edit Profile” button, which will bring you to the screen shown below. You can then click either cancel or save changes to continue.

Registry |<

Edit Profile
Update your personal information and contact details.

Test Rep

← Back to Dashboard

Two-Factor Authentication

STATUS Enabled (Email)	ENROLLED 2026-08-25	LAST VERIFIED 2026-08-25 13:03
---------------------------	------------------------	-----------------------------------

Change method Regenerate recovery codes

Edit Profile
Test Rep

× Cancel ✓ Save Changes

Personal Info Professional Info Site Info

Personal Information

FIRST NAME Test	MIDDLE NAME	LAST NAME Rep	COMMONLY USED NAME
GENDER ☐ Male ☐ Female	DATE OF BIRTH yyyy-mm-dd	DO YOU IDENTIFY AS A MEMBER OF AN EQUITY SEEKING GROUP? No	IF YES, PLEASE IDENTIFY THE EQUITY SEEKING GROUP
PREFERRED PRONOUN			

Email

If there are any site lists that require your confirmation for this verification period, they will be shown at the top of the main dashboard with a “Review List” button that will bring you directly to the page to review site membership. Clicking this button is the easiest route, however you can also view your site membership lists from the “Site List Verification” page shown on the side left navigation bar.

Registry |<

My Dashboard
View your profile and manage your account.

Test Rep

Welcome, Test Rep
Professional # —

Edit Profile

🔔 Fall 2026 site list verification — 1109 - Citadel High School. Needs your confirmation — closes 1 Dec 2026.

Review list

Manage

Two-Factor Authentication
Enabled (Email)

Membership Status
Active

Site
Citadel High School

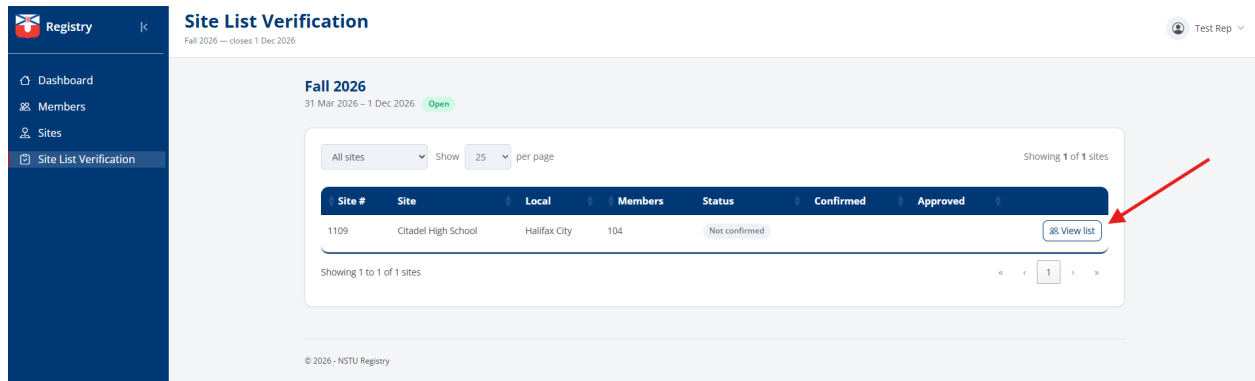
Local
Halifax City

Employer
—

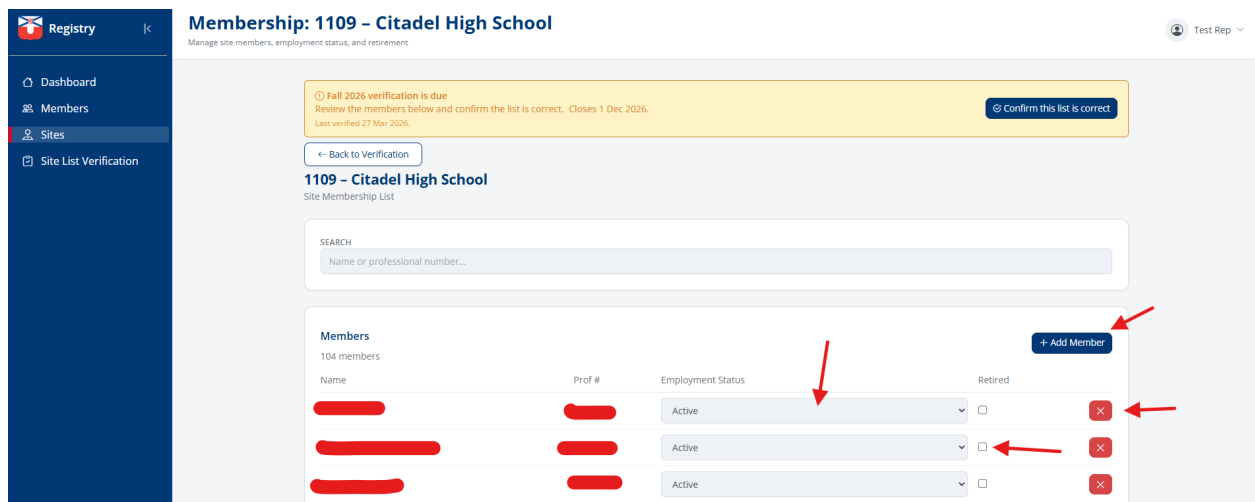
1109 - Citadel High School
Manage site membership

Site List Verification

Clicking the Site List Verification will bring you to the following page:



From here you will see the current verification period and can view any site(s) you are a representative at and their verification status. To review a site list click the “View List” button. This will bring you to the following page for the site you click:



From here, you can view all the current members at the site and search through any members on this list using the search bar at the top. Review the list and make any necessary changes. All changes will be **saved automatically** and any change that involves removal from the site will be prompted for confirmation prior to removal. Some example changes are:

- Clicking the “**Add Member**” button to search for members to add to this site: their employment status will default to “Active”.

Add Member to Site

SEARCH MEMBER

- Changing an “**Employment Status**” using the dropdown menu. To reiterate: your changes will be saved automatically and changing to a status that will remove them

from this list, will prompt you for confirmation before the removal.

Employment Status

Active

Active

Administrator

Deferred Leave

Educational Leave

New Site

Pregnancy/Parental Leave

Sick Leave

Substitute

Unknown

- Checking the **“Retired”** checkbox, which will also prompt for confirmation before removing them from the site.

Mark as Retired

Marking [redacted] as retired will remove them from this site and clear their employment status. Continue?

Cancel

Confirm

Retired

☒

- Clicking the big red **X** beside their name will also remove them from the site list.

Remove Member

Remove [redacted] from this site?

Cancel

Remove

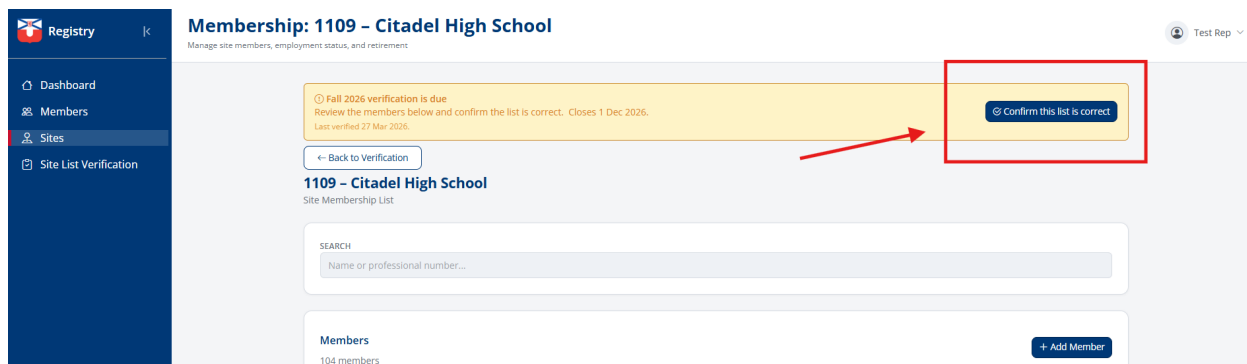
+ Add Member

Prof #	Employment Status	Retired
[redacted]	Active	☐

X

Confirmation

Once you have verified that the membership list is up to date and correct, click the **“Confirm this list is correct”** button as shown below:

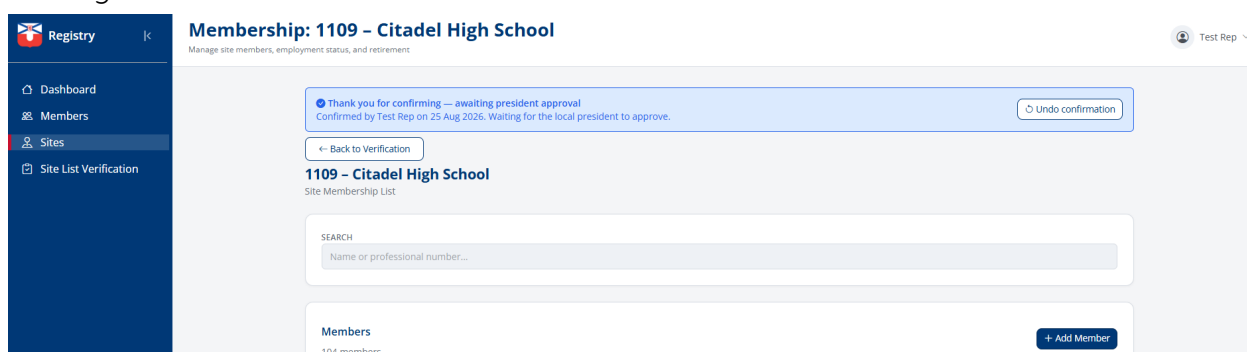


It will prompt you again for confirmation, click “Confirm list”.

Confirm site list

Confirm that you have reviewed this site's member list and it is correct?

Once you or another rep have confirmed your list you will see the following thank you message:



Your part is now complete and the list will move on to the local president for final approval. You can undo your confirmation if needed and make further changes. If the president does not approve of the list and sends the confirmation back, you will see the notification that you need to verify the site list again. If this happens, please re-check the list carefully to ensure everything is correct. Once the list has been approved by the president, you will see the following “Approved” status on the site and “Verified” message on the membership list. The list will also be locked (you will not be able to make any changes) until the next bi-annual verification period during which you will be notified that your confirmation is needed again.

Registry

Dashboard
Members
Sites
Site List Verification

Site List Verification

Fall 2026

31 Mar 2026 – 1 Dec 2026

Open

All sites

Show 25 per page

Showing 1 of 1 sites

Site #	Site	Local	Members	Status	Confirmed	Approved
1109	Citadel High School	Halifax City	104	Approved	Test Rep - 25 Aug 2026	President - 25 Aug 2026

Showing 1 to 1 of 1 sites

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Registry

Dashboard
Members
Sites
Site List Verification

Membership: 1109 – Citadel High School

Manage site members, employment status, and retirement

Verified for Fall 2026

Approved by your local president on 25 Aug 2026. This list is locked until the next verification period opens.

Back to Verification

1109 – Citadel High School

Site Membership List

SEARCH

Name or professional number...

Members

104 members

Additional Pages

As a site representative you also have access to view any site(s) where you are a representative at by clicking “Sites” from the side left navigation bar.

Registry

Dashboard
Members
Sites
Site List Verification

Site Management

Manage school sites

1 Total Sites

1 Active

0 Inactive

Search Site

Search by name, site #, or city...

Showing 1 of 1 sites

Active

Show 25 per page

Name	Members	Local	RRC	Location	Fax #	Phone #	Status
Citadel High School	104	Halifax City	Halifax	1855 Trollope Street, Halifax, NS, B3H 0A4	902-491-1700	902-491-4444	Active

Showing 1 to 1 of 1 sites

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From here you can view basic site details and can also access the site list verification page from here by clicking “manage membership”. The other area you have access to is the Members list, found by clicking “Members” on the side left navigation bar. From here you will be able to view basic details of the members *only* at the site you are a representative at.

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Registry

Dashboard

Members

Sites

Site List Verification

Member Management

Manage member profiles, certifications, and records.

Test Rej

Search Member

Search by name, professional #, or email...

Quick filters

New Members (30 Days)

Active Members

Advanced search

Showing 113 of 113 members

Export CSV

Show 10 per page

	Username	First Name	Last Name	Professional Number	Preferred Email	Site
☐						Citadel High School
☐						Citadel High School
☐						Citadel High School
☐						Citadel High School
☐						Citadel High School