

RMS Quick Reference (Resident) Update Contact Information

Residents are responsible for updating their contact info in the [Resident Management System \(RMS\)](#), as well as contacting the following professional institutions:

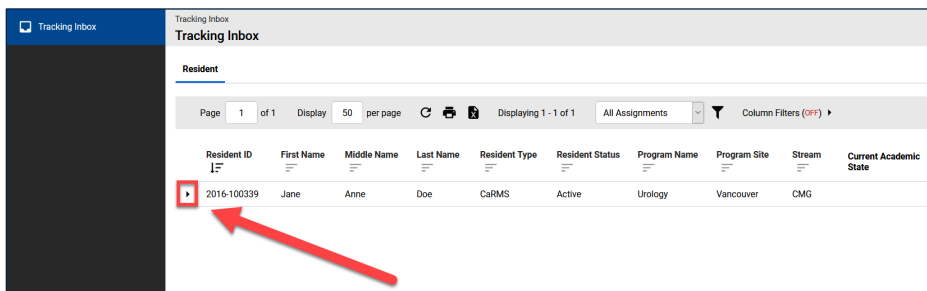
- ◆ Provincial Health Services Authority (PHSA) Support Services
 - [Employee Records & Benefits](#)
 - [Payroll](#)
- ◆ [Resident Doctors of BC](#)
- ◆ [College of Physicians and Surgeons of BC](#)
- ◆ [UBC Enrolment Services](#)
- ◆ [College of Family Physicians of Canada](#) (for Family Practice Resident)

For **name changes**, please contact the [PGME Dean's Office](#) and indicate in the subject **'Name Change'**. Please attach supporting documentation that applies to your situation.

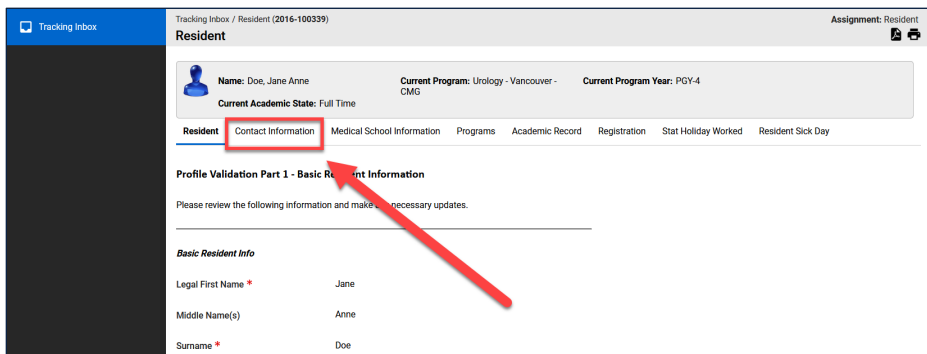
Update Contact in RMS

Please Note: *Safari is NOT fully supported by RMS. Please use another browser such as Google Chrome or Firefox to submit your sick day.*

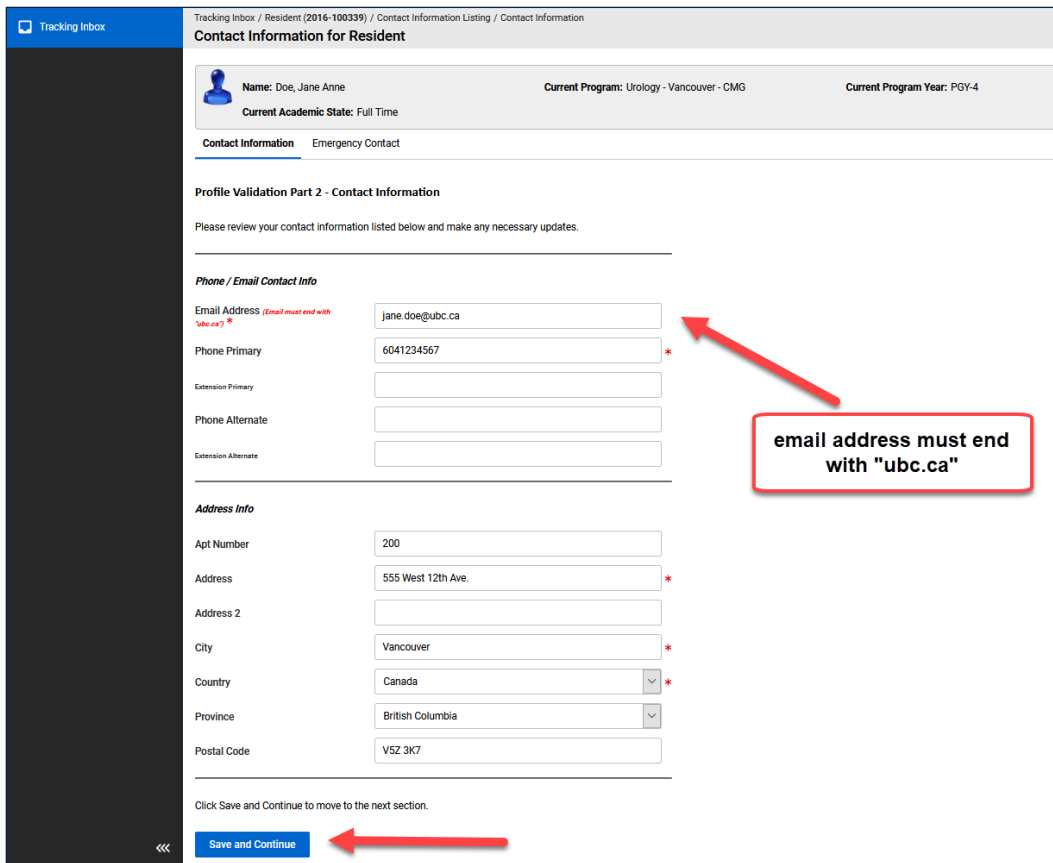
- ▶▶ Log in to the [RMS](#) with your CWL.
- ▶▶ **Home Page** → Click on **Tracking Inbox** and the arrow to the left of your name to access your **Resident Profile**.



- ▶▶ **Resident Profile** → Click on **Contact Information** tab to open **Contact Information Listing**.



▶▶ Update contact information.



Tracking Inbox / Resident (2016-100339) / Contact Information Listing / Contact Information

Contact Information for Resident

Name: Doe, Jane Anne **Current Program:** Urology - Vancouver - CMG **Current Program Year:** PGY-4
Current Academic State: Full Time

Contact Information Emergency Contact

Profile Validation Part 2 - Contact Information

Please review your contact information listed below and make any necessary updates.

Phone / Email Contact Info

Email Address (Email must end with "ubc.ca") * jane.doe@ubc.ca

Phone Primary 6041234567 *

Extension Primary

Phone Alternate

Extension Alternate

Address Info

Apt Number 200

Address 555 West 12th Ave. *

Address 2

City Vancouver *

Country Canada *

Province British Columbia

Postal Code V5Z 3K7

Click Save and Continue to move to the next section.

Save and Continue

Please note: All UBC residents are required to activate and use a UBC-issued email address when corresponding with the UBC Postgraduate Medical Education (PGME) Dean's Office and PGME programs. Please refer to the [UBC PGME website](#) for more information.

- ▶▶ Click **Save and Continue**.
- ▶▶ Please do not forget to update your contact information with the [other professional institutions](#) listed above.

If you require further help with RMS, please contact [RMS Support](#).