

SA – Processing Online Applications

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)
 - Click the Student Admissions link.
 Student Admissions
 - 2. Click the **Processing Applications** link. **Processing Applications**
 - 3. Click the Invite for Web Appl by Faculty link. Invite for Web Appl by Faculty
 - 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.



SA – Processing Online Applications

7. The Maintain Invite for Admissions by Faculty Page displays a grid of applicants who have previously received invitations for various programs. Email status indicates an email invitation has been sent to the trainee (Success) and the number of emails that have been sent (e.g. 1 or 2). The program reference code indicates which program they have been invited to apply for. The Academic Program should always be MDPST (Post Graduate Medical Education). Degree should always be POST-DEG (Post Graduate Medical Education). Note: For FOIP reasons some information has been removed.

Ma	intain	Invite f	or Ad	mission	s by Facu	ılty									
								File Upload							
Acad	lemic Ins	stitution:	UC	ALG	University of C	Calgary									
Appli	ication Fe	orm:	F		PGME Applica	ation Form		Name, La	st Name, Acad Plan1, Acad	Plan2,Acad Plan	3,SubPlan	Tee Code, El			
Academic Career MED MED				MED			Input File:			Select	File				
Facu	Faculty: MD Cun			Cumming Sc	hool of Medicine										
Adm	it Term:		216	67	Fall 2016				Soroll Dight	or Down to Vic					
Mair	Scroll Right or Down to View Additional Information														
Ivian	ittaini inivi		11331011							1		-			
	Sel	ect New	Sel	ect All	Send Email	Delete S	Selected Rows			- +					
Ap	plicant's	Data 🖌				1 1									
	Select	Email Status	# of Email Sent	*Program Reference Code	*Academic Program	*Degree	*Email Address		*First Name	*Last Name		Academic F			
1		Success	2	ANES	MDPST	POST-DEG						ANES-M-M/			
2		Success	1	ANES	MDPST	POST-DEG						ANES-M-M/			
3		Success	1	ANES	MDPST	POST-DEG						ANES-M-M/			
4		Success	1	ANES	MDPST	POST-DEG						ANES-M-M/			
5		Success	1	CARD	MDPST	POST-DEG						CARD-M-M.			
6		Success	1	CARD	MDPST	POST-DEG						CARD-M-M.			
7		Success	1	CARD	MDPST	POST-DEG						CARD-M-M.			
8		Success	1	CARD	MDPST	POST-DEG						CARD-M-M.			
9		Success	1	СОММ	MDPST	POST-DEG						COMM-M-M			
10		Success	1	СОММ	MDPST	POST-DEG			1			СОММ-М-М			



SA – Processing Online Applications

8. Scrolling across the page (right) displays the column headings for the trainee's email, First Name, Last Name, Academic Plan 1 (Major), Academic Plan 2 (Minor) and any specialties in Academic Plan 3 or Academic SubPlan. Note the required fields are indicated by an asterisk *. The Invitation Generated column displays the trainee specific link (not displayed) that is automatically populated into the email sent to the trainee and also the date and time the invitation was sent.

*Last Name	Academic Plan 1	Academic Plan 2	Academic Plan 3	Acad SubPlan 1	Invitation Generated	Created Date/Tin
	ANES-M-MAJ	CRIT-M-MIN			-	2015/12/22 10:1
	ANES-M-MAJ	U				2016/01/05 2:47
	ANES-M-MAJ	CRIT-M-MIN				2016/01/07 2:58
	ANES-M-MAJ	PAIN-M-MIN				2016/01/05 2:12
	CARD-M-MAJ					2016/01/04 1:42
	CARD-M-MAJ				:	2016/01/04 9:43
	CARD-M-MAJ					2015/12/22 11:2
	CARD-M-MAJ					2016/01/25 2:51
	COMM-M-MAJ					2016/01/05 11:4
	COMM-M-MAJ				ļ.	2016/01/05 11:5

9. Additional columns display the Create OPRID; the emplid of the individual who created the invitation to the trainee in the system (removed for FOIP reasons). Last Update Date/Time indicates if there was an additional email sent to the trainee and also indicates the Update OPRID; the emplid of the individual who completed the last update.

				Perso	nalize Find	1 🗖 🔣 🛛 First 🕚	1-43 of 43	🕑 La	ast
demic Plan 2	Academic Plan 3	Acad SubPlan 1	Invitation Generated	Created Date/Time	Create K OPRID	Last Update Date/Time	Update H OPRID		
T-M-MIN				2015/12/22 10:18:37AM		2016/01/08 2:51:46PM		+	-
U			-	2016/01/05 2:47:57PM				+	-
T-M-MIN				2016/01/07 2:58:35PM	Ĩ			+	-
N-M-MIN				2016/01/05 2:12:53PM	Î			+	-
			-	2016/01/04 1:42:13PM	Î			+	-
				2016/01/04 9:43:17AM	Ť			+	-
			-	2015/12/22 11:24:59AM	1			+.	-
				2016/01/25 2:51:05PM	Ť			+	-
			1	2016/01/05 11:46:50AM	Ī			+	-
				2016/01/05 11:57:26AM				+.	-

10. Scroll down the page to the last line in order to add a new row of information to send an invitation to a new trainee.

Click the **Add a new row** button.

+...



SA – Processing Online Applications

11. Enter the desired number of rows if sending invitations to more than one trainee. Click the **OK** button.

UK	
ucalgary.ca needs some information	×
Script Prompt: Enter number of rows to add:	OK Cancel

- 12. Click the **Look up Program Reference Code** button.
- 13. A list of Program Reference Codes indicate the programs specific for PGME. Select the applicable program. For this example select NRSC for Clinical Neurosciences. Click the **NRSC** link.

CIICK	u	
NRSC	2	
in tot	-	

Look Up P	rogram Re	eference Code)				
			Help				
Academic In	stitution:	UCALG					
Application F	orm:	F					
Academic Ca	areer:	Medicine Programs					
Faculty:		MD					
Program Ref	ference Cod	e: begins with 🗸					
Look Up	Clear	Cancel Basic Lookup					
Search Res	sults						
View 100		First 🕢 1-20 of 20 🕟	Last				
Program Refe	erence Code	Description					
ANES		CaRMS - Anaesthesia					
CARD		CaRMS - Cardiac Surgery					
COMM		CaRMS - Public Health and Preventative Med	licine				
DERM		CaRMS - Dermatology					
DRAD		CaRMS - Diagnostic Radiology					
EMER		CaRMS - Emergeny Medicine					
FAME		CaRMS - Family Medicine					
INTE		CaRMS - Internal Medicine					
MEDG		CaRMS - Medical Genetics					
NRSC		CaRMS - Clinical Neurosciences					
OBGT		CaRMS - Obstetrics and Gynecology					
OTOL		CaRMS - Ophinaimology					
BAED		CaRMS - Otolaryingology					
PATH		CaRMS - Pathology					
PLOD		CaRMS - Plastic Surgery					
PMRH		CaRMS - Physical Medicine and Rehabilitation	n				
PSYT		CaRMS - Psychiatry	201				
RAON		CaRMS - Radiation Oncology					
CUDO		CaRMS - Surgery					



SA – Processing Online Applications

- 14. Click the **Look up Academic Program** button.
- The Academic Program must be MDPST for Post-Graduate Medical Education. You can enter this directly if desired.
 Click the MDPST link.
- Enter the Degree (POST-DEG) or use the lookup tool if desired.
 Click the Look up Degree button.
- 17. Click the **POST-DEG** link. POST-DEG
- 18. Enter the email address, First Name and Last name into the next 3 columns.
- 19. Click the **Look up Academic Plan 1** button.



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.

Ū	ï	ī	i	1	1	ć		1	i,	1	ŕ		1			Ì			j			1	I		1	i	i	1	í			ï	Ì
١	ł	ľ		5	L	١		2	ł	ļ	Ļ		,			1		V	l				l		l	l	V	ŕ	1	١		J	
••	٠	••	••		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

OPHT	MDPST	POST	Look Up	Academic P	lan 1		×
PAED	MDPST	POST	Academic	Institution			Help
PATH	MDPST	POST	Academic	Career:		Medicine Programs	
PLSR	MDPST	POST	Faculty:			MD	
PMRH	MDPST	POST	Program F	Reference Cod	e:	NRSC	
PSYT	MDPST	POST	Degree:	r rogram.		POST-DEG	
PSYT	MDPST	POST	Academic	Plan:	begins w	ith 🗸	
PSYT	MDPST	POST	LookUp	Clear	Cancel	Basic Lookun	
PSYT	MDPST	POST	LOOK OP	Cieai	Cancer	Dasie Lookup	
PSYT	MDPST	POST	Search R	esults	- ·	-	
RAON	MDPST	POST	View 100 Academic	First ④ 1 Plan Descriptio	of1 🕟 Las n	t	
RAON	MDPST	POST	NRSC-M-N	A. Clinical Ne	euroscience	6	
RAON	MDPST	POS					
RAON	MDPST	POST	-DEG I				
RAON	MDBST	POST	-DEG I				
SURG	MDPST	POST	-DEG I				
NRSC 🔍	MDPST 🔍	POST	r-deg 🔍				

21. If applicable, enter an Academic Plan. Click the **Look up Academic Plan 2** button.



SA – Processing Online Applications

22.	For this example select PAED-M-MIN Paediatrics.
	Click the PAED-M-MIN link.
	PAED-M-MIN

Look Up Acad	emic Pl	an 2			×
					Help
Academic Institu	tion:			UCALG	
Academic Caree	C.			Medicine Programs	
Faculty:				MD	
Program Referer	nce Code	:		NRSC	
Academic Progra	am:			MDPST	
Degree:				POST-DEG	
Academic Plan:		begins v	vith 🗸		
			_		
Look Up C	Clear	Cancel	Basic	Lookup	
Search Results	5				
View 100 First	1-3 of	3 🕟 Last			
Academic Plan	Descrip	otion			
NROL-M-MIN Neurology					
NRSU-M-MIN	Neuros	surgery			
PAED-M-MIN	Paedia	trics			
-					
					.:

- 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. Once the trainee information has been saved a specific link will be automatically system generated. For FOIP reasons it has been partially blurred. This system generated link is specific for the trainee and will be automatically included in the email invitation sent to the trainee when the email is sent. The trainee can click on the code in the email and be automatically navigated to the online application form.

	86fbf30b-6355	2016/01/28 3:43:17PM
System Gei	nerated Code Specific for Trainee	



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.

Send	Email	

Maintain Invite for Admissions		
Select New 🗌 Select All	Send Email	Delete Selected Rows
Applicant's Data		

End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services website.