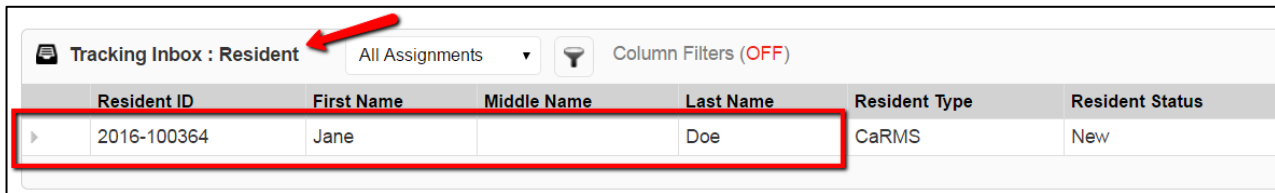


RMS Contact Information: How-To For Residents

Updating Your Contact Information

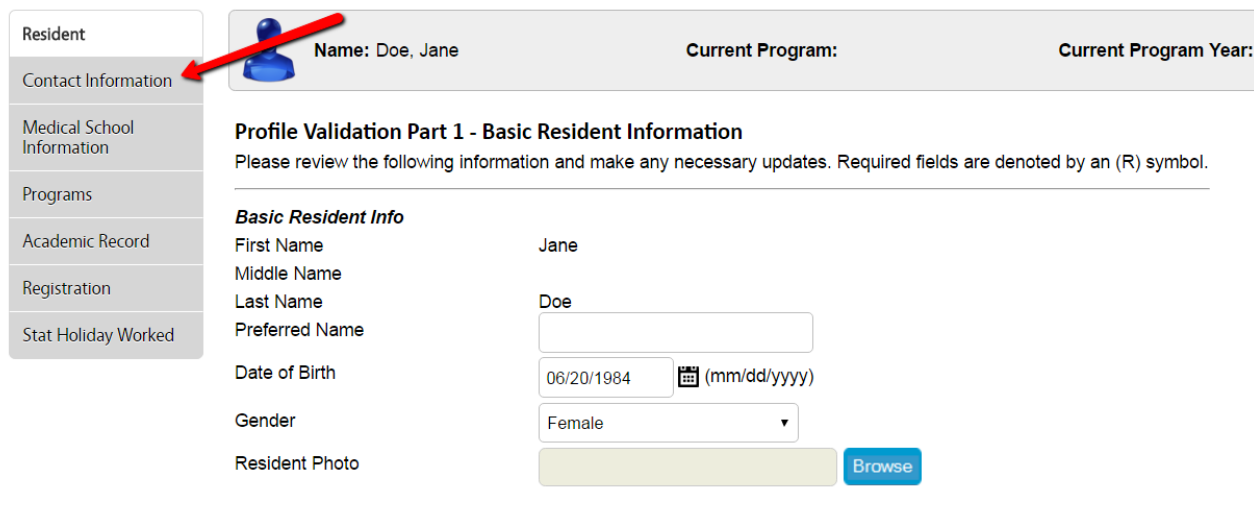
Residents are responsible for updating their contact information in the Resident Management System (RMS). Please note that the Safari browser is not fully supported by RMS; please use another browser such as Google Chrome or Firefox when accessing the system.

1. Log into RMS using this link <http://rms.med.ubc.ca> and your CWL.
2. Click on your name in the Tracking Inbox.



Resident ID	First Name	Middle Name	Last Name	Resident Type	Resident Status
2016-100364	Jane		Doe	CaRMS	New

3. Look to the left in the navigation; click on 'Contact Information'.



Resident Name: Doe, Jane Current Program: Current Program Year:

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.

Basic Resident Info

First Name Jane
Middle Name
Last Name Doe
Preferred Name
Date of Birth 06/20/1984 (mm/dd/yyyy)
Gender Female
Resident Photo

4. Update your contact information, and be sure to click 'Save' at the bottom of the page.

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 ensure that your UBC email address is listed in the Resident Management System.

Residents are also responsible for updating their contact information with HSSBC, Resident Doctors of BC, the College of Physicians and Surgeons of BC, and UBC Enrolment Services. Information about Address and Name Changes can be found in the [UBC Resident Policies and Procedures Manual](#).