

UHN POSTGRADUATE REGISTRATION

INSTRUCTIONS

Step 1: Register with the University of Toronto

Postgraduate Learners must have a *Confirmation of Registration* indicating status as REGISTERED with [PGME](#) on [POWER](#).

Step 2: Register on UMLearns as a Medical Learner

- a. **Log in to your existing profile at <https://UMLearns.uhn.ca>** or, **only if you are new to UHN**, register a profile as a **Medical Learner**. If you are unable to access your existing account, please email medicaleducation@uhn.ca for assistance. Registering a duplicate account will result in access delays.
- b. Navigate to “My Profile” and verify that your details are up-to-date. The email address you use to access your <https://umlearns.uhn.ca> will be the email where you receive any important UHN communications. If this is not your preferred email address, you can update this under “My Profile.” Note: Updating your preferred email in your profile will also change your log-in email.
- c. Enter your placement at UHN for this academic year and add all known UHN rotations under *Rotation Details*. Please only submit **one** UHN placement per academic year. Any rotations to be added subsequently should be emailed to medicaleducation@uhn.ca and not entered as additional placements.

****Please be sure to begin the registration process 2 weeks prior to your rotation start date to avoid delays in obtaining necessary access this way there is sufficient time to troubleshoot if need be.**

Step 3: Complete UHN-mandated e-learning modules as required: module training can take up to 2 hours

NEW: Please note for the 2020-21 academic year & to support learner and patient safety, all learners registering at UHN must complete **mandatory learning modules through MyLearning**. Whilst the Fire Safety and Cyber Security modules require annual completion, all other modules require one-time completion only. To access MyLearning please see instructions below

New Learners

Once you submit your placement at <https://umlearns.uhn.ca>, under the **Network Log-in** tab of your profile, you will have a:

- **T-ID** (your UHN network access ID). This TID is temporary and will expire 14 calendar days from the date of submission. This temporary TID will only allow access to MyLearning
- **UPN** (a unique identifier used for remote access that resembles an email address, but does not offer email functionality)
- **Your temporary network password** for both your T-ID and UPN. You will be prompted to change this password on your first network login after completing your e-learning.

NOTE: To change your password remotely please click the following link passwordreset.remote.uhn.ca

Click on the link located at the bottom of the “Network Log-in” tab to be directed to MyLearning to complete your UHN e-learning modules. You will use your UPN & password to login.

Returning Learners

Once you submit your placement at <https://umlearns.uhn.ca>, click on the link at the bottom of the “Network Log-in” tab of your profile to be directed to MyLearning to complete your UHN e-learning modules. You will use your existing UPN and password to login. If you require a password reset, please contact the Help Desk at 416-340-4357.

If you are submitting a placement after July 5, 2020, your TID will be expired. Please email medicaleducation@uhn.ca to request a temporary reactivation of your TID so you can complete the mandatory e-learning. Temporarily reactivated TIDs will only be active for 72 hours.

Upon completion of your UHN e-learning modules, Medical Education will approve your placement within two business days. Once approved, you will have a fully functioning TID for hospital network access that will expire at the end of the academic year. Be sure to register for [MFA](#) to get any technical support with your network access. This can be found on the UMLearns under the network login tab. Please be sure to wait one business day after approval before setting up MFA.

Step 4: UHN Email

Once your placement has been approved, you can now access your UHN email. In order to access your email, visit <https://Outlook.Office365.com>, and login using your email details and tID/network password.

If you have an existing UHN email address (rmp, uhnresearch or uhn.ca) that is different from the email listed, your Program/Department will need to continue extending access manually. Please contact your Program/Department Coordinator for further details.

Step 5: Complete Training and Knowledge Test for Electronic Patient Record (EPR) Access

If you have used EPR within the last 2 years your account can be reactivated without additional training. The **EPR for Providers Course** is completed online and takes approximately 1.5-2 hours:

https://www.uhnmodules.ca/For_Staff/computer_education/IntroToEPR/story.html

- Once you have completed the Intro to EPR course, you must click the “**Continue to role-specific modules**” button to access the Medical Entry Order training. You can also access this page by clicking “**Role-specific instructions**” on the left side of the page under *Next Steps*.
- Select the **Provider/Prescriber, Medical Learner and Nurse Practitioner Learner** module from the list of role-specific modules
- Once in the EPR for Providers Module, you will select “**EPR with Medication Order Entry**”

You must submit your UHN placement at <https://UMLearns.uhn.ca> prior to completing EPR training. This will allow for your knowledge test results to be uploaded into the registration database. Completion of the **Course Completion Declaration Form** are required for timely EPR access.

Upon your approval on UMLearns.uhn.ca, 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 profile:

- **T-ID** (your UHN network access ID). Your T-ID 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 the training).

If you complete EPR training after your UMLearns placement has been approved, email medicaleducation@uhn.ca with the subject line: **EPR Test Completed**. Access will be granted within two business days.

Step 6: Dictation and CLiP

Apply online only after you have an EPR ID and T-ID:

Complete a Dictation Access Form at on the INTRANet:

1. Go to <https://intranet.remote.uhn.ca/vpn/index.html>. Use your T-ID to log in.
2. Go to FORMS>D>Dictation Access/Change Credentials

Dictation Instructions: http://intranet.uhn.ca/clinical_tools/dictation/dictation_instructions.asp

FAQs (on UHN intranet): http://intranet.uhn.ca/clinical_tools/dictation/clip_faq.asp

UHN uses CLiP for self-editing transcribed notes and can be accessed through EPR. There is an elearning module for CLiP on the **Transcription Services** webpage -

http://www.uhnmodules.ca/For_Staff/computer_education/ClipeLearning/index.html

For technical problems call the HELP Desk at 416-340-4357 or Transcription Services at 416-340-4800 x6000.

Step 7: Photo ID

Your UHN-issued Photo ID gives you security access at UHN. If you have an existing UHN Photo ID, it will be reactivated upon approval of your registration. If you do not have a UHN-issued badge, please visit the Photo ID office:

TGH 730am – 330pm Monday, Tuesday, & Wednesday – Eaton South Basement, Rm 426A – Opposite Security

TWH 730am – 330pm Thursday & Friday – Fell Pavilion, 1st floor, Rm 511

Step 8: Scrubs

Please contact your program coordinator to obtain the scrub requisition form that you will present to **UHN Cashier's Office**. Refundable deposit required.

Your registration is now complete. You do not need to present in person at the Medical Education Office, unless you require the following:

Pager: Obtain requisition form from the Medical Education Office to present to **UHN Cashier's Office**. Refundable deposit required. Clinical Fellows have pagers issued by their Department. If you have a UHN pager that needs to be extended for the new academic year, let us know by emailing medicaleducation@uhn.ca.

In light of COVID-19 the Medical Education office will be operating remotely via [email](#) and available in person some days of the week on flex hours (8 am to 2pm). During this time only the TGH office will be open with the TWH office closed, please email medicaleducation@uhn.ca for further details regarding which days of the week the TGH office will be open.

Learner Engagement Survey

Your experience is important to us. You will be asked to complete an online learner engagement survey about your time at UHN. Your voice matters and your participation will help us improve the learner experience.

ADDITIONAL DETAILS

UHN is a respectful, caring, and inclusive learning environment. If you require accommodation, please be aware that this is a collaborative process between your academic site, yourself and UHN. For more information, please contact PGME <https://pg.postmd.utoronto.ca/contact-pgme/>.

For more information visit our education websites:

UHN <https://www.uhn.ca/Education/clinical-learners>

Please note: Learners who need to register for placements at MSH are required to use SiniaHealth NirvSystem and **NOT** UMLearns. Please contact MSH medical education for more information