

Saskatchewan Online Renewal Portal

Forgot Your Password?

Licensees have been provided credentials in order to renew their licenses online.

Licensees who have lost this email or who have forgotten their password can logon to one of the following web browsers to reset their password.

Internet Explorer 10
Google Chrome
Firefox

The website is <https://www.skcouncil.sk.ca/online/Account/Login>

Steps to reset your password

1. Click on "Forgot your password?"
2. E-Mail Address is the email the licensee provided to Council.

Licence Number Individual licence numbers are 6 digits. Lead zeros must be keyed in
Agency licence numbers are 5 digits. Lead zeros must be keyed in

Licence numbers can be found on the licence certificate or on previous renewal forms

3. Click "Submit"
4. An email will be sent to the inbox. The email may go to a "junk folder" based on the licensee's security settings.
5. The body of the email will appear similar to this.

"Licensees Name: Doe, John

The above licensee has been granted authorization to the online annual reporting process, continuing education reporting feature, receipts and previous online annual reporting forms. The login information for the above licensee is:

User name: JohnDoe0001

Password: http://www.skcouncil.sk.ca/online/Account/ResetRequest?Token=c7FZTVzpuAKet49wQV0ajV%2b4DgoSW5OTU%2b0dAD6fQP0%3UsAECcHa6cE1iLt%2f1yl6lpw9DpRZU&AccountEmail=doe_john@abc.ca

Please keep your login credentials secure. These credentials are valid only till 30 days from the date of receipt. If you believe your account has been breached, please contact Council immediately.

The login is located at www.skcouncil.sk.ca/online

WEB BROWSER MUST BE INTERNET EXPLORER 10 OR GOOGLE CHROME OR FIREFOX.”

6. The “Password” is a link which opens a new screen where the licensee can change their password.

a) If the link is underlined, double click anywhere on the underlined portion. A new window will open that indicates “Change Password”.

http://www.skcouncil.sk.ca/online/Account/ResetRequest?Token=c7FZTVzpuAKet49wQV0ajV%2b4DgoSW5OTU%2b0dAD6fQP0%3UsAECcHa6cE1iLt%2f1yl6lpw9DpRZU&AccountEmail=doe_john@abc.ca

b) If the link is not underlined, copy the three lines of code. Go to one of the approved web browsers (IE10, Google Chrome, Firefox) and paste this code in the web address. Hit enter. A new window will open that indicates “Change Password”.

http://www.skcouncil.sk.ca/online/Account/ResetRequest?Token=c7FZTVzpuAKet49wQV0ajV%2b4DgoSW5OTU%2b0dAD6fQP0%3UsAECcHa6cE1iLt%2f1yl6lpw9DpRZU&AccountEmail=doe_john@abc.ca

7. E-Mail Address type in email address

New Password type in new password

Confirm Password type in the new password again

Click reset

A message should appear indicating new password has been accepted.

Click “Back to Login”

8. Please Login

Username: This is computer generated and is identified in the email you received to reset your password. It is not your email address.

Password: The password you just confirmed

Click “Login”

9. Once signed in the system will advise if your licence is ready to be renewed.

10. Notice is sent to all licensees, by email or mail, when the licence is ready to be renewed