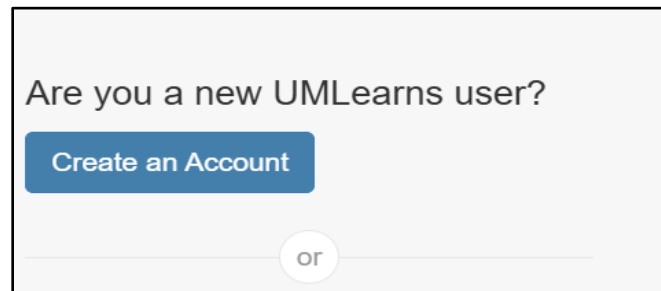# UHN UMLearns Registration Guide

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.
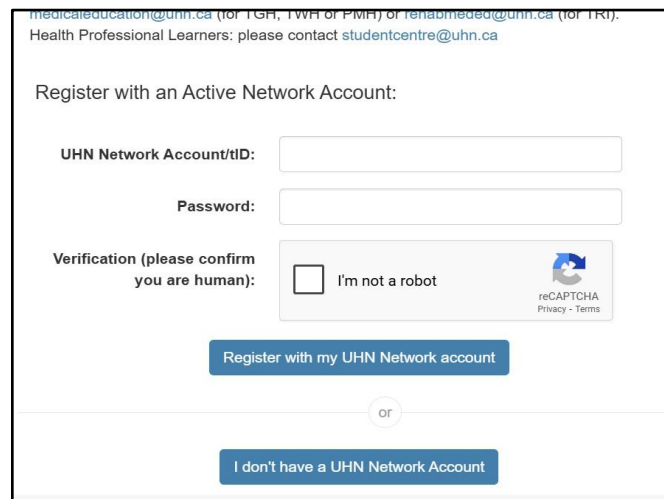- Click in [UMLearns](#) log on page.

- 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'.

- Fill out the form with your details.

- o Click on 'Create Account'

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'.
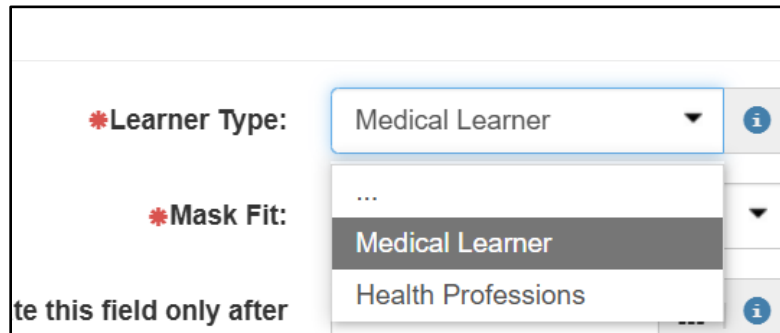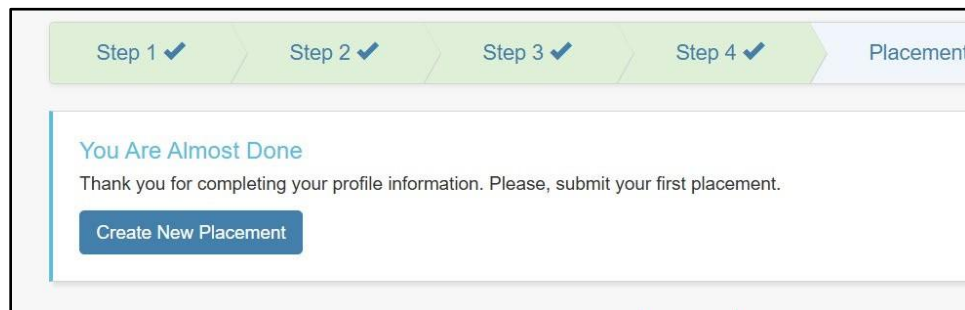
3. Add personal details.

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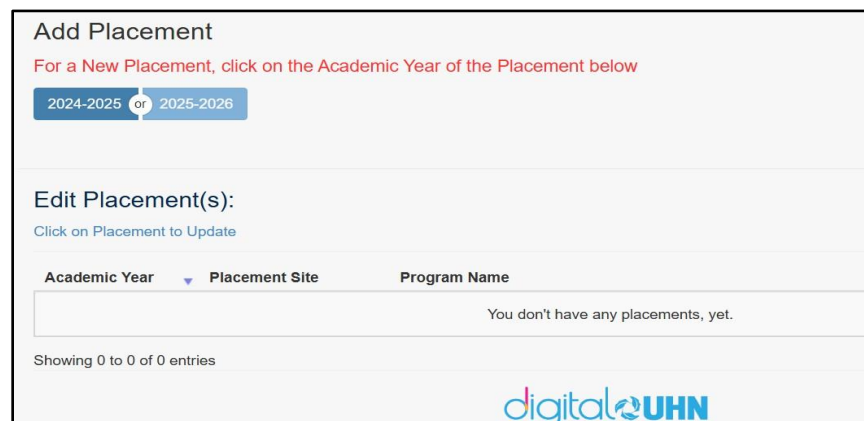

4. Create New Placement

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.

o   Scroll down and click on acknowledgement.

- 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.

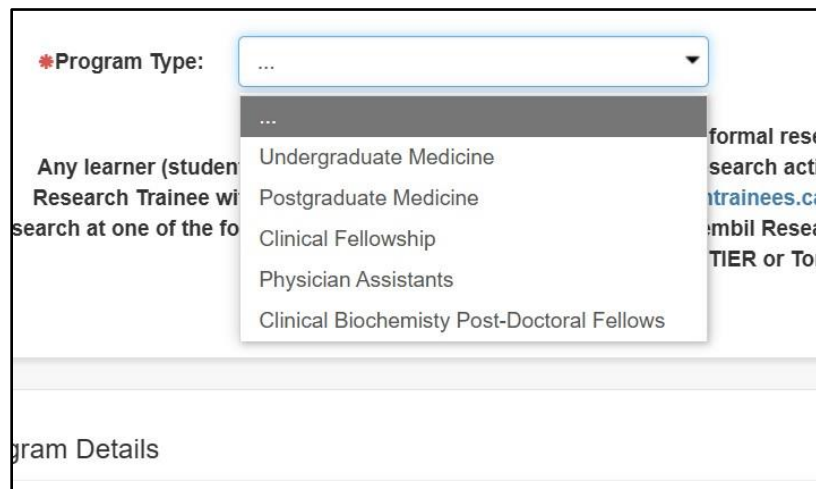- Choose the correct academic institution. For electives from outside U of T, select 'Out of Province' or 'Out of Country' accordingly.

6. Select Program Type

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

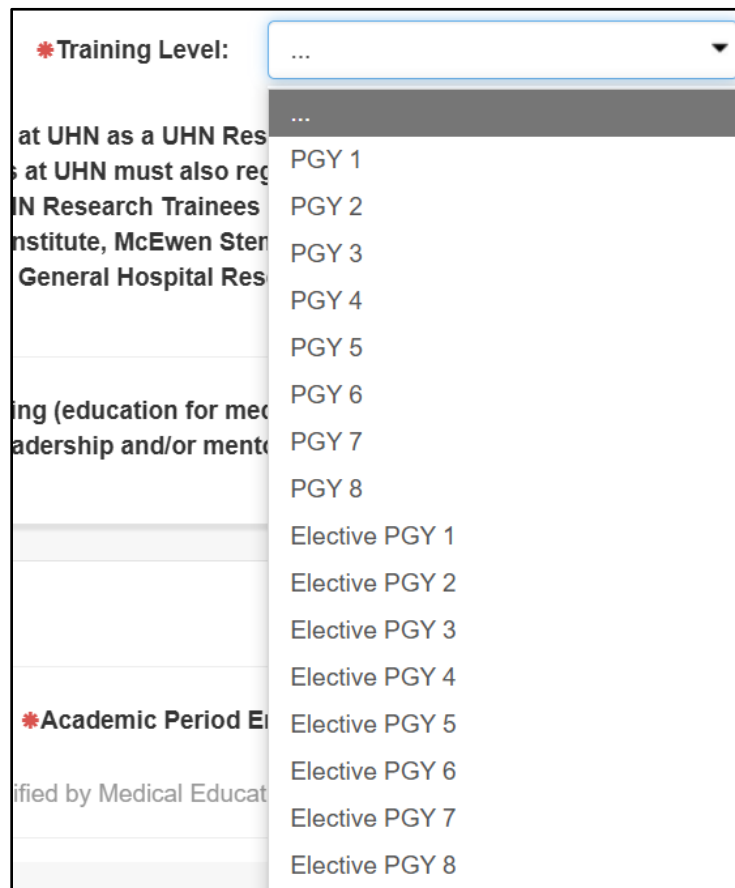## 7. Select Training Level

Residents should choose their PGY level. Electives must choose 'Elective PGY level'.
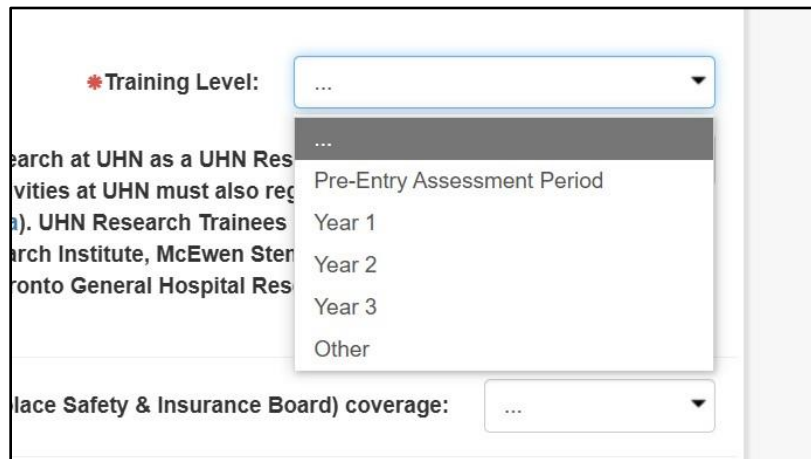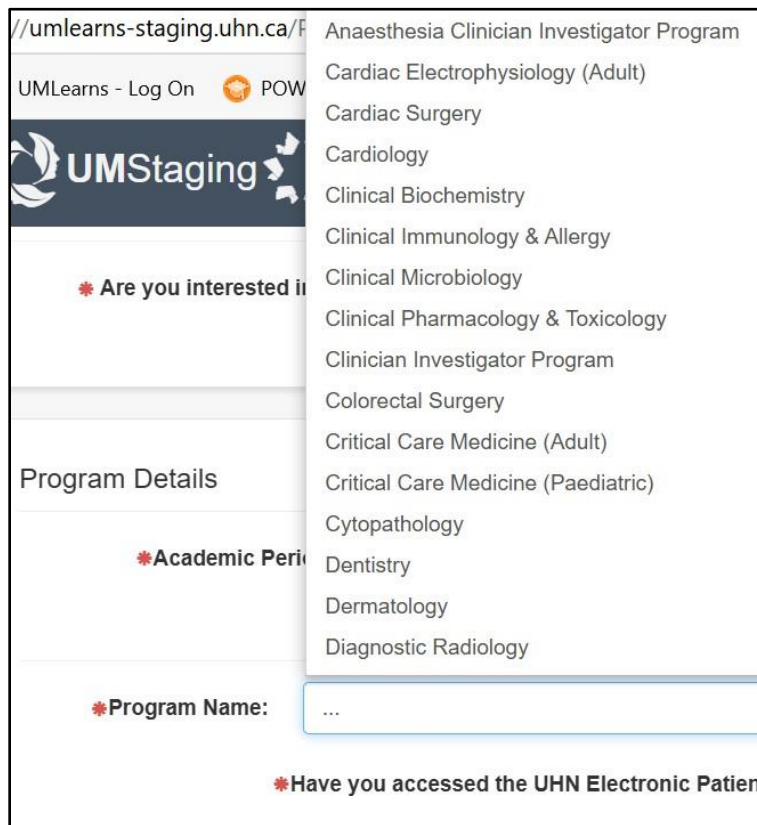
o   Fellows may see the 'Year 1, 2, 3' or 'Pre-Entry Assessment Period' options instead.
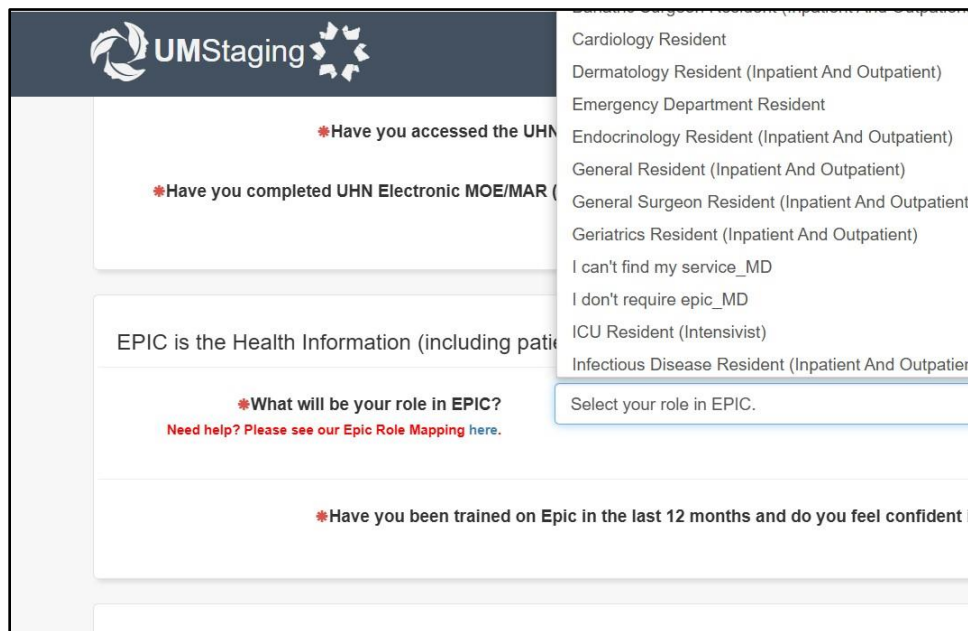
8. Program Name

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

9. EPIC Role

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

10. Rotation Details

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

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