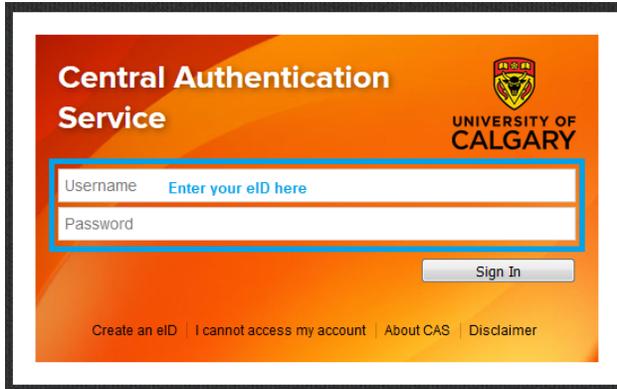


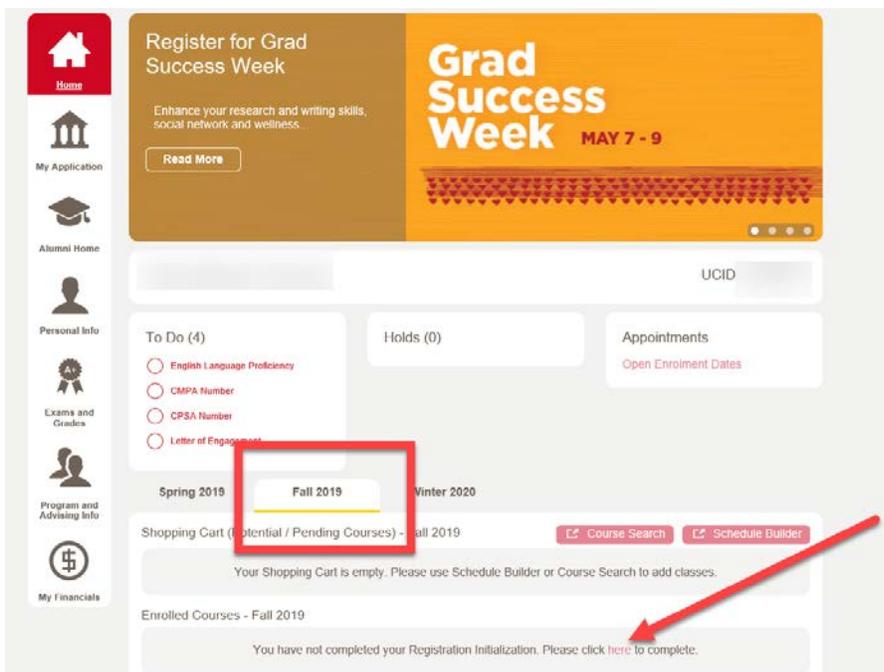
PROCEDURES FOR RETURNING TRAINEE REGISTRATION

1. Navigate to the Central Authentication Service (My U of C) and enter your eID (where it says Username) and eID password.



2. Successfully entering your eID / Password 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.

The screenshot shows a student portal interface. On the left is a navigation menu with icons for Exams and Grades, Program and Advising Info, My Financials, Annual Progress Report, and Apply for Awards. The main content area has several sections: 'To Do (1)' with an 'Unofficial Transcript' link; 'Holds (0)'; 'Appointments' with an 'Enrolment Appointment' section stating 'You may begin enrolling for the Fall 2019/Winter 2020 Regular Academic session on 2019 April 5 9:30AM.' Below this is a 'Viewing' section with tabs for 'Graduate Programs' and 'Medicine Programs' (the latter is selected and highlighted with a red box). Underneath are tabs for 'Spring 2019', 'Fall 2019' (selected), and 'Winter 2020'. The 'Shopping Cart (Potential / Pending Courses) - Spring 2019' section shows 'Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.' with 'Course Search' and 'Schedule Builder' buttons. The 'Enrolled Courses - Spring 2019' section shows 'You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes.' At the bottom, there are links for 'Enrollment Messages', 'DDL', 'My Schedule / Calendar View', and 'Download Calendar'.

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

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.*

Should you encounter any issues with your registration process, please contact the PGME office at pgmeregistration@ucalgary.ca