

UHN PG REGISTRATION INSTRUCTIONS

Step 1: Register with University of Toronto

Postgraduate learners must have a Confirmation of Registration indicating status as REGISTERED with [PGME](#) on [POWER](#). Non-UofT Undergraduates must have their electives registered and confirmed with UofT.

Step 2: Register on UMLearns as a Medical Learner

Create a profile as a **Medical Learner** on <https://UMLearns.uhn.ca> and enter your placements at UHN for this academic year and your UHN rotations under “Rotation Details”.

Step 3: Complete Training and Knowledge Test for EPR Access*

If you have used your EPR within the last 2 years your account can be reactivated without additional training. The training takes 1.5-2 hours.

The **EPR for Providers Course** is completed online:

http://www.uhn.ca/corporate/For_Staff/Digital_Education/Pages/EPR_physicians.aspx

You must submit your UHN placement on UMLearns.uhn.ca prior to completing EPR training. This will allow for your knowledge test results to be uploaded into the registration database. Complete Course Completion Declaration Form and ID Verification Form. Accurate completion of these forms is required for you to receive 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 Network Log-in tab in your UMLearns.uhn.ca profile:

- **T-ID**
- **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 (you will be informed via email), email MedicalEducation@uhn.ca with **EPR Test Completed** subject line. Access will be granted ASAP.

Step 4: Photo ID

Your UHN issued Photo ID also gives you security access at UHN. If you have an existing UHN Photo ID it will be reactivated upon the approval of your registration. If you do not have a UHN issued badge visit Photo ID office:
TGH 730a – 330p Monday, Tuesday, & Wednesday – Eaton South Basement, Rm 426A – Opposite Security
TWH 730a – 330p Thursday & Friday – Fell Pavilion, 1st floor, Rm 511

Step 5: 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

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

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

- Pager:** Receive requisition form to present to **UHN Cashier’s Office**. For Clinical Fellows and Physician Assistants pagers are issued by their Department. If you have a UHN pager let us know via email if you need it to be extended.
- Scrubs:** Receive requisition form to present to **UHN Cashier’s Office**. Refundable deposit required.
Med Ed Office at TGH: 200 Elizabeth Street, Eaton Wing, Ground-001, 0800-1600
Med Ed Office at TWH: The MedWest Building, 750 Dundas Street West, 3rd floor, Room 305, 0800-1600