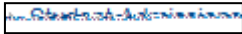


The following outlines the process for sending an invitation to a trainee for a Post Graduate Medical Education (PGME) program. In order for the trainee to access the online web application for the PGME program they must be issued an invitation. You must have the following trainee information in order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

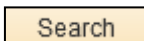
Click the **Look up Application Form** button.



5. Click the **F** link.



6. Click the **Search** button.



Invitation to Trainee for PGME

SA – Processing Online Applications



7.

Invitation to Trainee for PGME

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Invitation to Trainee for PGME

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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.

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.


Invitation to Trainee for PGME

SA – Processing Online Applications



-
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. ns

22. For this example select PAED-M-MIN Paediatrics.
Click the [PAED-M-MIN](#) link.

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.

- 25.

Invitation to Trainee for PGME

SA – Processing Online Applications

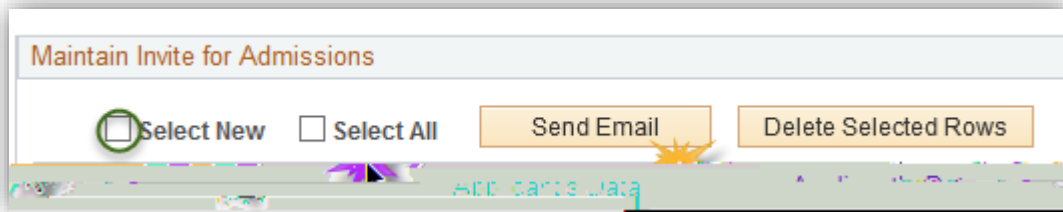


26. To send the invitation to the trainee(s) select the trainee(s) and scroll up to send the email. Click the **Select** option.



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.