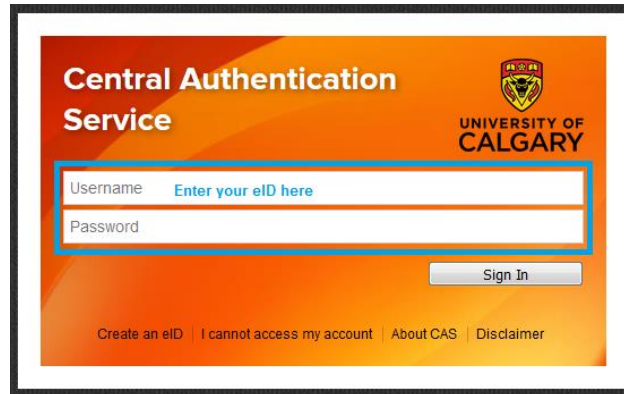


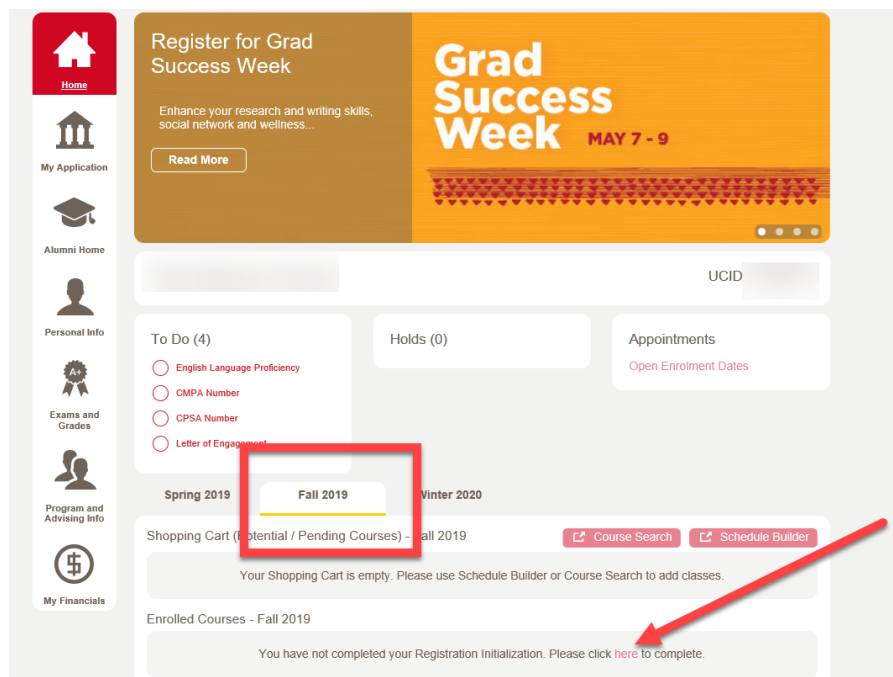
**PROCEDURES FOR RETURNING TRAINEE REGISTRATION**

1. Navigate to the My UCalgary portal (located at the top of any University of Calgary website) and use the Central Authentication Service to log in. You can use either your UCIT account or eID username and password.



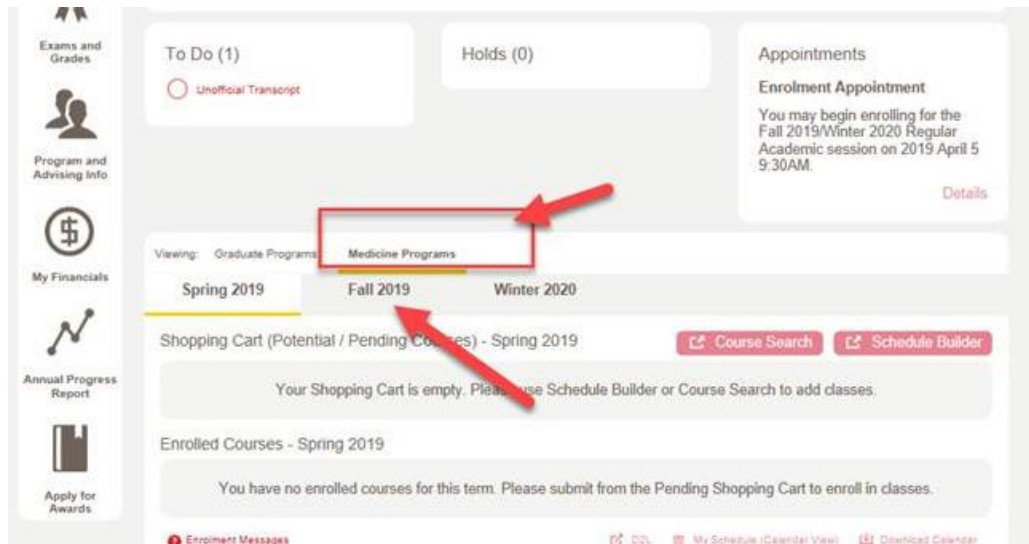
2. A successful log in will take you to your student center home page. Near the bottom of the page you will see several terms listed (Spring, Fall, Winter). Make sure that the **Fall** term is highlighted.

3. Under Enrolled Courses, you will see a message saying “*You have not yet completed your registration initialization. Please click here to complete*”. Click on the link \*as indicated below) to go through your registration process.





\*\*\*PLEASE NOTE: If you are dually enrolled in Graduate Studies and Residency, you will need to select **Medicine Programs**, and then click on the fall term in order to be able to continue with your registration process.



4. Confirm your Ucalgary email address, mailing address, phone number and emergency contacts. You will then be prompted to finalize your registration by completing the annual administration fee payment (unless you have been notified otherwise or are a Internationally Sponsored trainee). Once your payment is complete, you will receive a confirmation of submission, and your registration will be completed.

Please note, if you have outstanding tuition from previous terms on your account *you will not be able to complete your registration until the outstanding amount has been paid and any holds lifted.*

Should you encounter any issues with your registration process, please contact the PGME office at [pgmeregistration@ucalgary.ca](mailto:pgmeregistration@ucalgary.ca)