

# 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 link and login instructions to RMS.
- ▶ 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. More detailed steps will be included in the registration email for how to set these up before completing registration in RMS.

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

## 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) Log into RMS using your unique registration link in the email from PGME. Alternatively, if you are a returning resident, you can log into RMS as usual and the below will pop up to action once registration has opened.
- 2) **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.*

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**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.*

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**Phone / Email Contact Info**

Email Address (Email must end with @ubc.ca)

Phone Primary  \*

Extension Primary

Phone Alternate

Extension Alternate

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**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.*

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Name \*

Phone Number \*

Email Address

Relationship \*

Is this your Primary Emergency Contact?  Yes  No

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Click Save and Continue to move to the next section.

**Save and Continue**

◆ Confirm Profile Validation by clicking on the “pen” icon. A pop-up box will appear confirming your CWL, click OK if correct.

**Registration Confirmation**

Academic Year \*

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*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

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*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 Letter 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) 

 04/24/2021 02:31 PM

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

### 3) **SIGNING LETTER OF OFFER (CONTRACT):**

- If you are a **New Resident OR Returning Resident (NEW program)**, a 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). A pop-up box will appear confirming your CWL, click OK if correct.

*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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- If you are a **Returning Resident (NEW program)**, the signed Letter of Offer for your **previous** program(s) will then appear. Please click “Submit” (no need to re-sign) and your registration is now complete.



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