

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 in UMLearns** 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 [UMLearns](#) 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.

ELECTIVE LEARNERS:

Please note: If you are a learner from another university or province doing an elective at UHN and University of Toronto, under training level, please select Elective followed by your year. Eg: Elective PGY2.

**** Registration time depends on learners’ past registration, training history, and clinical department. Training can take anywhere from 1-5 hours. Please allow enough time for registration, and do not let the registration interfere with your care duties at other hospitals outside UHN. If needed, you can reach out to your UHN educational supervisor/site lead to request a protected time for the registration.**

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

To access MyLearning please see instructions below.

New Learners

Once you submit your placement at [UMLearns](#), under the **Network Log-in** tab of your profile, you will have a:

- **tID** (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 tID 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 [PASSWORD RESET](#)

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 [UMLearns](#), 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 a returning learner who is submitting a placement, your tID might be expired. Please email medicaleducation@uhn.ca to request a temporary reactivation of your tID so you can complete the mandatory e-learning.

All Learners

Your tID and thereby MyLearning access will expire 14 days from the date you submit your placement if you do not complete the mandatory modules. 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.

Step 4: MFA Creation

Please do this step after you have changed your temporary password in MyLearning when you first logged in to do your e-learning modules at <https://mfa.uhn.ca>

To log into MFA, enter your UMLearns UPN (or UHN email address if you have one) and your updated password linked to your tID.

Note: If you were not asked to change your temporary password when you first logged in to do your e-learning modules, you will need to change your tID password remotely to set up your MFA using the following link: [Password Reset](#). You will use your UMLearns tID as the user name and your temporary password as the password. Once your password has been changed, go to <https://mfa.uhn.ca>

Step 5: UHN Email

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

Step 6: EPIC

All learners who will use Epic must complete their assigned Epic training. That will be a self-directed course, depending on your epic role.

Log into your MyLearning account and register for your course based on your UMLearns epic course assignment, and pass an End User Proficiency Assessment (EUPA), to gain access to the system.

If you have used Epic at UHN in the past, your account can be reactivated without additional training. Please email us at medicaleducation@uhn.ca if you require further clarification.



Epic Training for
Medical Learners.pdf



Epic Foundations for
Medical Learners.pdf

For additional information about Epic please click [here](#)

Step 7: 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. Please go the link below and do the “EPR with Chart Review Only – Intro to EPR”.

https://www.uhn.ca/corporate/For_Staff/Digital_Education/Pages/EPR_chart_review.aspx

You must submit your UHN placement at [UMLearns](#) 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:

- **tID** (your UHN network access ID). Your tID 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 8: Dictation - Dragon Medical One (if required)

Training for Dragon Medical One with Epic can be found in the [MyLearning Portal "Dragon Medical One Training in Epic"](#) (Course Code UHUHSY351w) and tip sheets can be referenced at any time from the Learning Home Dashboard within Epic production (access using F1 in Epic).

You will see the "Dragon Login" option at the top left of the Epic screen when you first sign in.



Dragon Support Details

For access, workflow and functional support, email the Transcription team 9:00am-5:00pm Monday-Friday at speechrecognition@uhn.ca.

During Off Business Hours and Weekends, dial Help Desk at x 4357 or email help@uhn.ca mentioning Dragon Medical One (Self Dictation Tool) to initiate a support ticket.

For technical support, dial Help Desk at x 4357 or email help@uhn.ca mentioning Dragon Medical One (Self Dictation Tool) to initiate a support ticket.

Step 9: 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 10: Scrubs

Scrub requisition forms are available outside the Medical Education offices. Instructions are in the form.

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

Pager:

Clinical Fellows have pagers issued by their Department. Please contact your program.

Residents: Obtain requisition form from outside the Medical Education Office to present to **UHN Cashier's Office**.

Refundable deposit required. If you have a UHN pager that needs to be extended for the new academic year, let us know by emailing medicaleducation@uhn.ca.

Medical Education office is available for assistance via [email](#) Monday to Friday (8 am to 4 pm).

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>