

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'.

Account Registration

eID Registration

Enter your profile information

note:
Your eID must end with .lastname:

- For example, if your name is John Smith your eID must end with .smith which means it can be j.smith or js.smith, etc.
- If your last name is longer than 5 characters you must use at least the first 5 characters.
- Your eID cannot have any special characters or spaces.

* eID

I don't have a UCID and wish to register a guest account

* First Name

* Last Name

* Date of Birth (yyyymmdd)

Email address

What is an eID?
Your eID will be your personalized unique ID for electronic access here at the UofC

What should I choose as my eID?
The eID we recommend is first.last (e.g. Joe.Smith). However you can choose anything as long as you follow the [eID rules](#)

My eID was already taken...
[more](#)

What is my UCID?
Your UCID is the number on the front of your UofC ID card. Please enter only the digits.
[more](#)

Add another UCID?
Some users may have more than one UCID. You can add as many as you own by clicking Add another UCID.

What is my display name?
The myUofC portal will address you by this name. We suggest you use simply your first name [more](#)



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

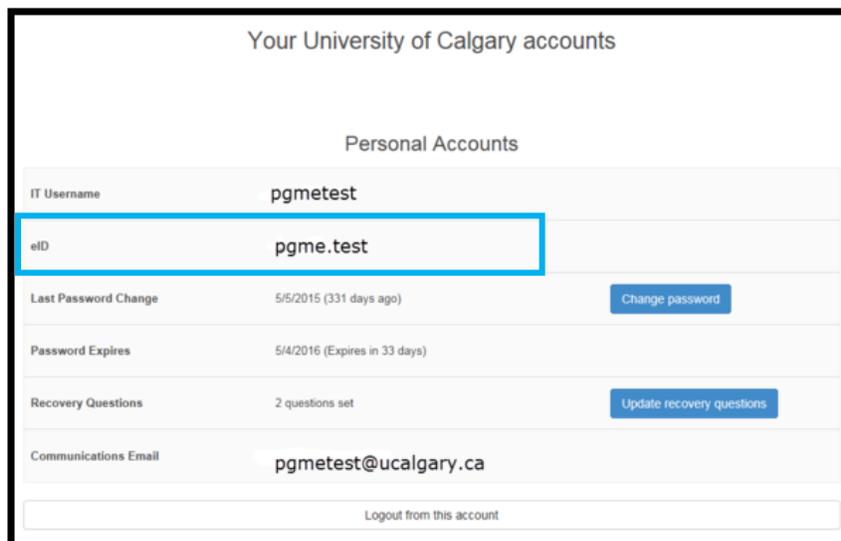


Once you have your eID, go back to your invitation email and click on the 'PGME Registration' Link. For step by step instructions, go to Step 2: PGME Registration.

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:

Application	Status	
Application for Fall 2016 (by invitation)	Incomplete	Edit



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

2C) Acknowledgement

Student Admissions for PGME

User Acceptance Environment

START APPLICATION
LOGOUT

Read This First

Personal Information

Address

Contact Information

Citizenship

Program Information

Postgraduate Training

Review and Submit

Print Summary

Read This First

Students who enter a service request with IT from one of the US embargoed countries will receive a message that appears to restrict access to support. This is not a University of Calgary restriction but a result of the service provider being located in the USA. To by-pass the service provider and obtain technical support, please email the details of your issue to it@ucalgary.ca

Please note that the online registration will be down for maintenance between 11:00 p.m on Thursday May 11 and 8:00 a.m. Friday May 12. Make sure to save or submit your application prior to the outage.

RESIDENTS

A non-refundable administration fee of \$250.00 in the form of Visa, MasterCard or American Express must be paid in order to complete your registration. Failure to submit your administration fee and registration may have an impact on your start date.

Residents who are sponsored with an international educational agreement, the administration fee has been paid by your sponsoring agency. You will not be required to submit a payment to complete your registration.

FELLOWS

A non-refundable administration fee of \$500.00 in the form of Visa, MasterCard or American Express must be paid in order to complete your registration. Failure to submit your administration fee and registration may have an impact on your start date.

Fellows who are sponsored with an Educational Contractual Agreement, the administration fee has been paid by your sponsoring agency. You will not be required to submit a payment to complete your registration.

ELECTIVES

A non-refundable administration fee of \$75.00 for Domestic trainees or \$150.00 for International trainees in the form of Visa, MasterCard or American Express must be paid in order to complete your registration. Failure to submit your administration fee and registration may have an impact on your start date.

Please note:

For security reasons, you will be automatically logged out of the registration process if you take more than 20 minutes on any one page. If you are working on your registration, you must move to the next page of the registration in order for your partial registration to be saved. Do this often if you are spending a significant amount of time on any one page of the registration. If you are automatically logged out, you may continue your registration by returning to the invitation link in your email and logging in with your eID.

I have read and agree to the information on this page.

This information is collected under the authority of the Freedom of Information and Privacy act (FOIP), the income tax Act (Canada) and the Government Organization Act (Alberta). It will form part of the student/resident record, and is required to register you in your training program, record your progress in the academic and administrative units, including Alberta Health Services (AHS), Professional Association of Resident Physicians of Alberta (PARA), Canadian Post MD Education Registry (CAPER), Cumming School of Medicine Alumni Association, and the Royal College of Physicians and Surgeons of Canada (RCPS(C)) or College of Family Physicians of Canada (CFPC). Specific data elements will be disclosed to the federal and provincial governments to meet reporting elements. All data is confidential and will be used and disclosed in accordance with privacy legislation. Only aggregate data without personal identifiers are considered public information. If you have any questions about the collection or use of this information, contact the Office of Postgraduate Medical Education at pgmeregistration@ucalgary.ca.

Save & Continue



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) ?



2E) Address 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

Address

Current Mailing Address

* Country ?
* Address ?

* City/Province/State ?
Postal/Zip Code ?

Permanent Address

Same as above ?
* Country ?
* Address ?

* City/Province/State ?
Postal/Zip Code ?

Go Back Save & Continue

2F) Contact 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

Contact Information

Email Address

*Email Address ?
*Confirm Email Address ?

Phones

	Country Code/Prefix	Area Code	Phone Number	Extension
Primary Phone	<input type="text" value="-select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ?
Alternate Phone	<input type="text" value="-select-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ?

Go Back Save & Continue



2G) Citizenship 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

Citizenship

Please note: International trainees attending electives for less than 4 months may use a visitor visa and should select 'Other' as your immigration status and specify that you are here on an elective.

Follows, if you require, but have not yet obtained your work permit, please select 'Other' as your immigration status and specify you have yet to receive your work permit ('No Permit yet').

Country of Citizenship
*Citizenship

Immigration Status in Canada
* Immigration Status

- Permanent Resident
- Study Permit
- Work Permit
- Refugee
- Other

Go Back Save & Continue

2H) Program 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

Program Information

Program of Choice

Program	Term
Anaesthesia,	Winter 2019

Program Information

University where you completed your medical degree.

Year you completed your medical degree.

MINC Number (format AAAA-9999-9999)

Have you passed the MCCQE - Part I? Yes No

Have you passed the MCCQE - Part II? Yes No

Are you awaiting your MCCQE results? Yes No

If you graduated from a Medical School outside of Canada or the USA, have you passed your MCCEE and/or USMLE? Yes No Not Applicable

Returning Trainees: Are you a Certificant of the College of Family Physicians (CFPC)? Yes No Not Applicable

Returning Trainees: Have you completed Family Medicine Enhanced Skills Training?

Returning Trainees: Are you certified by the Royal College of Physicians of Canada? Please list Specialization.

Do you have a license to practice medicine in one or more provinces or territories of Canada? Yes No

Are you returning from practice? (Have you already spent one or more years in an unsupervised practice in Canada?) Yes No

Do you have previous certification in the USA? Yes, please list specialty No

Go Back Save & Continue



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).**

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](#)

Section	Status
Read This First	Complete
Personal Information	Complete
Address	Complete
Contact Information	Complete
Citizenship	Complete
Program Information	Complete
Postgraduate Training	Complete

[Go Back](#) [Continue](#)

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 an 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