

## UHN UG ELECTIVE REGISTRATION INSTRUCTIONS

### Step 1: Register on UMLearns, UHN's learner registration database (once per academic year):

#### [UMLearns.UHN.ca](https://umlearns.uhn.ca)

- Create an account as a Medical Learner *NOT* Health Profession. (If you already have an account, sign in)
- Click on "My Placement" (top right corner of the website).
- Select placement year (example "2018-2019")
- Fill out required information (Academic period should always be August of current year to August of next year). Please enter ALL UHN elective dates for the academic year under "Rotation Details."  
**Note:** If you are in year 2 of a 3-year program, please select Year 3 in the "Training Level" field
- Submit placement

### Step 2: Complete Training and Knowledge Test for access to UHN's clinical information system - Electronic Patient Records (EPR)

If you have used EPR within the past 24 months, your account can be reactivated without additional training. Training takes 1.5-2 hours.

- The [EPR with Medication Order Entry course](#) is completed online:  
**Note:** You must submit your UHN placement on [UMLearns.uhn.ca](https://umlearns.uhn.ca) prior to completing EPR training. This will allow for your knowledge test results to be uploaded into the registration database.
- Once you have passed the knowledge test, you will be prompted to complete a **Course Completion Declaration Form** and an **ID Verification Form**. Accurate completion of these forms is required for you to receive timely EPR access.
- Upon approval of your [UMLearns.uhn.ca](https://umlearns.uhn.ca) placement, you will receive an email confirming your registration. You will now have the following available under the **Network Log-in** tab in your [UMLearns.uhn.ca](https://umlearns.uhn.ca) profile:
  - tID** (your UHN network access ID). Your tID will allow you login access to any onsite computers, as well as corporate Wi-Fi and remote access to the UHN intranet.
  - EPR log-in information** (**Note:** your EPR credentials will not be visible until you have completed EPR training).

Please make every effort to complete your UMLearns registration and EPR training consecutively to ensure timely access. However, if your placement is approved before you complete the training, Medical Education will issue access when you present in person to complete your registration, or you can email [MedicalEducation@uhn.ca](mailto:MedicalEducation@uhn.ca) with the subject line: **EPR Test Completed**. Access will be granted within two business days.

### Step 3: Dictation and CLiP

Dictation allows voice recording of clinical reports for transcription. Apply online only after you have an EPR ID and tID:

Complete the **Dictation Access** Form on the INTRANet:

1. Log in at [intranet.remote.uhn.ca](http://intranet.remote.uhn.ca) using your tID
2. On the Intranet home page, go to FORMS > D > Dictation Access/Change Credentials