

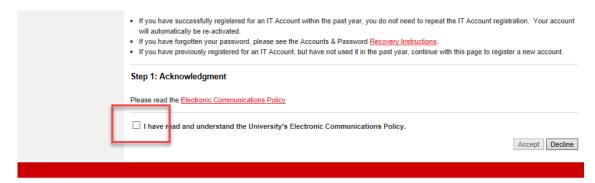
CUMMING SCHOOL OF MEDICINE Postgraduate Medical Education

PROCEDURES FOR NEW TRAINEE EMAIL REGISTRATION

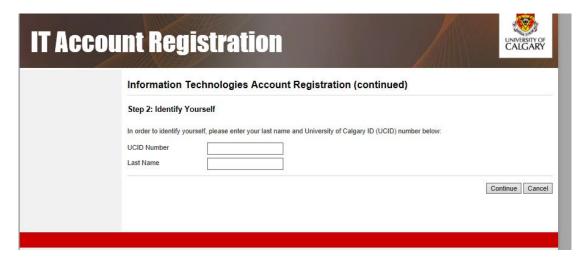
Before you can begin, you must have completed the online registration AND received notification from the PGME office confirming that your registration has been processed and instructing you to set up your UCalgary email. Please wait 24 hours after receiving the notification before you attempt to register for your UCalgary email.

To register for a University of Calgary email, you will need to follow the steps outlined on the IT Account Registration website: https://itregport.ucalgary.ca/

1. Read and acknowledge that you understand the electronic communications policy and then click Accept



2. Fill in your UCID number and your last name, then click on continue. Your UCID number can be found in the email setup notification which is sent after we process your registration. If you have not received this within 3 weeks of completing your registration, please contact the PGME office at pgme@ucalgary.ca



3. You will then be asked to retrieve an activation code that will be sent to the email you indicated during your registration process. Once you have confirmed this code, follow the steps indicated to complete your IT account registration.

Should you encounter any issues with your registration process, please contact the PGME office at pgmeregistration@ucalgary.ca