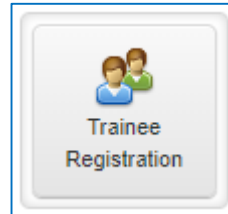# HOW TO ASSIGN COMMITTEES TO A TRAINEE

TARGET AUDIENCE: PROGRAM ADMINISTRATORS

Updated May 9, 2019

1. From the MedSIS home page, click the Trainee Registration.

Trainee Registration

2. Search trainee by Last Name. Click Search.

Trainee Search			
Save Filter		Q Search	Clear
Student #:		OPHRDC #:	
Last Name:	Smith	Hospital Employee #:	
First Name:			

3. Select the trainee and click View Profile.

Trainee Search Result						Selected: 1 Total: 1

Search: [   ]   Print Documents | Export | Send Email | Run Task | View Profile

	Name	Student #	OPHRDC #	Trainee Status	Registration Status	Default Email
✔	Smith,	00025	2000	Historical		smith@medportal.ca

4. From the menu on the left, select Learning Path.

- Home
- Trainee Search
- New Trainee
- Trainee Profile
  - Initial View
  - Personal Info
  - Contact Info
  - Training Lines
  - Learning Path
  - Academic Coach
  - Rotations
  - Requirements
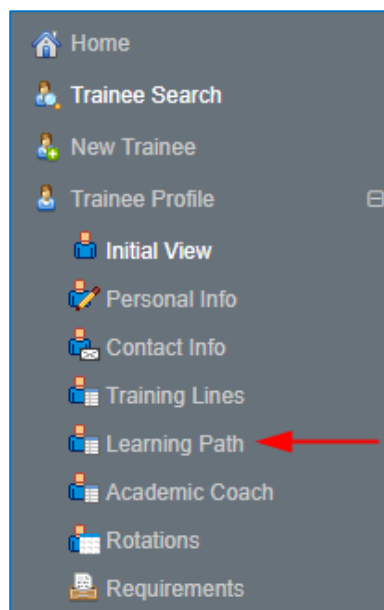
5. Click on the Learning Path.

6. Under the User Groups tab, click Add New.

7. Select the Committee Type (competence committee or residency program committee) and assign the appropriate committee and click Save. You will need to complete this step for each committee you need to assign.

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca