

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):

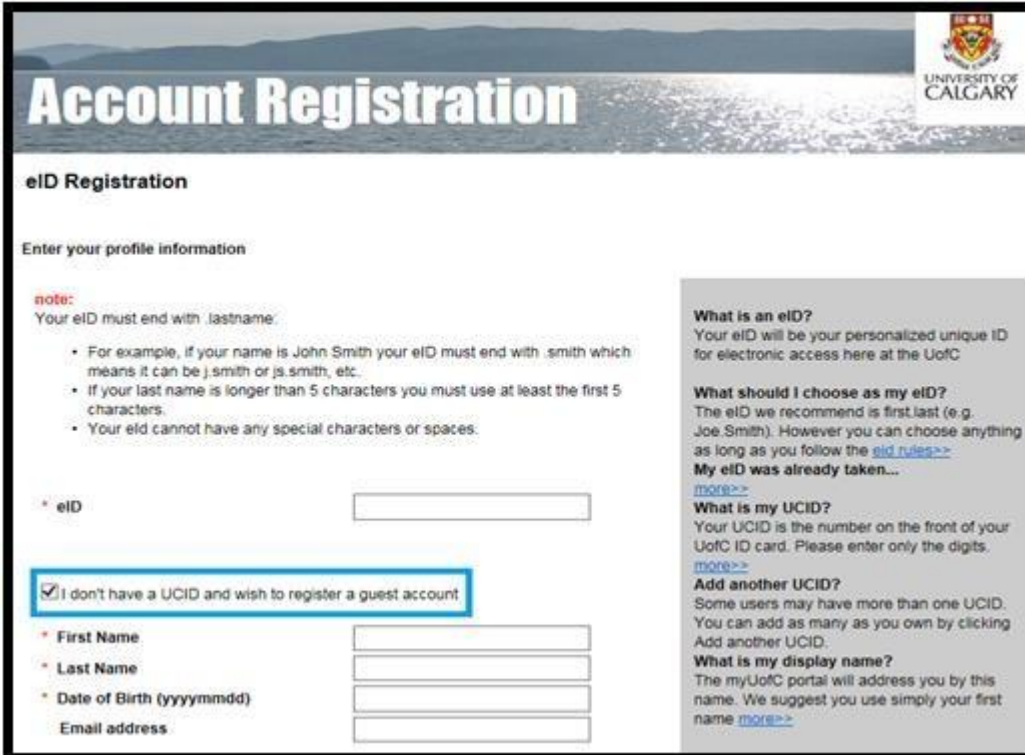
<https://acctman.ucalgary.ca/register/>

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.

Your University of Calgary accounts

Personal Accounts

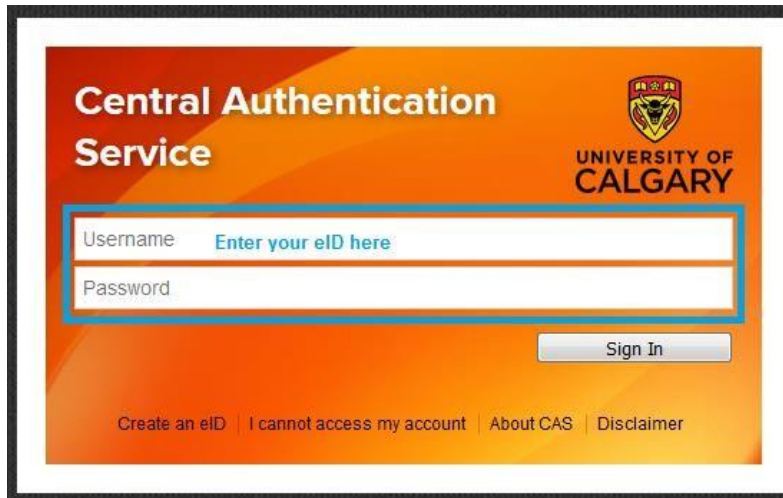
IT Username	pgmetest
eID	pgme.test
Last Password Change	5/5/2015 (331 days ago) Change password
Password Expires	5/4/2016 (Expires in 33 days)
Recovery Questions	2 questions set Update recovery questions
Communications Email	pgmetest@ucalgary.ca
Logout from this account	

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.

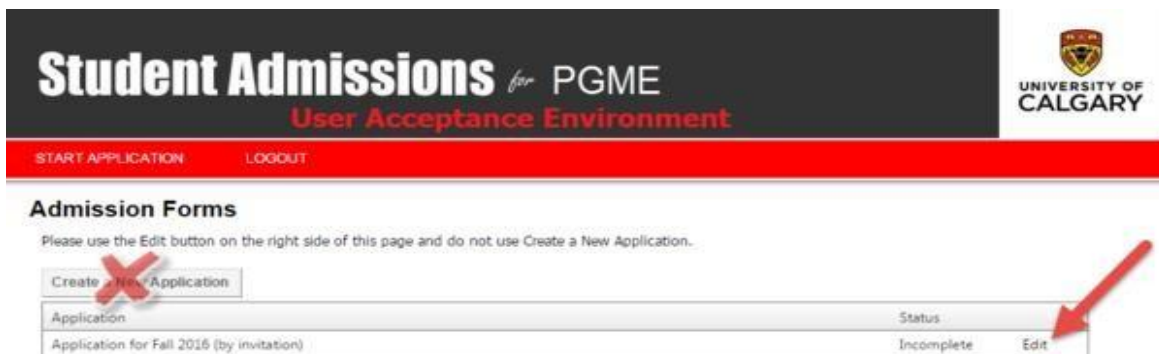
2A) Enter your eID (where it says Username) and eID password.



The screenshot shows the 'Central Authentication Service' login page for the University of Calgary. It features a blue header with the university's logo. Below the header, there are two input fields: 'Username' with a placeholder 'Enter your eID here' and 'Password'. A 'Sign In' button is located to the right of the password field. At the bottom, there are links for 'Create an eID', 'I cannot access my account', 'About CAS', and 'Disclaimer'.

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:




The screenshot shows the 'Student Admissions for PGME User Acceptance Environment' page. It has a dark blue header with the university's logo. Below the header, there are two buttons: 'START APPLICATION' and 'LOGOUT'. The main content area is titled 'Admission Forms' and includes a note: 'Please use the Edit button on the right side of this page and do not use Create a New Application.' There is a 'Create a New Application' button with a red 'X' over it. Below this, there is a table with two columns: 'Application' and 'Status'. The table contains one row: 'Application for Fall 2016 (by invitation)' with a status of 'Incomplete'. An 'Edit' link is located to the right of the 'Incomplete' status, and a red arrow points to it.

Application	Status
Application for Fall 2016 (by invitation)	Incomplete

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


2C) Acknowledgement

Student Admissions <small>for</small> PGME User Acceptance Environment		 UNIVERSITY OF CALGARY
START APPLICATION LOGOUT		
Read This First	Read This First	
Personal Information	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.	
Address	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.	
Contact Information	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.	
Citizenship	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.	
Program Information	Notice of Collection, Use, and Disclosure of Student Personal Information The University of Calgary ("UCalgary") respects your privacy and is committed to ensuring the privacy of all students, staff, and community members. UCalgary's collection, use, and disclosure of your personal information is authorized by Alberta's <i>Post Secondary Learning Act</i> ("PSLA") and Alberta's <i>Protection of Privacy Act</i> ("POPA"). It will be collected, used and disclosed as permitted under POPA, and where necessary for a UCalgary operating program or activity as outlined in the UCalgary Notice of Collection, Use, and Disclosure of Student Personal Information. Please note that your personal information will also be disclosed to certain third parties and regulatory bodies for the purpose of administering your training program, including Alberta Health Services (AHS), the Professional Association of Resident Physicians of Alberta (PARA), the Canadian Post MD Education Registry (CAPER), the Cumming School of Medicine Alumni Association, the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC). The following personal information is also defined as forming part of a student's public record and may be disclosed without consent under the UCalgary Privacy Policy: your name, dates of registration and convocation, faculty/departments or program of registration, degree/diploma awarded, and attendance at or participation in a public event or activity related to UCalgary (e.g. graduation, sporting, or cultural events). All other personal information is considered confidential and will be used and disclosed only in accordance with POPA and UCalgary's Privacy Policy. If you have questions regarding this notice or the collection, use, or disclosure of your personal information, please contact PGME by email at pgme@ucalgary.ca, or the UCalgary Access and Privacy office at: Access and Privacy Office, UCalgary Legal Services Administration Building, ADM 111 2600 UCalgary Drive NW, Calgary, AB, T2N 1N4 Email: accessandprivacy@ucalgary.ca	
Postgraduate Training		
Review and Submit		
Print Summary		
<p>Please note:</p> <p>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.</p> <p><input type="checkbox"/> I have read and agree to the information on this page.</p> <p align="right">Save & Continue</p>		

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	<input type="text"/>	
* First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Preferred First Name	<input type="text"/>	
Former Surname(s)	<input type="text"/> <input type="text"/>	


Biographical Information


* Gender ☐ Female ☐ Male 


* Date of Birth (yyyy-mm-dd) 


* Country of Birth 

Additional Information

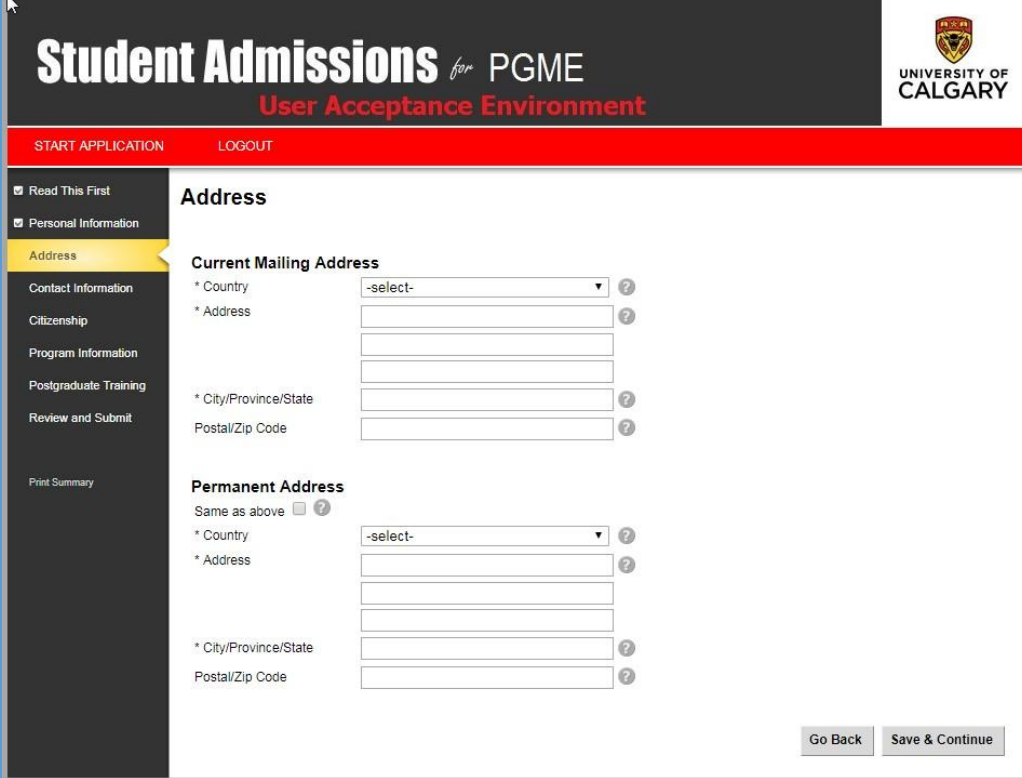
* Have you previously applied to the University of Calgary? ☐ Yes ☐ No 

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

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 ?

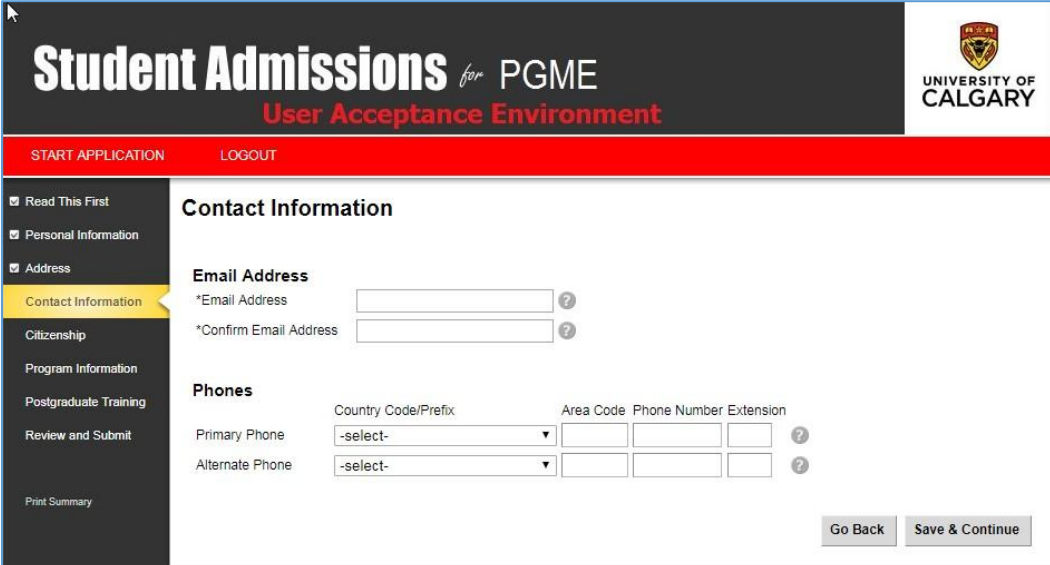
Permanent Address
Same as above ☐ ?

* Country ?
* Address ?

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

Go Back Save & Continue

2F) Contact Information



Student Admissions *for* PGME
User Acceptance Environment

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

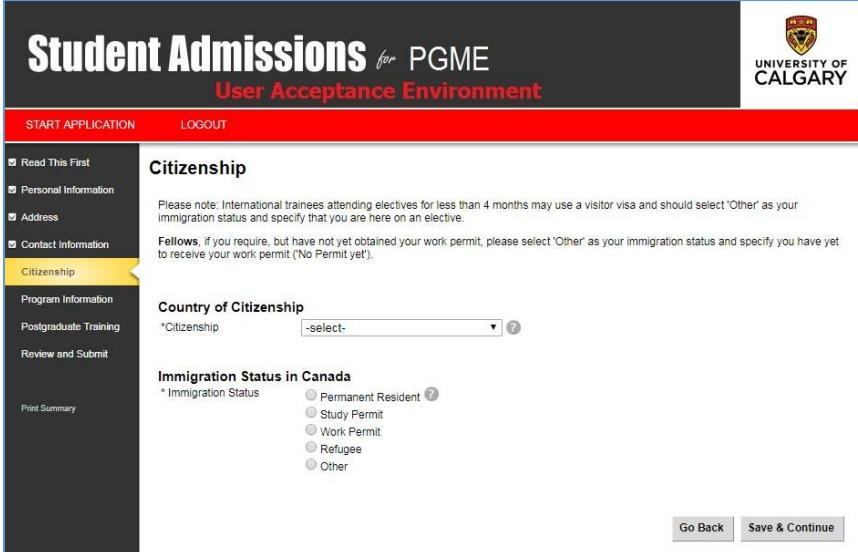
*Email Address ?
*Confirm Email Address ?

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

START APPLICATION | LOGOUT

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.

Fellows, 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').

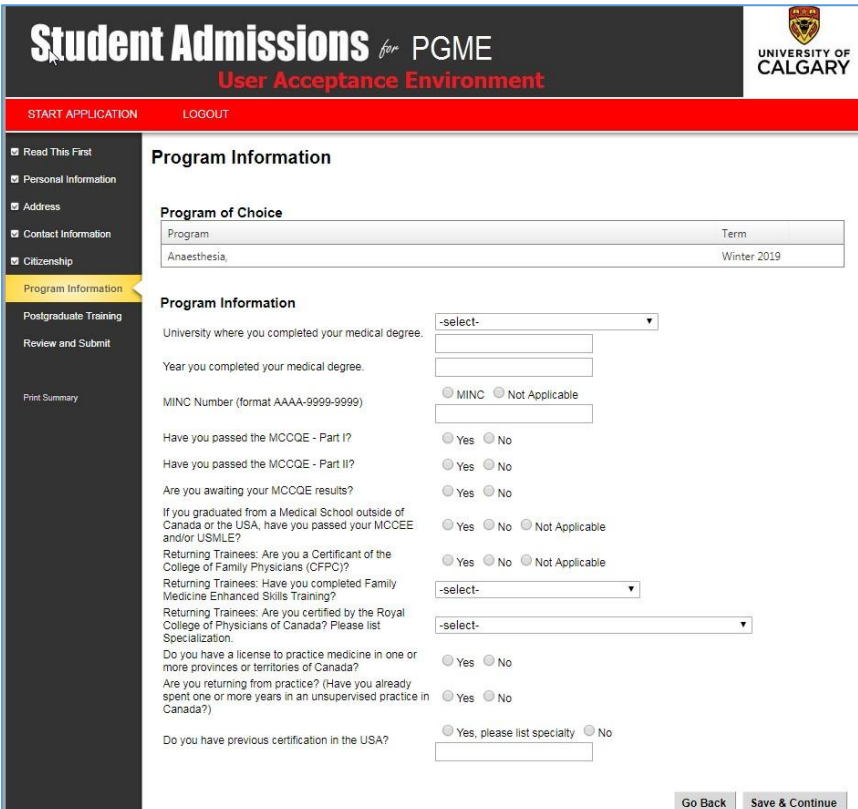
Country of Citizenship
*Citizenship:

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

START APPLICATION | LOGOUT

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 MCCQE 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



UNIVERSITY OF
CALGARY

CUMMING SCHOOL OF MEDICINE
Postgraduate Medical Education

21) 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

START APPLICATION LOGOUT


- ☒ Read This First
- ☒ Personal Information
- ☒ Address
- ☒ Contact Information
- ☒ Citizenship
- ☒ Program Information
- ☒ Postgraduate Training
- Review and Submit**
- Print Summary

Review and Submit

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



**UNIVERSITY OF
CALGARY**

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](#)

Application Declaration and Payment

I hereby declare the information I have submitted in this registration is true, complete and correct to the best of my knowledge and that my autobiographic and personal submissions are authored solely and entirely by me. I will keep the university informed of any changes to the information in my registration materials. I understand that submitting this registration permits the University of Calgary to request or confirm any factual information necessary to support my registration and that the submission of any false or plagiarized statements or documents will result in the immediate cancellation of registration to the University of Calgary.

Notice of Collection, Use, and Disclosure of Student Personal Information

The University of Calgary ("UCalgary") respects your privacy and is committed to ensuring the privacy of all students, staff, and community members. UCalgary's collection, use, and disclosure of your personal information is authorized by Alberta's Post Secondary Learning Act ("PSLA") and Alberta's Protection of Privacy Act ("POPA"). It will be collected, used and disclosed as permitted under POPA, and where necessary for a UCalgary operating program or activity as outlined in the UCalgary Notice of Collection, Use, and Disclosure of Student Personal Information.

Please note that your personal information will also be disclosed to certain third parties and regulatory bodies for the purpose of administering your training program, including Alberta Health Services (AHS), the Professional Association of Resident Physicians of Alberta (PARA), the Canadian Post MD Education Registry (CAPER), the Cumming School of Medicine Alumni Association, the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians of Canada (CFPC).

The following personal information is also defined as forming part of a student's public record and may be disclosed without consent under the UCalgary Privacy Policy: your name, dates of registration and convocation, faculty/department or program of registration, degree/diploma awarded, and attendance at or participation in a public event or activity related to UCalgary (e.g. graduation, sporting, or cultural events). All other personal information is considered confidential and will be used and disclosed only in accordance with POPA and UCalgary's Privacy Policy.

If you have questions regarding this notice or the collection, use, or disclosure of your personal information, please contact PGME by email at pgme@ucalgary.ca, or the UCalgary Access and Privacy office at:

Access and Privacy Office, UCalgary Legal Services
Administration Building, ADM 111
2500 UCalgary Drive NW, Calgary, AB, T2N 1N4
Email: accessandprivacy@ucalgary.ca

☐ I have read and understood this applicant declaration, and that if admitted to the University of Calgary, I agree to comply with all rules and regulations of the University.

Payment

By submitting this application, you agree to pay the non-refundable application fee. This fee is required for each application that is submitted, regardless of your eligibility to apply or be admitted to the University of Calgary. Applications will not be processed if the application fee has not been paid.

Do not send cash through the mail.

The total amount is \$XXXXXXXXXX

- If your non-refundable application fee payment was not successful, please enter your credit card details again.

How would you like to pay?

☐ I will pay by credit card. (Visa/MasterCard/American Express/Visa/MasterCard Debit)

[Go Back](#)
[Submit](#)

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
pgmeregistration@ucalgary.ca