

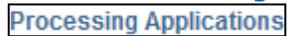
The following outlines the process for sending an invitation to a trainee for a Post Graduate Medical Education (PGME) program. In order for the trainee to access the online web application for the PGME program they must be issued an invitation. You must have the following trainee information in order to generate the invitation email which will contain the link to the program the trainee will be registering for:

- First Name
- Last Name
- Email Address
- Desired Program (Major and Minor if applicable)

1. Click the **Student Admissions** link.



2. Click the **Processing Applications** link.



3. Click the **Invite for Web Appl by Faculty** link.



4. Enter the application form "F" for Cumming School of Medicine or use the lookup tool.

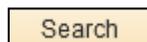
Click the **Look up Application Form** button.



5. Click the **F** link.



6. Click the **Search** button.



Invitation to Trainee for PGME

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7. The Maintain Invite for Admissions by Faculty Page displays a grid of applicants who have previously received invitations for various programs. Email status indicates an email invitation has been sent to the trainee (Success) and the number of emails that have been sent (e.g. 1 or 2). The program reference code indicates which program they have been invited to apply for. The Academic Program should always be MDPST (Post Graduate Medical Education). Degree should always be POST-DEG (Post Graduate Medical Education).
 Note: For FOIP reasons some information has been removed.

Maintain Invite for Admissions by Faculty

Academic Institution: UCALG University of Calgary
 Application Form: F PGME Application Form
 Academic Career: MED MED
 Faculty: MD Cumming School of Medicine
 Admit Term: 2167 Fall 2016

File Upload
 [CSV File Format]--->Program Ref Code, Academic Program, Degree Code, Email Name, Last Name,Acad Plan1,Acad Plan2,Acad Plan3,SubPlan
 Input File:

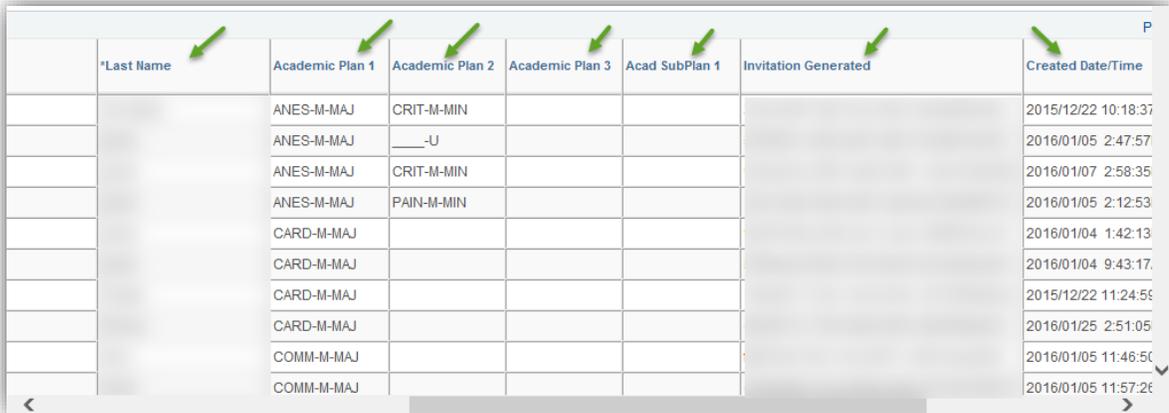
Maintain Invite for Admissions

Select New Select All

Scroll Right or Down to View Additional Information

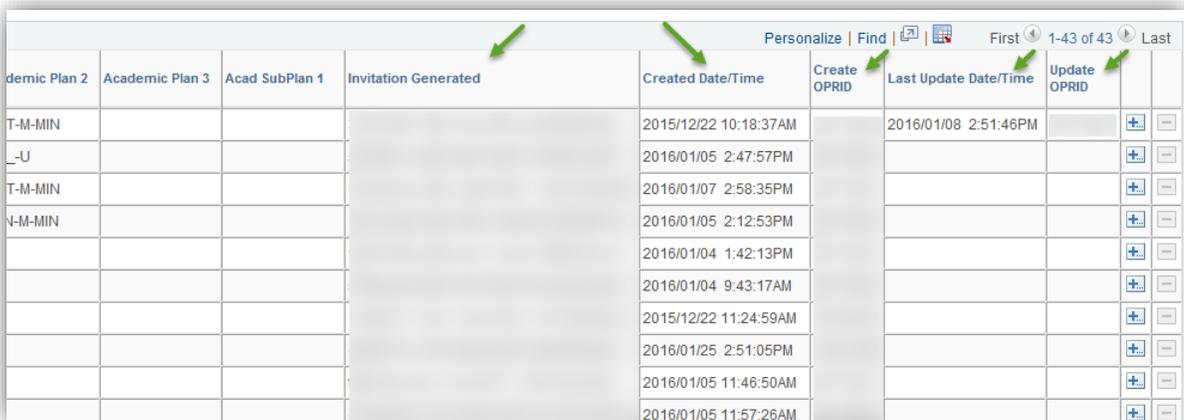
Applicant's Data										
Select	Email Status	# of Email Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address	*First Name	*Last Name	Academic F	
1	<input type="checkbox"/>	Success	2	ANES	MDPST	POST-DEG				ANES-M-M/
2	<input type="checkbox"/>	Success	1	ANES	MDPST	POST-DEG				ANES-M-M/
3	<input type="checkbox"/>	Success	1	ANES	MDPST	POST-DEG				ANES-M-M/
4	<input type="checkbox"/>	Success	1	ANES	MDPST	POST-DEG				ANES-M-M/
5	<input type="checkbox"/>	Success	1	CARD	MDPST	POST-DEG				CARD-M-M.
6	<input type="checkbox"/>	Success	1	CARD	MDPST	POST-DEG				CARD-M-M.
7	<input type="checkbox"/>	Success	1	CARD	MDPST	POST-DEG				CARD-M-M.
8	<input type="checkbox"/>	Success	1	CARD	MDPST	POST-DEG				CARD-M-M.
9	<input type="checkbox"/>	Success	1	COMM	MDPST	POST-DEG				COMM-M-M.
10	<input type="checkbox"/>	Success	1	COMM	MDPST	POST-DEG				COMM-M-M.

8. Scrolling across the page (right) displays the column headings for the trainee's email, First Name, Last Name, Academic Plan 1 (Major), Academic Plan 2 (Minor) and any specialties in Academic Plan 3 or Academic SubPlan. Note the required fields are indicated by an asterisk *. The Invitation Generated column displays the trainee specific link (not displayed) that is automatically populated into the email sent to the trainee and also the date and time the invitation was sent.



*Last Name	Academic Plan 1	Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Invitation Generated	Created Date/Time
	ANES-M-MAJ	CRIT-M-MIN				2015/12/22 10:18:37
	ANES-M-MAJ	____-U				2016/01/05 2:47:57
	ANES-M-MAJ	CRIT-M-MIN				2016/01/07 2:58:35
	ANES-M-MAJ	PAIN-M-MIN				2016/01/05 2:12:53
	CARD-M-MAJ					2016/01/04 1:42:13
	CARD-M-MAJ					2016/01/04 9:43:17
	CARD-M-MAJ					2015/12/22 11:24:59
	CARD-M-MAJ					2016/01/25 2:51:05
	COMM-M-MAJ					2016/01/05 11:46:50
	COMM-M-MAJ					2016/01/05 11:57:26

9. Additional columns display the Create OPRID; the emplid of the individual who created the invitation to the trainee in the system (removed for FOIP reasons). Last Update Date/Time indicates if there was an additional email sent to the trainee and also indicates the Update OPRID; the emplid of the individual who completed the last update.



Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Invitation Generated	Created Date/Time	Create OPRID	Last Update Date/Time	Update OPRID
T-M-MIN				2015/12/22 10:18:37AM		2016/01/08 2:51:46PM	
____-U				2016/01/05 2:47:57PM			
T-M-MIN				2016/01/07 2:58:35PM			
N-M-MIN				2016/01/05 2:12:53PM			
				2016/01/04 1:42:13PM			
				2016/01/04 9:43:17AM			
				2015/12/22 11:24:59AM			
				2016/01/25 2:51:05PM			
				2016/01/05 11:46:50AM			
				2016/01/05 11:57:26AM			

10. Scroll down the page to the last line in order to add a new row of information to send an invitation to a new trainee.

Click the **Add a new row** button.

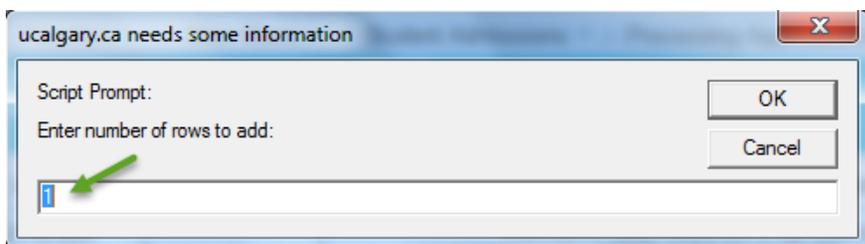


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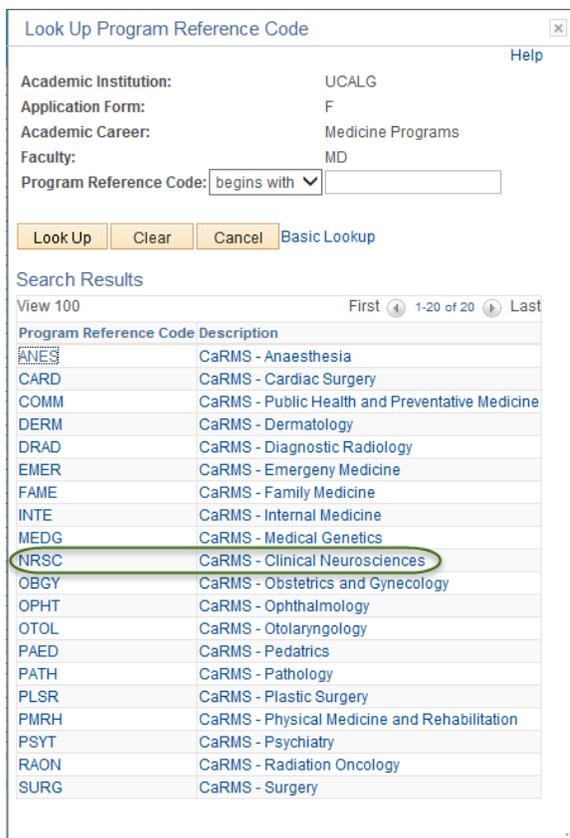
11. Enter the desired number of rows if sending invitations to more than one trainee. Click the **OK** button.



12. Click the **Look up Program Reference Code** button.



13. A list of Program Reference Codes indicate the programs specific for PGME. Select the applicable program. For this example select NRSC for Clinical Neurosciences. Click the **NRSC** link.



14. Click the **Look up Academic Program** button.

15. The Academic Program must be MDPST for Post-Graduate Medical Education. You can enter this directly if desired.
Click the **MDPST** link.

16. Enter the Degree (POST-DEG) or use the lookup tool if desired.
Click the **Look up Degree** button.

17. Click the **POST-DEG** link.

18. Enter the email address, First Name and Last name into the next 3 columns.
19. Click the **Look up Academic Plan 1** button.


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20. The Academic Plan defaults to the options selected in the Program Reference column; where Clinical Neurosciences was previously selected.

Click the **NRSC-M-MAJ** link.



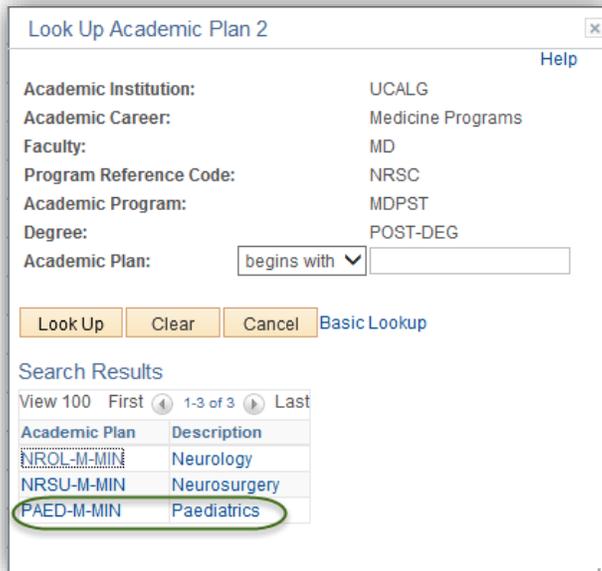
OPHT	MDPST	POST
PAED	MDPST	POST
PATH	MDPST	POST
PLSR	MDPST	POST
PMRH	MDPST	POST
PSYT	MDPST	POST
RAON	MDPST	POST-DEG
RAON	MDPST	POST-DEG
SURG	MDPST	POST-DEG
NRSC	MDPST	POST-DEG

21. If applicable, enter an Academic Plan.
Click the **Look up Academic Plan 2** button.



22. For this example select PAED-M-MIN Paediatrics.
Click the **PAED-M-MIN** link.

PAED-M-MIN



Look Up Academic Plan 2

Academic Institution: UCALG
 Academic Career: Medicine Programs
 Faculty: MD
 Program Reference Code: NRSC
 Academic Program: MDPST
 Degree: POST-DEG
 Academic Plan: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

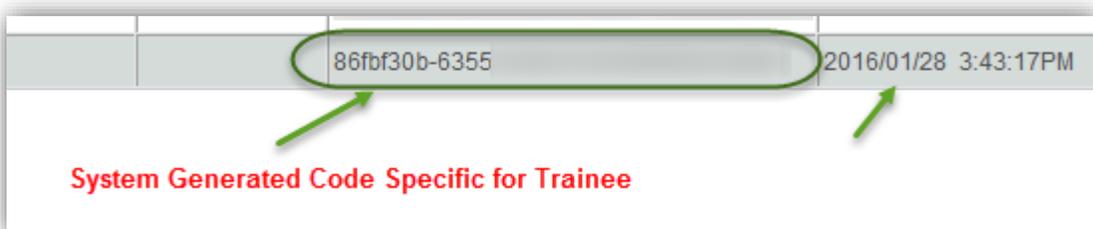
Academic Plan	Description
NROL-M-MIN	Neurology
NRSU-M-MIN	Neurosurgery
PAED-M-MIN	Paediatrics

23. If applicable enter additional information in the Academic Plan 3 and SubPlan columns.
24. When all the applicable information for the trainee has been entered save the information. Please note that the Save button must be used before sending the emails, otherwise the trainee will not get the appropriate program link.

Click the **Save** button.

 Save

25. Once the trainee information has been saved a specific link will be automatically system generated. For FOIP reasons it has been partially blurred. This system generated link is specific for the trainee and will be automatically included in the email invitation sent to the trainee when the email is sent. The trainee can click on the code in the email and be automatically navigated to the online application form.



86bf30b-6355	2016/01/28 3:43:17PM
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System Generated Code Specific for Trainee

Invitation to Trainee for PGME

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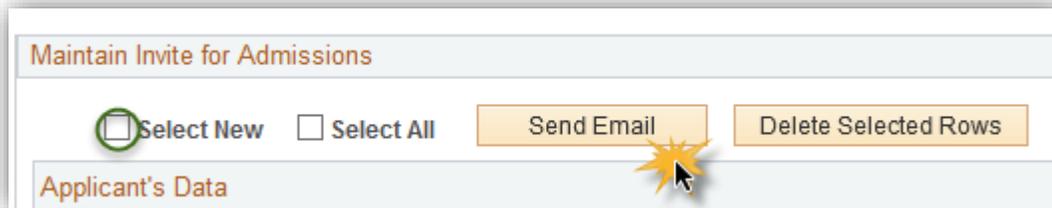
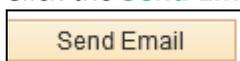


26. To send the invitation to the trainee(s) select the trainee(s) and scroll up to send the email. Click the **Select** option.



27. Select New will select the trainee(s) that have just been added to this grid and Select All will select all of the rows in the grid. To send an email only to specific trainee(s), the select box in front of the specific row.

Click the **Send Email** button.



End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services website.