

Register a New Learner into a Learning Path

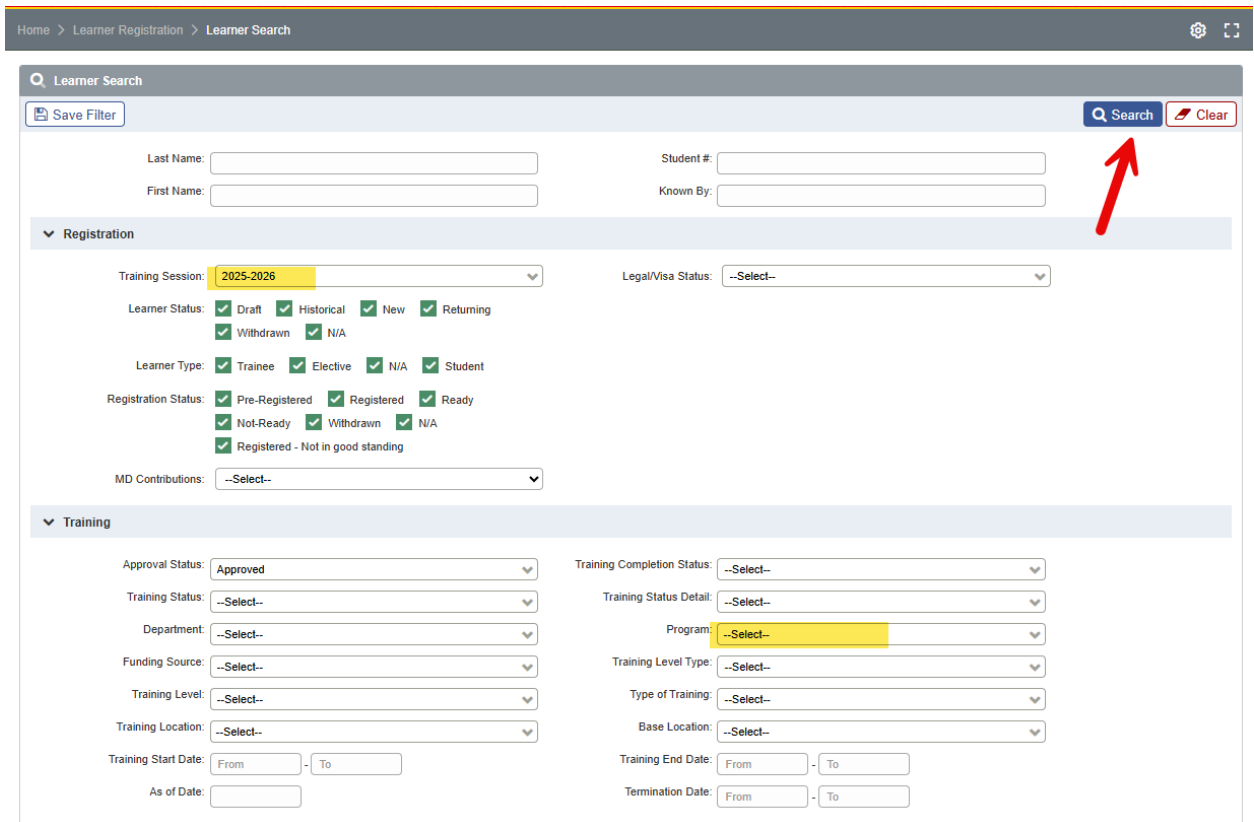
TARGET AUDIENCE: ADMINISTRATORS

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**.



Home > Learner Registration > Learner Search

Learner Search

Save Filter Search Clear

Last Name: Student #: First Name: Known By:

Registration

Training Session: 2025-2026 Legal/Visa Status: --Select--

Learner Status: ☒ Draft ☒ Historical ☒ New ☒ Returning ☒ Withdrawn ☒ N/A

Learner Type: ☒ Trainee ☒ Elective ☒ N/A ☒ Student

Registration Status: ☒ Pre-Registered ☒ Registered ☒ Ready ☒ Not-Ready ☒ Withdrawn ☒ N/A ☒ Registered - Not in good standing

MD Contributions: --Select--

Training

Approval Status: Approved Training Completion Status: --Select--

Training Status: --Select-- Training Status Detail: --Select--

Department: --Select-- Program: --Select--

Funding Source: --Select-- Training Level Type: --Select--

Training Level: --Select-- Type of Training: --Select--

Training Location: --Select-- Base Location: --Select--

Training Start Date: From To Training End Date: From To

As of Date: Termination Date: From To

- 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.

Home > Learner Registration > Learner Search

Registration Info: Training Session: 2025-2026 Approval Status: Approved Program: Anesthesiology

Learner Search Result

Search:

<input type="checkbox"/>	Name	Student #	Learner Status	Default Email	Registration Status	Current
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			New Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			New Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			New Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			New Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	

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

Home > Learner Registration > Learner Search

Registration Info: Training Session: 2025-2026 Approval Status: Approved Program: Anesthesiology

Learner Search Result

Search:

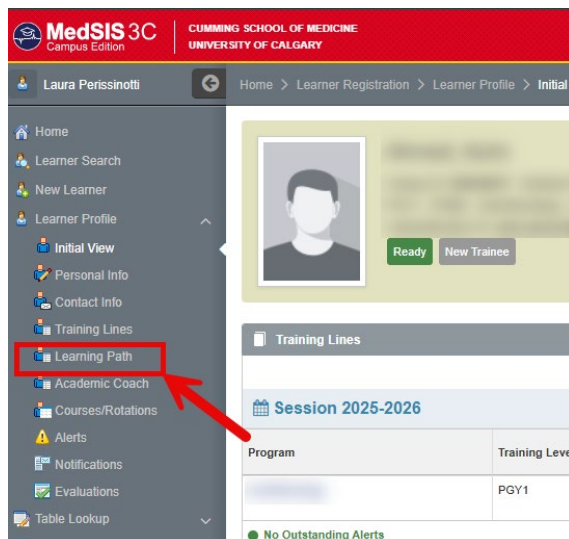
<input type="checkbox"/>	Name	Student #	Learner Status	Default Email	Registration Status	Current
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input checked="" type="checkbox"/>			New Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	
<input type="checkbox"/>			Returning Trainee		Ready	

Selected: 7

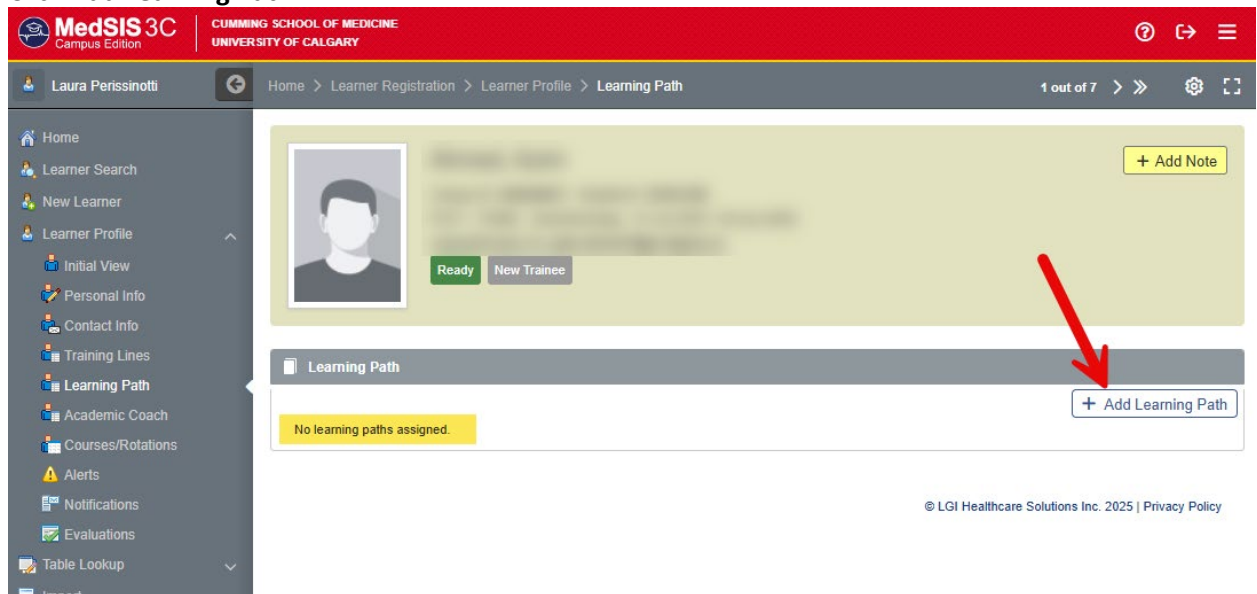
Print Documents Export Send Email Run Task View Profile

Team	Last Training Level	Last Training Start Date	Last Training End Date
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY1	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY2	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY3	01-Jul-2025	30-Jun-2026
Anesthesiology	PGY3	01-Jul-2025	30-Jun-2026

- 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. Leave the end date blank.
 - 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**.

Home > Learner Registration > Learner Profile > Learning Path 1 out of 7 >> ⚙️ 🗨️



+ Add Note

Ready New Trainee

Add Learning Path

Learning Path*: --Select--

Start Date*:

End Date:

Current Stage*: --Select--

Start of Current Stage*:

Official: YES ☒

Overall Status*: --Select--


Save Cancel

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

SCHOOL OF MEDICINE
CITY OF CALGARY

Home > Learner Registration > Learner Profile > Learning Path ⚙️ 🗨️



+ Add Note

Ready New Trainee

Learning Path

+ Add Learning Path

Diagnostic and Molecular Pathology - Diagnostic and Molecular Pathology 2023 (01-Jul-2025) Official

Progressing as expected

Stage	Start Date	Progress
Stage 1 - Transition to Discipline // CURRENT	01-Jul-2025	0%
Stage 2 - Foundations of Discipline		0%
Stage 3 - Core of Discipline		0%
Stage 4 - Transition to Practice		0%



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.

