PROCEDURES FOR ONLINE WEB REGISTRATION – NEW TRAINEE

Getting Started

There are 2 main steps involved in the PGME registration process:

1) eID verification. You must have a University of Calgary eID in order to register. You may need to create a new eID.

2) Completing the PGME registration. This is done using the link in the Invitation to register email and logging into the Central Authentication Service (CAS) using your eID and password.

Please logout of all Ucalgary.ca sites you may have open (including email) before you begin the PGME registration process. This will help to avoid potential system errors. If the invitation email has been sent to a UCalgary email, copy the link, log out of your email, and then paste the link into your web browser.

Troubleshooting information can be found on the last page of this document.

STEP 1: eID

You must have an eID to access the PGME online registration system.

What is an eID?
Your eID is a personalized unique ID, which gives you access to the University of Calgary PGME online registration form via Central Authentication Services (the online registration form is also referred to as the 'Student Admission for PGME').

> Note: Other University ID's will not work for PGME online registration (e.g. UCAN ID or UofC IT Account Username), only your University of Calgary eID will give you access to register.

> If you are already a member of the UCalgary community, we highly recommend verifying your eID in the system before logging in to register. This will help reduce the risk of system errors, as the registration will only appear when using an eID.

Do you have an eID?

Do you have an eID?	Go To	Step by Step Instructions
No	https://acctman.ucalgary.ca/register/ or Invitation email: 'create an eID' link	See 1A) Create an eID
I'm not sure (or I forget what it is)	https://password.ucalgary.ca and select '**manage my account**'	See 1B) Find your eID
Yes	Invitation email: 'Register for PGME' link (this link is unique to you)	See Step 2: PGME Registration

1A) Create an eID

Create an eID using the following link (the link is also in your invitation email):

https://acctman.ucalgary.ca/register/

The link will take you to a screen similar to the one below. Complete the information on the screen (including password) to create an eID:

Note: Always click here in the screen below: ☑ I don't have a UCID and wish to register a guest account

If you have a UCID, it can be added on the PGME Registration form in 'Personal Information'.

When you have successfully created your eID, the following screen will be presented confirming your eID:

Once you have your eID, go back to your invitation email and click on the 'PGME Registration' Link. For step by step instructions, go to Step 2: PGME Registration.

1B) Find your eID

If you believe that you already have an existing eID, go to https://password.ucalgary.ca and click on the 'manage my account' option. Sign in to the Central Authentication Service using your IT Username.

Once you are successfully signed in, a screen similar to the one below will appear. Use this to verify your eID. Depending on when your account was created, your eID and IT Username could be the same.
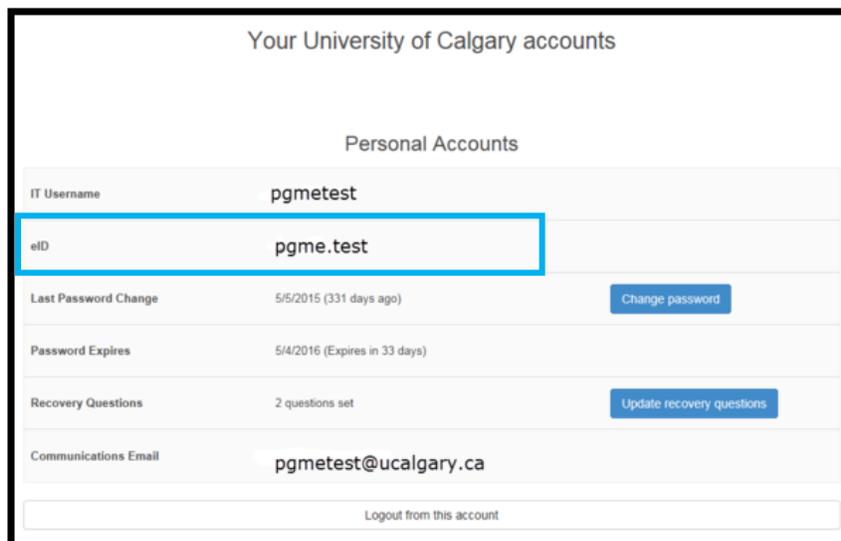
STEP 2: PGME REGISTRATION

Please logout of all Ucalgary.ca sites you may have open, including UCalgary email, before you begin the PGME registration process to avoid potential system errors.

Click the 'Register for PGME' link found in your invitation email. This link will take you to the Central Authentication login page shown below. If your invitation email was sent to a UCalgary.ca email, please copy the link into your internet browser and log out of your email before proceeding.

2A) Enter your eID (where it says Username) and eID password.

Successfully entering your eID / Password will take you to the 'Student Admission for PGME' online form where you can complete the annual registration for your postgraduate medical education training.

2B) To complete your registration, please click the *Edit* link as shown on the following screenshot - do not click the 'Create a New Application' button:

Fill in all requested information on each page (as seen below) of the form and submit to complete your registration.

2C) Acknowledgement

2D) Personal Information

Student Admissions *for* PGME
User Acceptance Environment

UNIVERSITY OF CALGARY

START APPLICATION   LOGOUT

☑ Read This First
Personal Information
Address
Contact Information
Citizenship
Program Information
Postgraduate Training
Review and Submit

Print Summary

Personal Information

Please enter your full legal name as it appears on your birth certificate or passport, including the proper capitalization. Future correspondence from the office of Postgraduate Medical Education will use your legal name.

Trainee's Name
* Surname
* First Name
Middle Name
Preferred First Name
Former Surname(s)

Biographical Information
* Gender   ○ Female ○ Male
* Date of Birth (yyyy-mm-dd)
* Country of Birth

Additional Information
* Have you previously applied to the University of Calgary?   ○ Yes ○ No
What year did you apply?
* Have you previously attended the University of Calgary?   ○ Yes ○ No
What is your University of Calgary Student ID Number (if known)

Go Back   Save & Continue

2E) Address Information

2F) Contact Information

2G) Citizenship Information

2H) Program Information

2I) Once you have completed all the necessary information, you will be asked to review and submit your application. Once this is done, you will be taken to a payment screen. **Please note that payment of the PGME administration fee is required for your registration to be complete (unless you are a sponsored trainee).**

2J) Once you have submitted your payment, you will be directed to a finalization page, with next steps for your registration process. You will also receive and email indicating that your payment has been processed with the University of Calgary

If you have any questions or concerns about your registration, please contact pgmeregistration@ucalgary.ca.

Trouble Shooting

A. **If you are redirected to a different website:** If you are taken to the following screen after entering your eID / Password combination, you have *not used the correct link* from your invitation email, or you are not using an eID.   Please close this tab on your browser and *click the link* in your Invitation Email to 'Register for PGME'. This will take you to the correct Central Authentication Service screen where you can re-enter you eID / Password combination.

B. **If there is no registration to complete:** If you have managed to log into the Central Authentication Services screen but there is no application is listed for you to edit (as shown in 2B), you may have tried to previously log in with credentials that were not an eID, and the registration form has been locked. Send a screenshot along with an alternative email address to pgmeregistration@ucalgary.ca. A fresh link will be sent to you to use.

C. **If you are not able to pay/submit:** If you receive an error message when you attempt to pay the administration fee or submit your registration, please try the following:
    - Check to make sure you have correctly entered your credit card information.
    - Attempt to make the payment on another card.
    - Save and exit. Clear your browser cache and try again.
    - Save and exit. Try to complete the payment and submission the following date.

    If none of the above resolve the issue, take a screenshot of the error message and email pmeregistration@ucalgary.ca