



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

- If you have successfully registered for an IT Account within the past year, you do not need to repeat the IT Account registration. Your account will automatically be re-activated.
- If you have forgotten your password, please see the Accounts & Password [Recovery Instructions](#).
- If you have previously registered for an IT Account, but have not used it in the past year, continue with this page to register a new account.

Step 1: Acknowledgment

Please read the [Electronic Communications Policy](#)

I have read and understand the University's Electronic Communications Policy.

Accept Decline

2. Fill in your UCID number and your last name, then click on continue. Your UCID number can be found in the email set-up 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

IT Account Registration

UNIVERSITY OF CALGARY

Information Technologies Account Registration (continued)

Step 2: Identify Yourself

In order to identify yourself, please enter your last name and University of Calgary ID (UCID) number below:

UCID Number

Last Name

Continue Cancel

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