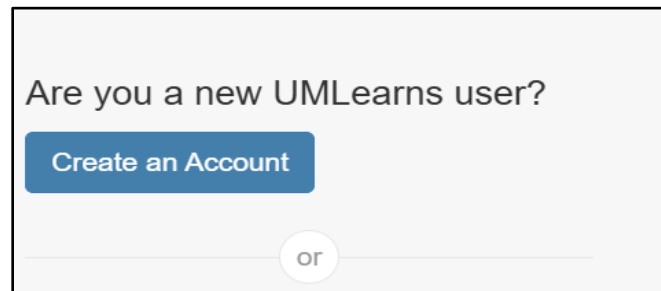


UHN UMLearns Registration Guide

If you are new to registering or already have a UMLearns account but need to submit a placement with UHN, please refer to the guide.

1. Create an Account

- All learners who have never registered with us need to create an account with UHN's learner system call UMLearns.
- Click in [UMLearns](#) log on page.

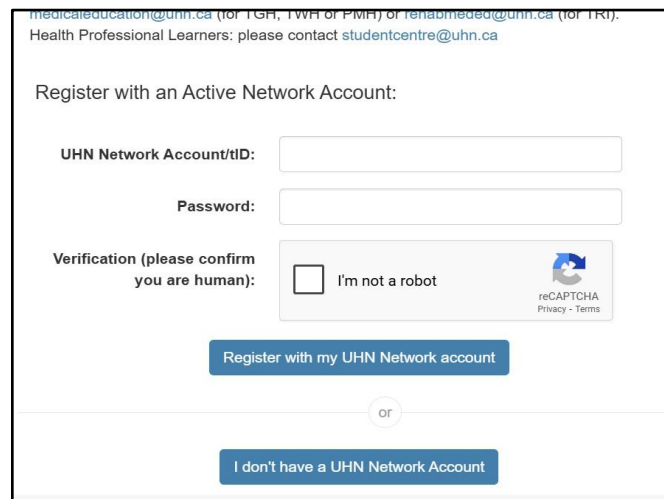


Are you a new UMLearns user?

Create an Account

or

- Upon logging you will see the below page which has two options. If you ever had a different role than a learner and were provided with a Tid. If you remember your previous TID or UHN email and its password, use 'Register with my UHN Network Account'. If you never received any tid or never had any role in UHN and this is your first time at UHN as a learner, click 'I don't have a UHN Network Account'.




medicaleducation@uhn.ca (for TGH, TWH or PMH) or tenabmeded@uhn.ca (for TRI).
Health Professional Learners: please contact studentcentre@uhn.ca

Register with an Active Network Account:

UHN Network Account/tID:

Password:

Verification (please confirm you are human): ☐ I'm not a robot 

Register with my UHN Network account

or

I don't have a UHN Network Account

- Fill out the form with your details.

Health Professional Learners: please contact studentcentre@uhn.ca.

Account Details:

First Name:


Last Name:

Your email (this will be your username):

Please confirm your email:

Create a password:

Please confirm your password:

Verification (please confirm you are human): ☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

- Click on 'Create Account'

I understand that personal information being collected is to be used for the purposes of facilitating my educational placement at UHN including recording my placement attendance, for relevant information to be communicated to me and for auditing access to UHN's health information systems.

Data collected from Medical Learners will also be used to meet the Ministry of Health reporting requirements and will be disclosed to the University of Toronto for such purpose. Aggregate data for all students will be used for quality reporting purposes at respective hospitals. Nothing contained on my registration file will be otherwise disclosed without my consent.

[Create Account](#)


© University Health Network 2025

2. Verify Email and Start Profile Setup

You will receive an email soon after in your registered email address. After email verification, log in to UMLearns and click on 'Step 1: Create/Update Profile'.

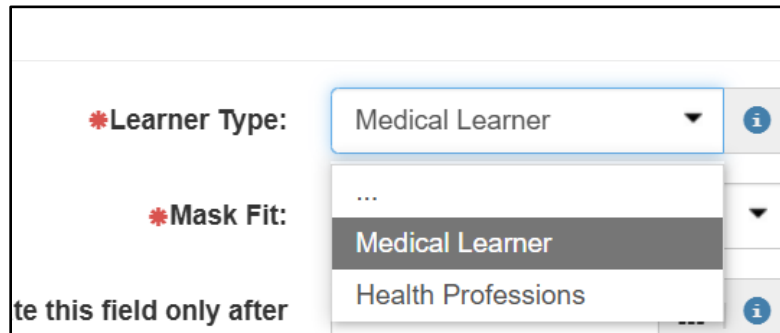
Step 1:
[Create/Update Profile](#)

Step 2:
[Create New Placement](#)


© University Health Network 2025

3. Add personal details.

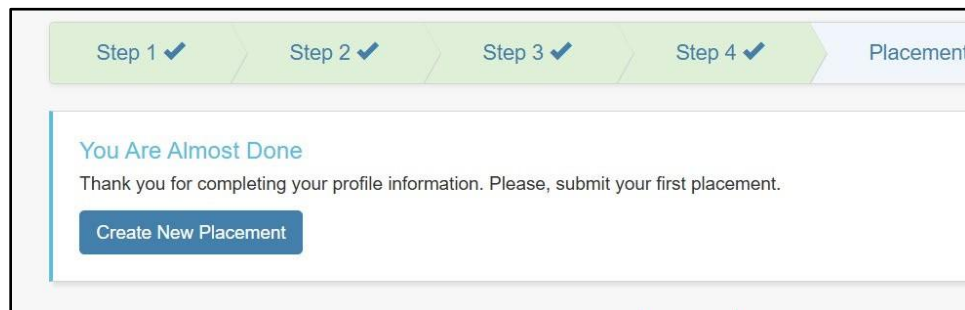
Please add your personal details to create the profile. Under Basic information, select learner type as Medical Learner.



4. Create New Placement

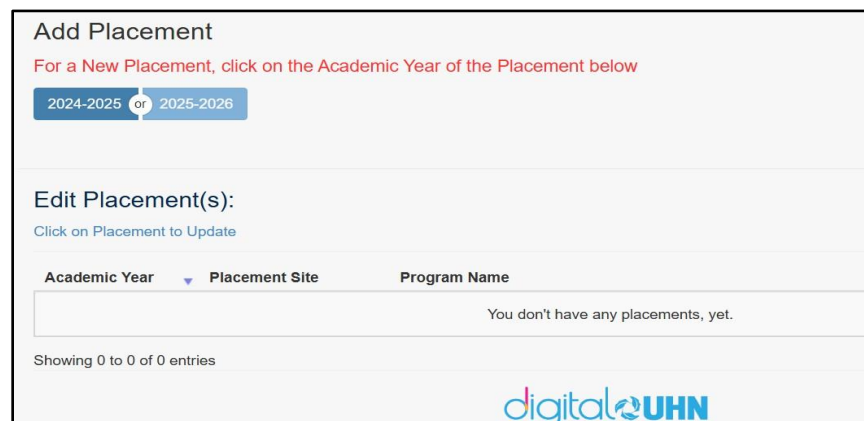
Once all the basic details have been entered and saved, click on 'Create New Placement' to proceed to placement details.

NOTE: Learners who already have a UMLearns account need not to comply above steps. Simply log on to your UMLearns and click on “Create new placement”



5. Select Academic Year

Choose the academic year for which you will be adding the placement.



- Scroll down and click on acknowledgement.

UHN Confidentiality Agreement

Breaches of privacy may be subject to the fines and penalties set out in the Personal Health Information Protection Act. Individuals are responsible for reviewing the entire agreement and submitting an electronic acknowledgement that the terms are understood.

My signature below confirms that:

- I agree to adhere to all hospital by-laws and policies.
- I agree to observe and comply with the policies and procedures of the University Health Network with respect to confidentiality outlined in the UHN Confidentiality Agreement.
- The above information is being collected and will be used for the purposes of facilitating placement at UHN as well as to meet Ministry of Health and Long-Term Care (MOHLTC) reporting requirements.

Nothing contained in this form will be disclosed without your consent, except as requested by the MOHLTC.

UHN CONFIDENTIALITY AGREEMENT

- During my association with University Health Network (UHN), I will have access to information and material relating to patients, medical staff, employees, other individuals, or UHN, which is of a private and confidential nature.
- At all times, I shall respect the privacy and dignity of patients, employees, and all associated individuals.
- I shall treat all UHN administrative, financial, patient, employee and other records as confidential information, and I will protect them to ensure full

Scroll down and read entire document.

- In the details, make sure all the details are correct and appropriately added. POWER Trainee#/ Stud # is taken from your UofT POWER registration as mentioned in the registration of POWER's trainee id number.

Academic Details

• POWER Trainee # / Stud #:

• Academic Institution:

• Program Type:

Will you be participating in formal research at UHN as a UHN Research Trainee?

Any learner (student, resident, fellow) who is engaged in formal research activities at UHN must also register as a UHN Research Trainee with the Office of Research Trainees (<https://uhntrainees.ca>). UHN Research Trainees are engaged in research at one of the following UHN research institutes: KITE/TRI, Krembil Research Institute, McEwen Stem Cell Institute, Princess Margaret Cancer Centre, TECHNIA, TIER or Toronto General Hospital Research Institute.

- Choose the correct academic institution. For electives from outside U of T, select 'Out of Province' or 'Out of Country' accordingly.

• Academic Institution:

University of Toronto

McMaster University

Northern Ontario School of Medicine

Queen's University

University of Ottawa

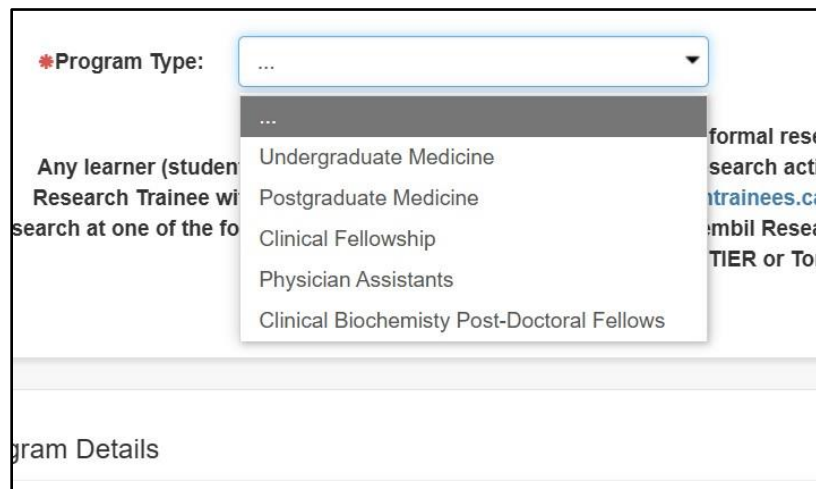
Western University

Out of Province

Out of Country

6. Select Program Type

Select the correct program type, such as 'Postgraduate Medicine' or 'Clinical Fellowship'.



*Program Type: ...

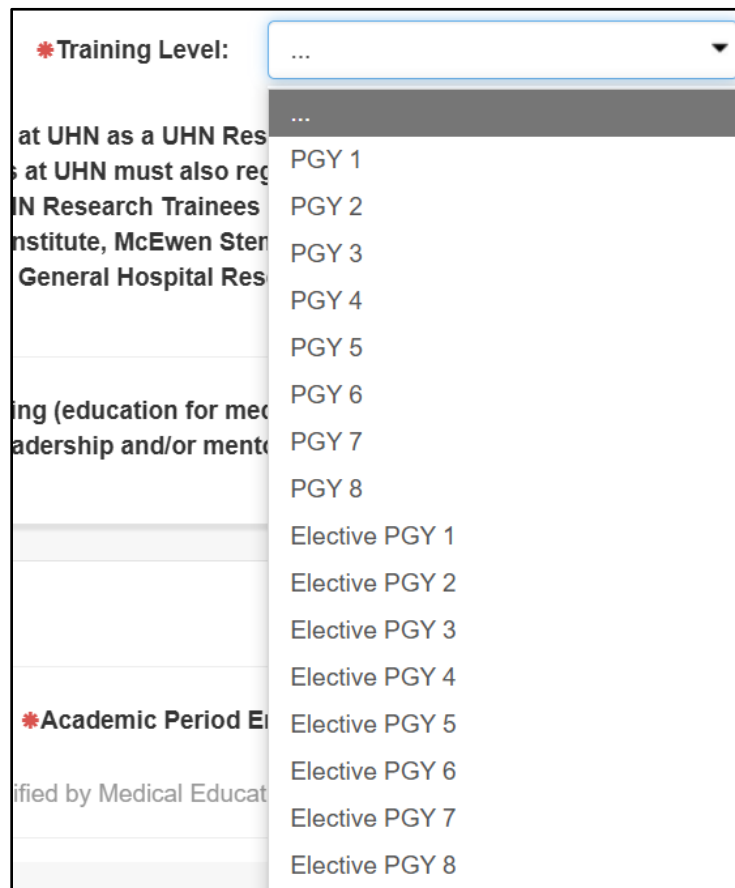
- ...
- Undergraduate Medicine
- Postgraduate Medicine
- Clinical Fellowship
- Physician Assistants
- Clinical Biochemistry Post-Doctoral Fellows

Any learner (student or Research Trainee) will be required to complete a research project at one of the following sites: ...

Program Details

7. Select Training Level

Residents should choose their PGY level. Electives must choose 'Elective PGY level'.



*Training Level: ...

- ...
- PGY 1
- PGY 2
- PGY 3
- PGY 4
- PGY 5
- PGY 6
- PGY 7
- PGY 8
- Elective PGY 1
- Elective PGY 2
- Elective PGY 3
- Elective PGY 4
- Elective PGY 5
- Elective PGY 6
- Elective PGY 7
- Elective PGY 8

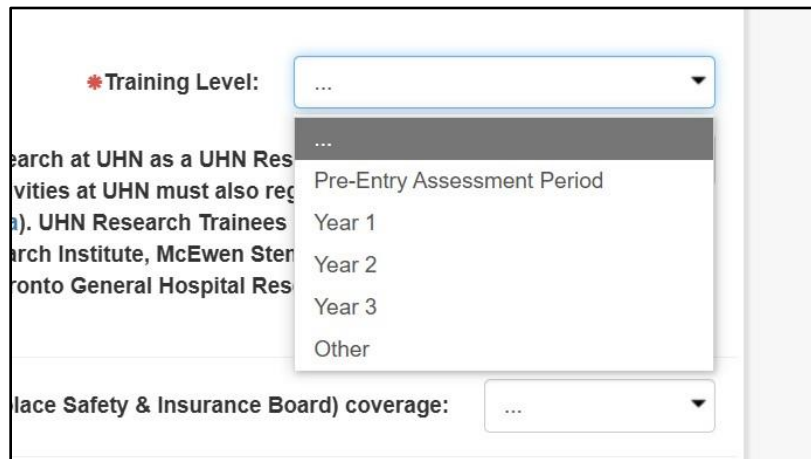
at UHN as a UHN Resident. Residents at UHN must also register with the UHN Research Trainees Program. For more information, visit the UHN Research Trainees Program website at www.uhnresearchtrainees.ca.

ing (education for medical residents) and/or mentorship and/or research activities.

*Academic Period Eligibility: ...

ified by Medical Education Services.

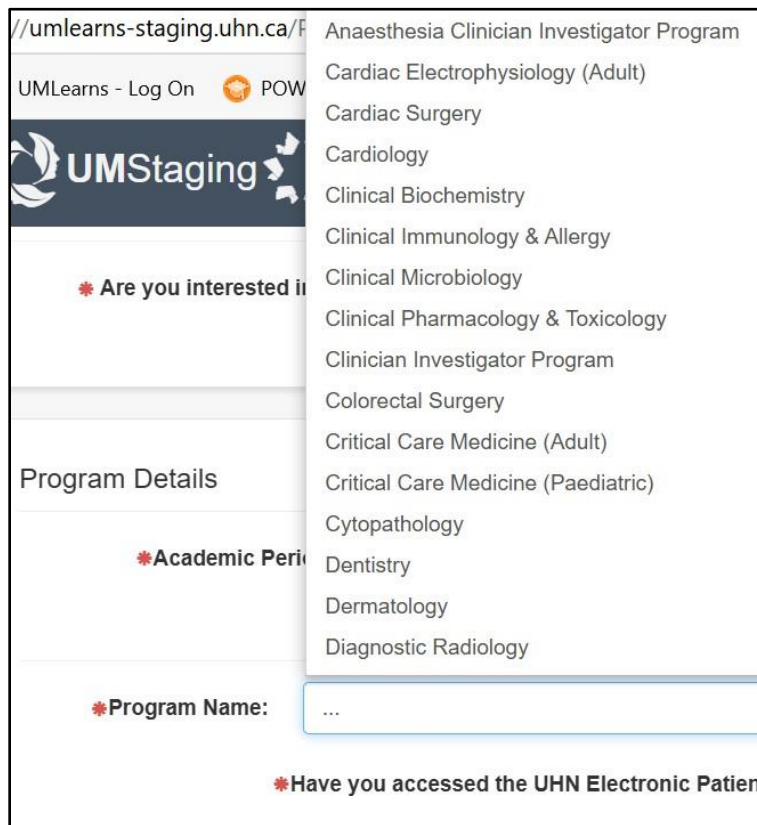
- Fellows may see the 'Year 1, 2, 3' or 'Pre-Entry Assessment Period' options instead.



The screenshot shows a web form with a dropdown menu labeled "Training Level:". The dropdown is open, displaying the following options: "...", "Pre-Entry Assessment Period", "Year 1", "Year 2", "Year 3", and "Other". Below the dropdown, there is another dropdown menu labeled "Place Safety & Insurance Board) coverage:" with a value of "...".

8. Program Name

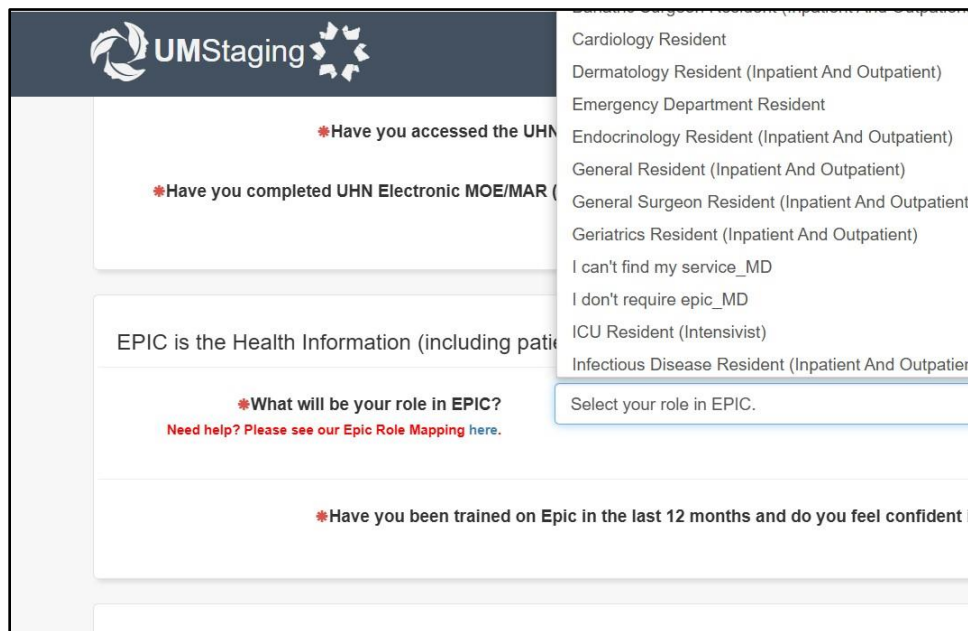
Select your program name from the dropdown list. Do not change the academic period dates.



The screenshot shows a web form with a dropdown menu labeled "Program Name:". The dropdown is open, displaying a list of medical programs: Anaesthesia Clinician Investigator Program, Cardiac Electrophysiology (Adult), Cardiac Surgery, Cardiology, Clinical Biochemistry, Clinical Immunology & Allergy, Clinical Microbiology, Clinical Pharmacology & Toxicology, Clinician Investigator Program, Colorectal Surgery, Critical Care Medicine (Adult), Critical Care Medicine (Paediatric), Cytopathology, Dentistry, Dermatology, and Diagnostic Radiology. Below the dropdown, there is a dropdown menu labeled "Academic Period:" with a value of "...".

9. EPIC Role

Choose the appropriate EPIC role. Confirm with your program if unsure.



UMStaging

*Have you accessed the UHN...

*Have you completed UHN Electronic MOE/MAR...

EPIC is the Health Information (including patient information)

*What will be your role in EPIC?
Need help? Please see our [Epic Role Mapping](#) [here](#).

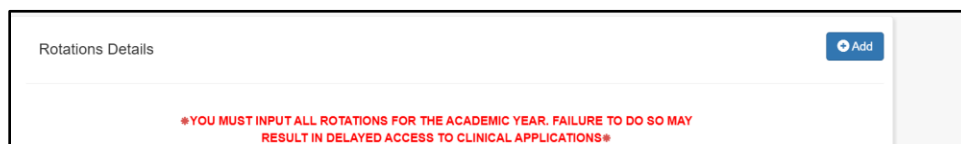
*Have you been trained on Epic in the last 12 months and do you feel confident...

Select your role in EPIC.

- Cardiology Resident
- Dermatology Resident (Inpatient And Outpatient)
- Emergency Department Resident
- Endocrinology Resident (Inpatient And Outpatient)
- General Resident (Inpatient And Outpatient)
- General Surgeon Resident (Inpatient And Outpatient)
- Geriatrics Resident (Inpatient And Outpatient)
- I can't find my service_MD
- I don't require epic_MD
- ICU Resident (Intensivist)
- Infectious Disease Resident (Inpatient And Outpatient)

10. Rotation Details

Click 'Add' and input all your rotations for the academic year to prevent access delays.



Rotations Details

Add

YOU MUST INPUT ALL ROTATIONS FOR THE ACADEMIC YEAR. FAILURE TO DO SO MAY RESULT IN DELAYED ACCESS TO CLINICAL APPLICATIONS

11. Insurance Registration Numbers

Finally input your valid CMPA and CPSO/RCDSO registration numbers. Ensure these are accurate.

NOTE: In case if you are still to register for CMPA/CPSO, you can place zeros (0000) in the CPSO and CMPA section in order to submit the placement and have access to the e-learning modules. Once your POWER registration comes through and you have your CPSO and CMPA numbers, you can edit and add them in before Medical Education manually approves your placement



Placement Prerequisites

Liability Insurance Details:

*CMPA Reg. #: 11122339

*CPSO/RCDSO Reg. #: 123456