

PHARMACY PORTAL USER GUIDE

Adding/Updating Staff Listing

October 22, 2025

1. Log into the [CPNL Pharmacy Portal](#).

Note: Only the current Pharmacist-in-Charge (PIC) has access to the pharmacy profile through the Pharmacy Portal. Login credentials are the same as those of the current PIC's Registrant Portal login credentials.

EN

Pharmacy Licensing

jreddy@cpnl.ca

Sign In

Or

[Forgot your password? Reset Password](#)

[Don't have account yet? Register for an Account](#)

Powered by [Thentia Cloud](#)

2. Once you have logged into your pharmacy profile, click on *Staff Listing* on the side menu.

Messages | Julie Reddy

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

Pharmacy Information

Hours of Operation

Licence Application & Renewal

Additional Pharmacy Services

Pharmacy Authorization

Certificates

Contacts

Owners/Shareholders

Staff Listing

Applications

Pharmacy Authorization Application

Pharmacy Name Change Application

Application to Change Pharmacist in Charge

Pharmacy Renovation Application

Pharmacy Relocation Application

Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Select Pharmacy

Any pharmacy for which you are the designated Pharmacist-in-Charge is listed below.

Search Pharmacy

Filter Pharmacy Name

Submit New Pharmacy Profile

Select a pharmacy profile to view or update that pharmacy's information or submit a pharmacy application.

Pharmacy Name	Business Type	Address	Is Parent Company?	Parent Company
Reddy Pharmacy	N/A	1 Main Street, Grand River, Newfoundland and Labrador, A1A 1A1	No	N/A

3. To edit a staff member, click the *Edit* button next to the appropriate record. To add a new staff member, click the + *Add New Records* link.

Note: If a staff member no longer works with the pharmacy, add an *Employment End Date* to the record.

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Change in Pharmacy Ownership Application

Temporary Closure Application

Finance

Staff Listing

Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees.

Registration	First Name	Last Name	Position	Start Date	End Date	
Julie Reddy - Pharmacist			Staff Pharmacist	10/01/2024		Edit Delete

+ Add New Records

4. Indicate if the staff member is registered with CPNL by selecting *Yes* or *No* for the *Is the employee a CPNL registrant?* field.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

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Temporary Closure Application

Finance

Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee a CPNL registrant? *

Registration

First Name

Last Name

Position *

Employment Information

Employment Start Date *

Employment End Date

< Previous

Save & Continue >

- a. If Yes is selected, type the registrant's name into the *Registration* search field and select the appropriate registrant.

The screenshot shows the 'Staff Listing - Edit' form. The 'Employee Information' section has 'Is this employee a CPNL registrant?' set to 'Yes'. The 'Registration' field is highlighted with a red box, and a dropdown menu is open showing a list of registrants. The first name 'Julie' and last name 'Reddy' are also highlighted with a red box.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

- Pharmacy Information
- Hours of Operation
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- Temporary Closure Application

Finance

Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee a CPNL registrant? ☒ Yes ☐ No

Registration * Julie Reddy

First Name Julie Fudge - Pharmacist - 11-1216

Last Name Julie Reddy - Pharmacist - 99-9999

Position * Julie Reddy - Pharmacist - 9999

Julie Reddy - Pharmacy Student - S-9999

Julie Reddy - Pharmacy Technician

Employment Information

Employment Start Date * MM/DD/YYYY

Employment End Date MM/DD/YYYY

< Previous Save & Continue >

- b. If No is selected, indicate the staff member's *First Name* and *Last Name* in the appropriate fields.

The screenshot shows the 'Staff Listing - Edit' form. The 'Employee Information' section has 'Is this employee a CPNL registrant?' set to 'No'. The 'Registration' field is empty. The 'First Name' and 'Last Name' fields are highlighted with a red box and contain the text 'Julie' and 'Reddy' respectively.

Reddy Pharmacy
1 Main Street, Grand River, Newfound...

Business Inbox

Pharmacist-in-Charge Profile

Business Information

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Finance

Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee a CPNL registrant? ☐ Yes ☒ No

Registration Start typing to search...

First Name * Julie

Last Name * Reddy

Position *

Employment Information

Employment Start Date * MM/DD/YYYY

Employment End Date MM/DD/YYYY

< Previous Save & Continue >

5. Type the job title into the *Position* field.

The screenshot shows the 'Staff Listing - Edit' form in the College of Pharmacy of NL portal. The left sidebar contains navigation links for 'Reddy Pharmacy', 'Business Information', 'Contacts', 'Staff Listing', 'Applications', and 'Finance'. The main form area has a 'Note' stating that all information with a red asterisk (*) is required. The 'Employee Information' section includes a radio button for 'Is this employee a CPNL registrant?' (set to 'Yes'), a dropdown for 'Registration' (selected as 'Julie Reddy - Pharmacist - 99-9999'), and text input fields for 'First Name' and 'Last Name'. The 'Position' field, marked with a red asterisk, is highlighted with a red box and contains the text 'Staff Pharmacist'. The 'Employment Information' section has date pickers for 'Employment Start Date' and 'Employment End Date'. At the bottom are '< Previous' and 'Save & Continue >' buttons.

6. Click the calendar icon in the Employment Start Date field and select the date the staff member began working with the pharmacy.

This screenshot shows the same 'Staff Listing - Edit' form, but with the 'Employment Start Date' field selected. A calendar picker is open, displaying the month of October 2024. The date '1' (October 1st) is highlighted with a red box. The 'Employment Start Date' field in the form is also highlighted with a red box and now displays '10/01/2024'. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The rest of the form remains the same as in the previous screenshot.

7. If updating the record of a staff member who has now ended their employment with the pharmacy, click the calendar icon in the *Employment End Date* field and select the date the staff member stopped working with the pharmacy.

The screenshot shows the 'Staff Listing - Edit' form for Julie Reddy. The 'Employment End Date' field is highlighted with a red box, and a calendar icon is visible next to it. The calendar shows the date 10/01/2025 selected. The 'Employment Start Date' field is also highlighted with a red box, showing 10/01/2024. The 'Position' field is set to 'Staff Pharmacist'. The 'Registration' field is set to 'Julie Reddy - Pharmacist - 99-9999'. The 'Is this employee a CPNL registrant?' field is set to 'Yes'.

Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee a CPNL registrant? ☒ Yes ☐ No

Registration * Julie Reddy - Pharmacist - 99-9999

First Name

Last Name

Position * Staff Pharmacist

Employment Information

Employment Start Date * 10/01/2024

Employment End Date 10/01/2025

< Previous Save & Continue >

8. Click the *Save & Continue* button to save the records and return to the Staff Listing page.

The screenshot shows the 'Staff Listing - Edit' form for Julie Reddy. The 'Save & Continue' button is highlighted with a red box. The 'Employment End Date' field is set to 10/01/2025. The 'Employment Start Date' field is set to 10/01/2024. The 'Position' field is set to 'Staff Pharmacist'. The 'Registration' field is set to 'Julie Reddy - Pharmacist - 99-9999'. The 'Is this employee a CPNL registrant?' field is set to 'Yes'.

Staff Listing - Edit

Note: All information with a red asterisk (*) is required.

Employee Information

Is this employee a CPNL registrant? ☒ Yes ☐ No

Registration * Julie Reddy - Pharmacist - 99-9999

First Name

Last Name

Position * Staff Pharmacist

Employment Information

Employment Start Date * 10/01/2024

Employment End Date 10/01/2025

< Previous Save & Continue >

9. The new staff member's record will now appear in the Staff Listing table.

The screenshot shows the Pharmacy Portal interface for Reddy Pharmacy. The left sidebar contains navigation links: Reddy Pharmacy (1 Main Street, Grand River, Newfound...), Business Inbox, Pharmacist-in-Charge Profile, Business Information (Pharmacy Information, Hours of Operation, Licence Application & Renewal, Additional Pharmacy Services, Pharmacy Authorization, Certificates), Contacts (Owners/Shareholders), Staff Listing (selected), Applications (Pharmacy Authorization Application, Pharmacy Name Change Application, Application to Change Pharmacist in Charge, Pharmacy Renovation Application, Pharmacy Relocation Application, Change in Pharmacy Ownership Application, Temporary Closure Application), and Finance.

The main content area is titled "Staff Listing" and includes a note: "Please ensure all dispensary staff are listed, including registered, non-registered, full-time, and part-time employees." Below this is a table with the following data:

Registration	First Name	Last Name	Position	Start Date	End Date		
Julie Reddy - Pharmacist			Staff Pharmacist	10/01/2024	10/01/2025	Edit	Delete
Julie Reddy - Pharmacy Student			Student Pharmacist	10/01/2024		Edit	Delete

Below the table is a button labeled "+ Add New Records".