

## PROCEDURES FOR ONLINE WEB REGISTRATION – NEW TRAINEE

### Getting Started

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

- 1) You must have a University of Calgary eID in order to register. You may need to create an eID.
- 2) Register for PGME by logging into the Central Authentication Service (CAS) using your eID and password.

Please logout of any other Ucalgary.ca sites you may have open while you are completing this PGME registration to avoid potential system errors.

### 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 IT Username), only your University of Calgary eID will give you access to register.

Do you have an eID?

Do you have an eID?	Go To	Step by Step Instructions Tab
<b>No</b>	<a href="https://acctman.ucalgary.ca/register/">https://acctman.ucalgary.ca/register/</a> or Invitation email: 'create an eID' link	'Create eID' tab
<b>I'm not sure</b> (or I forget what it is)	<a href="https://password.ucalgary.ca">https://password.ucalgary.ca</a> and select ' <b>manage my account</b> '	'Find eID' tab
<b>Yes</b>	Invitation email: 'Register for PGME' link (this link is unique to you)	'PGME Registration' tab



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### 1A) Create 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 (yyyyymmdd)

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](#)

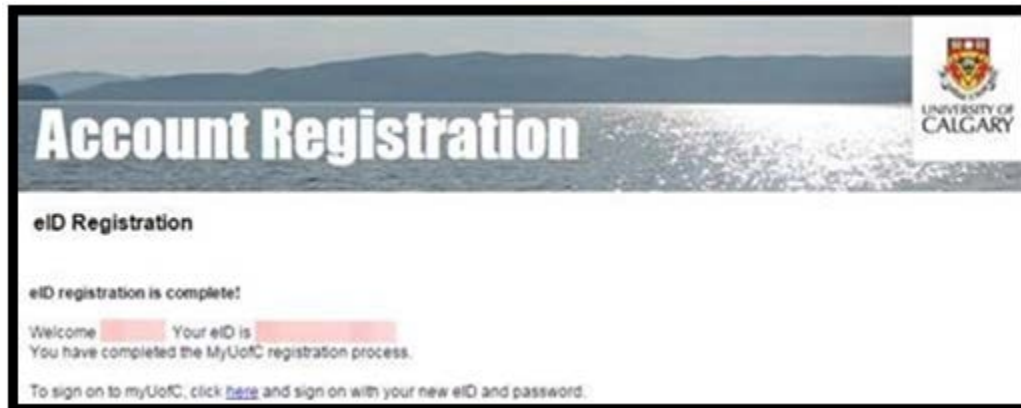
**My eID was already taken...**  
[more>>](#)

**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 the 'PGME Registration' Tab.

## 1B) Find eID

If you believe that you already have an existing eID, please go to <https://password.ucalgary.ca> and sign in to the Central Authentication Service using your IT Username.

Once you are successfully signed in, select the 'manage my account' option and verify your eID. You will see a screen similar to the one below.

Your University of Calgary accounts

Personal Accounts

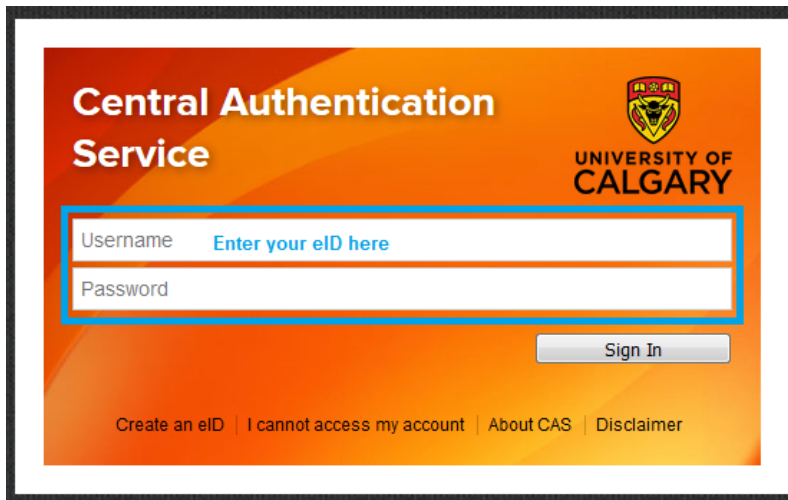
IT Username	pgmetest	
eID	pgme.test	
Last Password Change	5/5/2015 (331 days ago)	<a href="#">Change password</a>
Password Expires	5/4/2016 (Expires in 33 days)	
Recovery Questions	2 questions set	<a href="#">Update recovery questions</a>
Communications Email	pgmetest@ucalgary.ca	
<a href="#">Logout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

## STEP 2: PGME REGISTRATION

Please logout of any other Ucalgary.ca sites you may have open while you are completing this PGME registration to avoid potential system errors.

**Please click the 'Register for PGME' link sent in your invitation email. This link will take you to the Central Authentication login page shown below:**

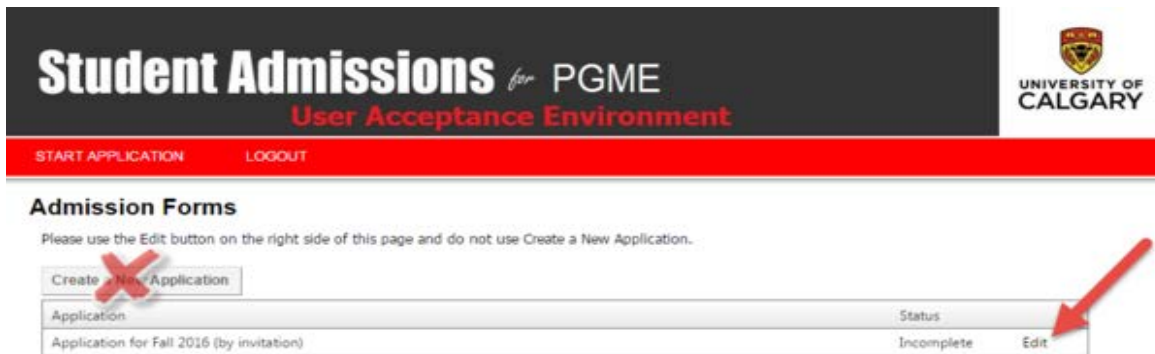
2A) Enter your eID (where it says Username) and eID password.



The screenshot shows the 'Central Authentication Service' login page for the University of Calgary. It features a blue header with the university logo. Below the header, there are two input fields: 'Username' with a placeholder text 'Enter your eID here' and 'Password'. A 'Sign In' button is located below 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 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.' Below this note, there is a table with two columns: 'Application' and 'Status'. The first row in the table shows 'Application for Fall 2016 (by invitation)' with a status of 'Incomplete'. To the right of the 'Incomplete' status is an 'Edit' link, which is highlighted by a red arrow. There is also a 'Create New Application' button, which is crossed out with a red X.

Application	Status
Application for Fall 2016 (by invitation)	Incomplete <a href="#">Edit</a>



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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

  
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START APPLICATIONLOGOUT

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](mailto: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 (RCPSC) 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](mailto:pgmeregistration@ucalgary.ca).


Save & Continue



2D) Personal Information

Student Admissions *for* PGME

User Acceptance Environment



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START APPLICATIONLOGOUT

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

\* Date of Birth (yyyy-mm-dd)

\* Country of Birth

Additional Information

\* Have you previously applied to the University of Calgary?

What year did you apply?

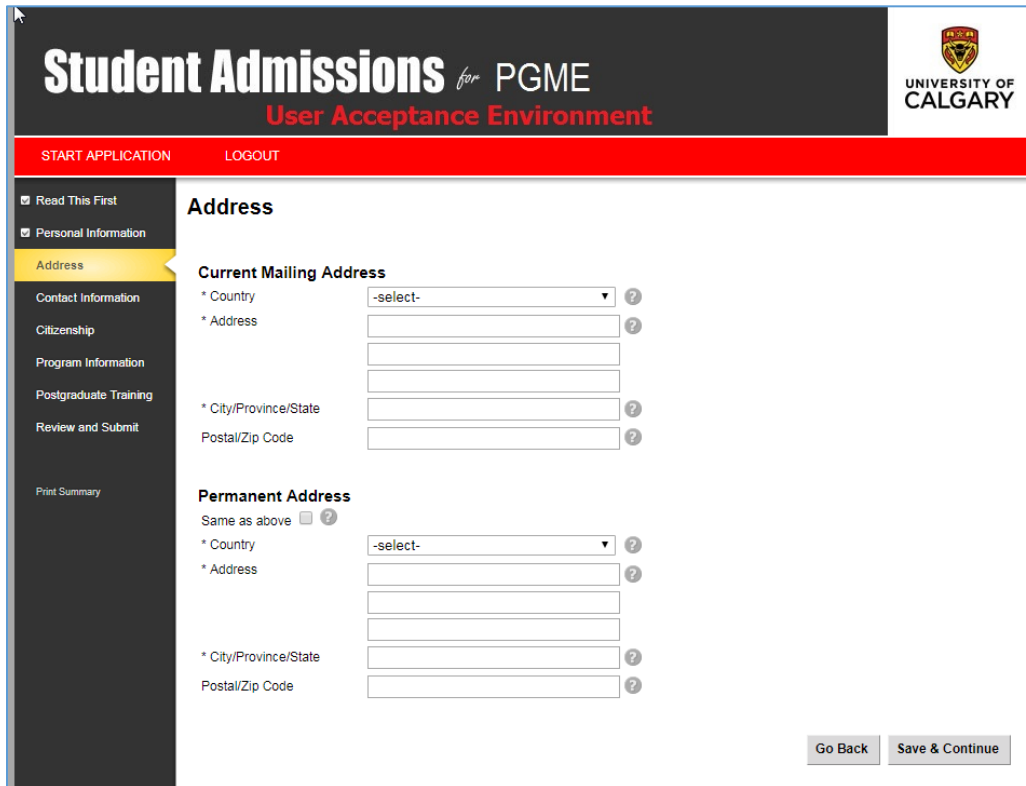
\* Have you previously attended the University of Calgary?

What is your University of Calgary Student ID Number (if known)

Go Back

Save & Continue

## 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**

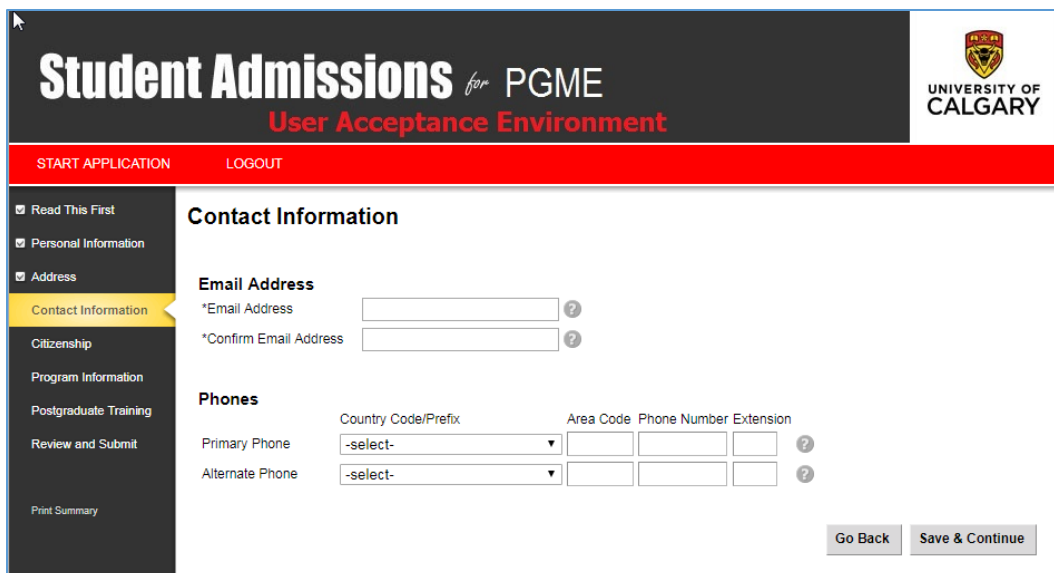
\* Country  ?  
\* Address  ?  
  
  
\* City/Province/State  ?  
Postal/Zip Code  ?

**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     ?  
Alternate Phone     ?

Go Back Save & Continue



## 2G) Citizenship Information

Student Admissions *for* PGME

User Acceptance Environment

START APPLICATIONLOGOUT

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.

**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 APPLICATIONLOGOUT

Read This First

Personal Information

Address

Contact Information

Citizenship

Program Information

Postgraduate Training

Review and Submit

Print Summary

### Program Information

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





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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).**

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

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](mailto:pgmeregistration@ucalgary.ca).



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### Trouble Shooting

**Note:** 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.

