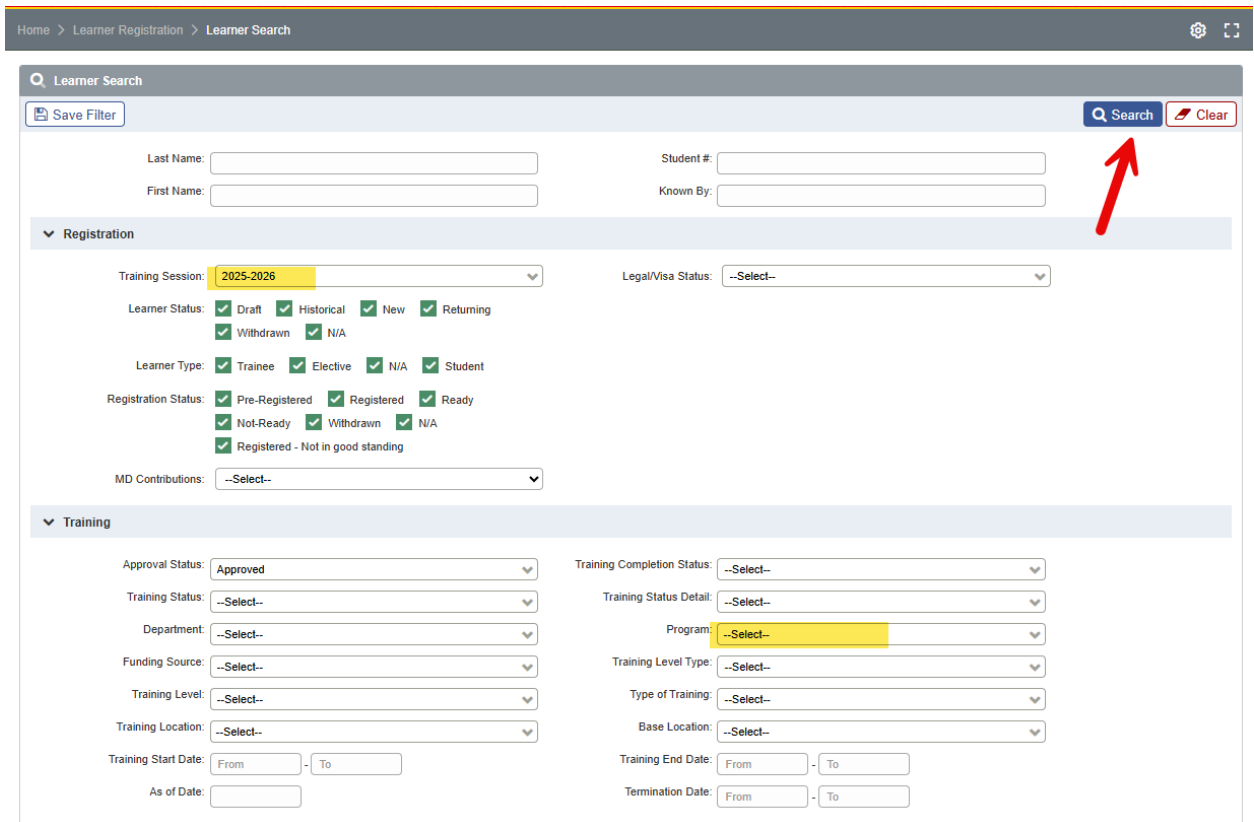# Register a New Learner into a Learning Path

TARGET AUDIENCE: ADMINISTRATORS

Once the new residents have been added into the system, a training line will be automatically created but the Learning Path and the Stage will have to be manually assigned by the administrator. Always make sure you are assigning the current curriculum version (Learning Path) if you see more than one for your program.

1. From the MedSIS home page, click **Learner Registration**.

2. Select the new Academic Year under **Registration** > **Training Session**, filter by program, if you have access to more than one. Click **Search.**

3. You will see the list of all learners for the new academic year listed as "Returning trainee" or "New trainee". Use the icon beside Learner Status to sort alphabetically so you can view all your new learners at once.

4. Select all learners and click **View Profile**.

5. From the menu on the left, select **Learning Path**.
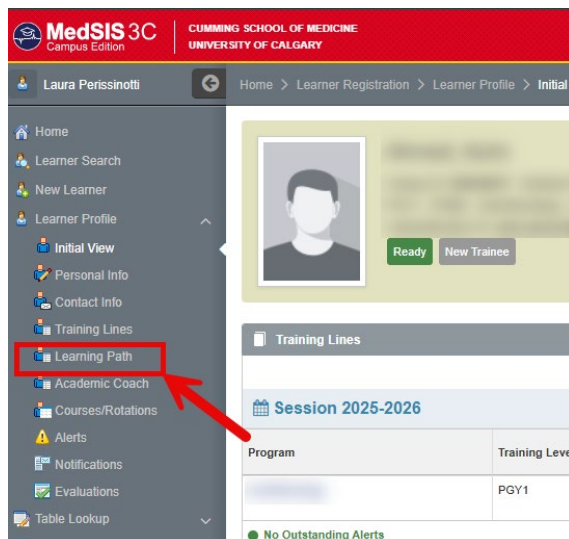
6. Click **Add Learning Path**.
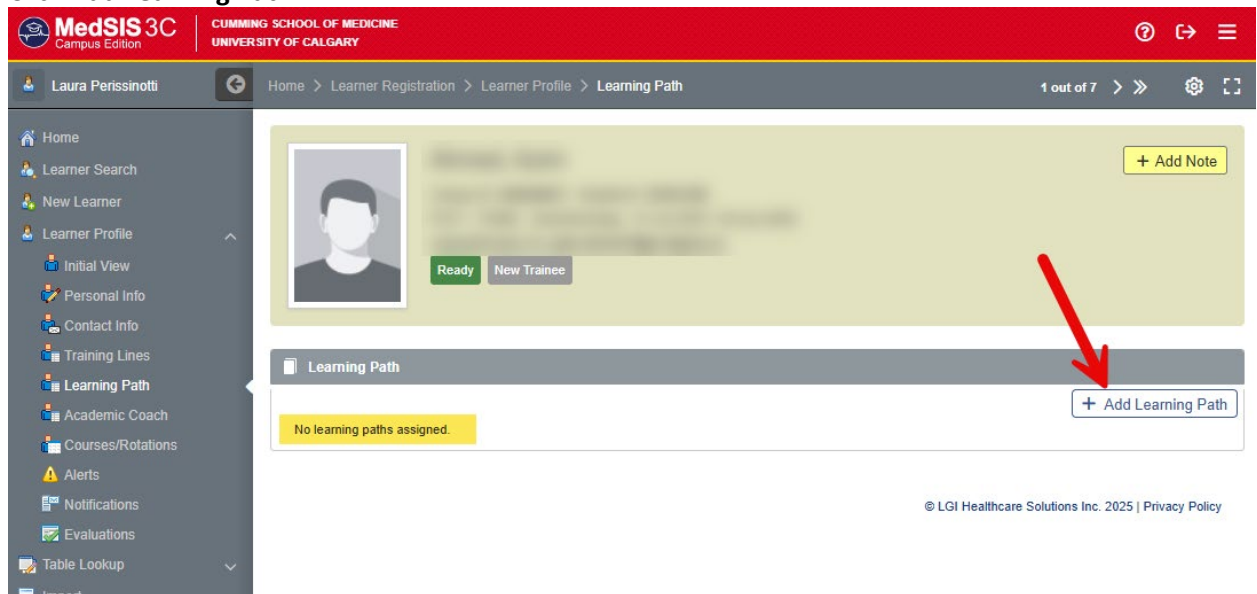
7. Fill out the information required for the learning path:
   a. Select the appropriate **Learning Path** for your program.
   b. Select the learner's **start date** of their program.
   c. <u>Leave the end date blank.</u>
   d. Select the learner's **Current Stage** and the **Start Date** of the Current Stage.
   e. Toggle **Official** to **Yes** if they are an official CBD resident, **No** if they are not following the CBD curriculum
   f. Choose the Status **Progressing as Expected**.
   g. Click **Save**.

8. The learner is now registered into the Learning Path. Your learner will now be able to trigger EPAs and see their EPA dashboard.

9. Go to your next learner by clicking the **'next' icon** on the top right. Repeat steps **5 to 7** and go to the next one until you have assigned the learning path to all your new learners.