

RMS Quick Reference (Resident) Resident Registration

UBC Faculty of Medicine PGME Registration is completed in the [Resident Management System \(RMS\)](#).

All New and Returning Residents are required to complete registration starting mid-April and once they receive their registration email from PGME. The registration email will contain a unique link and login instructions to RMS.

PLEASE NOTE: Registration must be completed by the **training start date** in order to avoid delays and to be included in the academic year scheduling.

▶▶ PGME Resident Registration is comprised of:

- ◆ **New Residents:** Profile Validation and Signing Letter of Offer (Contract)
- ◆ **Returning Residents:** Profile Validation

▶▶ RMS requires users to log in using their [UBC Campus Wide Login \(CWL\)](#). Residents must also have a [UBC-issued email address](#) entered in RMS.

▶▶ **HOW TO REGISTER:**

PLEASE NOTE: Safari is not fully supported by RMS. Please use another browser such as Google Chrome or Firefox to register.

- 1) Please click the unique registration link on your registration email to begin (this link can only be used once).
- 2) Log in using your CWL (you will be unable to access RMS without an active CWL).
- 3) **PROFILE VALIDATION:** Please update/verify the information on each page and follow prompts:

- ◆ Basic Resident Information

Profile Validation Part 1 - Basic Resident Information

Please review the following information and make any necessary updates.

For name changes, please contact the [PGME Dean's Office](#) and attach supporting documentation.

Basic Resident Info

Legal First Name *	Jane
Preferred/Chosen First Name <small>(if different from Legal First Name above)</small>	<input type="text"/>
Middle Name(s)	Amanda
Surname *	Doe
Date of Birth	03/01/2000
Gender	Female <input type="button" value="v"/>
Resident Photo	No File Selected <input type="button" value="↑"/>

◆ Contact Information (update Email Address to your UBC email address)

Profile Validation Part 2 - Contact Information

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

Please also ensure that you have a [UBC-issued email address](#) - BC Health Authorities require all residents use a UBC-issued email address to access electronic health record systems used in clinical settings across the province.

Phone / Email Contact Info

Email Address (Email must end with "alumni.ubc.ca") *

Phone Primary *

Extension Primary

Phone Alternate

Extension Alternate

Address Info

◆ Emergency Contact

Profile Validation Part 3 - Emergency Contact

Listed below is the emergency contact information we have on file. Please update any information as necessary.

Name *

Phone Number *

Email Address

Relationship *

Is this your Primary Emergency Contact? Yes No

Click Save and Continue to move to the next section.

Save and Continue

◆ Confirm Profile Validation by clicking on the “pen” icon to enter your CWL password.

Registration Confirmation


Academic Year * 2021/2022

If any errors exist in your profile information, please select an On-Hold Reason below and add an explanation of the observed error. After clicking Submit, the Dean's Office will be notified of the issue.

You will receive an email notification when your updated profile is ready for review.

On-Hold Reason

If no Profile errors have been identified, please certify that all the fields are accurate by clicking the Signature Icon below. A Program Letter of Offer (if applicable) will be generated upon clicking Save and Complete. PLEASE NOTE: Program Letters of Offer are term-based and are only issued at the start of a UBC residency training program. Residents continuing with their current program have already signed their Letter of Offer electronically and are NOT required to sign another Letter of Offer.

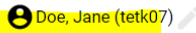
Resident Signature 


Save and Complete



- ◆ Click “Save and Complete”.

If no Profile errors have been identified, please certify that all the fields are accurate by clicking the Signature Icon below. A Letters of Offer are term-based and are only issued at the start of a UBC residency training program. Residents continuing v another Letter of Offer.

Resident Signature  Doe, Jane (tetk07)

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- ◆ If you are a **Returning Resident (same program)**, you have completed registration. Please skip to #5.


4) **SIGNING LETTER OF OFFER (CONTRACT):**

- If you are a **New Resident**, a Letter of Offer will open.
- If you are a **Returning Resident (NEW program)**, the signed Letter of Offer for your **previous** program will open first, please click “**Submit**” (no need to re-sign) and your new Letter of Offer will open.

- ◆ Please review the Letter of Offer and sign by clicking on the “**pen**” icon (scroll up if you cannot find the signature window).

If no errors have been identified, please click the Signature Icon below to sign your Letter of Offer.

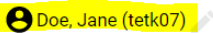
By accepting this appointment you agree to the terms and conditions of the offer of appointment.


Resident Signature 

- ◆ Click “**Submit**” to complete registration.

If no errors have been identified, please click the Signature Icon below to sign your Letter of Offer.

By accepting this appointment you agree to the terms and conditions of the offer of appointment.

Resident Signature  Doe, Jane (tetk07)

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- You will receive a registration confirmation email within 48 hours after successfully completing registration.
- Please ensure that all required [registration tasks](#) are completed prior to your program start date.
- Please bookmark [Resident Management System \(RMS\)](#) for future access.