

## RMS Registration: How-To For Residents

### Profile Validation

When registration begins, you will receive an email with a unique link to the online Resident Management System (RMS) and login instructions. Please note that the Safari browser is not fully supported by RMS; please use another browser such as Google Chrome or Firefox when accessing the system.


1. Click on your unique registration link, and log in using your CWL.
2. Update your profile information. There are 3 sections that must be updated:
  - Part 1: Basic Resident Information
  - Part 2: Contact Information
  - Part 3: Emergency Contact

#### Profile Validation Part 1 - Basic Resident Information

Please review the following information and make any necessary updates. Required fields are denoted by an (R) symbol.

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**Basic Resident Info**

First Name	Jane
Middle Name	
Last Name	Doe
Preferred Name	<input type="text"/>
Date of Birth	<input type="text" value="06/20/1984"/>  (mm/dd/yyyy)
Gender	<input type="text" value="Female"/> ▼
Resident Photo	<input type="text"/> <input type="button" value="Browse"/>

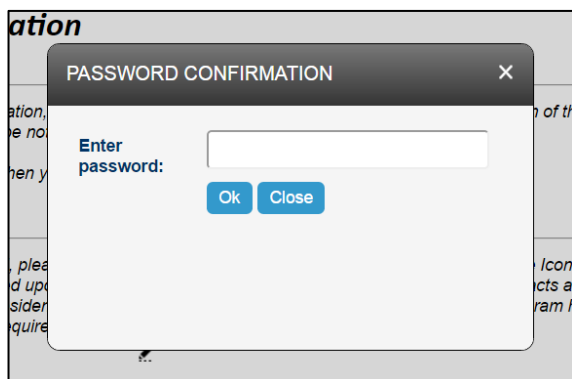
3. Click 'Save and Complete' to move to the next section.
4. Complete updating your profile information by submitting your electronic signature.
  - Click the pencil icon

*If no Profile errors have been identified, please certify that all the fields are accurate by clicking the Signature Icon below. A Program Contract (if applicable) will be generated upon clicking Save and Complete. PLEASE NOTE: Program Contracts are now 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 contracts electronically and are NOT required to sign another contract.*

Resident Signature



- A pop-up window requesting your CWL password will appear. Enter password and click OK.



- Once the pop-up window disappears, you will need to click 'Save and Complete'

**Registration Confirmation**

Academic Year 2016/2017

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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 Contract (if applicable) will be generated upon clicking Save and Complete. PLEASE NOTE: Program Contracts are now 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 contracts electronically and are NOT required to sign another contract.*

Resident Signature 👤 Doe, Jane (JD) ✎

Save and Complete

If you have previously signed your Letter of Offer in RMS, and are not beginning a new program, you have now completed your registration in RMS.

### Letter of Offer

If you're a new resident or beginning a new program, you will receive an electronic letter of offer through RMS. Much like confirming your profile, you will be asked to complete the submission of your letter of offer with an electronic signature. To sign, click the pencil icon. Clicking the pencil icon will prompt a pop-up window requesting your CWL password. Once you have entered your password, you will need to click 'Submit' to finalize your registration.

*If no errors have been identified, please click the Signature Icon below to sign your Contract.*

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

Resident Signature 👤 Doe2, Jane (JD2) ✎

Submit

