

USER MANUAL – EDITING/ADDING TRAINING LINES

TARGET AUDIENCE: ADMINISTRATORS

Updated June 16, 2023

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Editing Training Lines

Step 1: To edit training lines, click on the menu item called Learner Registration.



Step 2: Use the Learner Search to open learner profiles.

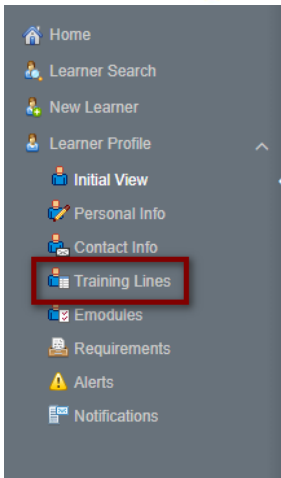
The screenshot shows the 'Learner Search' form. It includes fields for Last Name, First Name, Known By, Student #, OPHRDC #, and Hospital Employee #. There are also dropdown menus for 'Registration' (Training Session: 2022 - 2023) and 'Legal/Visa Status: --Select--'. Checkboxes are present for 'Learner Status' (Draft, Historical, New, Returning, Withdrawn, N/A) and 'Learner Type' (Trainee, Student, RMA, Student). A 'Save Filter' button is on the left, and a 'Search' button is on the right, highlighted with a red arrow.

Step 3: Select the learner(s) you wish to view the training lines for and view profile.

The screenshot shows the 'Learner Search Result' table. A red arrow points to the top-left checkbox, with the text 'Select all using the top box or individually select learners'. Another red arrow points to the 'View Profile' button in the top right corner of the table.

<input checked="" type="checkbox"/>	Name	Student #	Last Training Level	Last Program	Learner Status	Default Email	Registration Status
<input checked="" type="checkbox"/>	Darren, Rachel	40000006	Year 2	BHsc - MEP	Returning Student	mcmasterlearner71@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/>	Doe, Jane	40000001	Year 2	BHsc - MEP	Returning Student	mcmasterlearner21@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/>	Koals, Hia	40000004	Year 2	BHsc - MEP	Returning Student	learneremail2@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/>	Moore, Chen	40000005	Year 2	BHsc - MEP	Returning Student	learneremail3@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/>	Patel, Nina	40000002	Year 2	BHsc - MEP	Returning Student	learneremail4@mcmaster.ca	Not-Ready
<input checked="" type="checkbox"/>	Smith, Nick	40000003	Year 2	BHsc - MEP	Returning Student	learneremail5@mcmaster.ca	Not-Ready

Step 4: From the left-hand menu, select "Training Lines".



Step 5: Under the column “Program”, select the blue text and an edit window will open for the training line.

Training Lines			
Session 2023 - 2024			
Program	Training Level	Training Status	Start Date
BHsc - MEP	Year 2	Active	01-Sep-2023

● The police record check is now expired or missing. If you do not upload this document to MedSIS, you will not be able to continue training.
 ● The NRP is now expired or missing. If you do not upload this document to MedSIS, you will not be able to continue training.

Step 6: Enter the needed information and save.

Tip: All FHS Programs should have their start date as “September 1st” and their end date as “August 31st” to reflect the full academic year. If your learner(s) are on leave, these dates may be in two different training lines.

Learner Type: Student
 Training Program: BHsc - MEP
 Training Level: Year 2
 Campus: Greater Ontario Area
 Start Date: 01-Sep-2023
 Employment Type: FULL TIME
 Training Status: Active
 End Date: 31-Aug-2024
 Training Completion Status: Continue Training
 Promotion Date: N/A
 Comments: [Text Area]
 4000 characters remaining

[Save] [Delete] [Cancel]

Updating Training Lines – Withdrawal

Step 1: In the “ Training Lines” tab, select “Edit Registration”.

+ Add Training				
Returning Student Registered Download Edit Registration				
	Type	Campus	FTE	Approval Status
023	Student	Hamilton		Approved

Step 2: Enter Withdrawn Date and save.

Edit Registration Info Training Session: 2022

Source: --Select-- FTE Overall: 0.00

Payment Date: FTE Funded: 0.00

Withdrawn Date: 16-Jun-2023

Program Registration Date: 01-Sep-2021

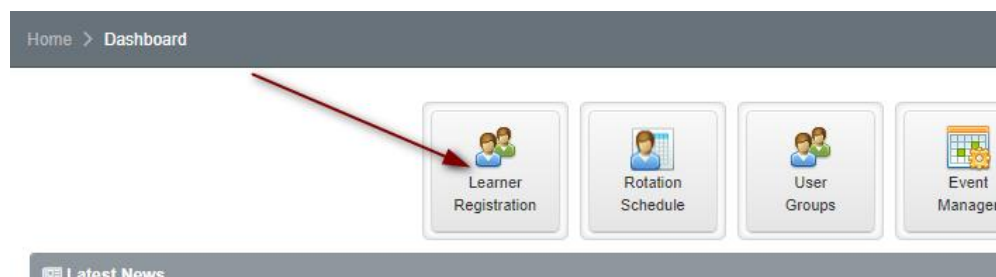
History Last modified on 15-Jun-2023, 09:36 by System. Save

Step 3: Return to the "Training Lines" tab and ensure the a grey withdrawn status is showing for that learner's training line.

+ Add Training						
Withdrawn Not-Ready Edit Registration						
	Start Date	End Date	Type	Campus	FTE	Approval Status
	01-Sep-2022	31-Aug-2023	Student	Hamilton		Approved

Adding Training Lines

Step 1: To edit training lines, click on the menu item called Learner Registration.



Step 2: Use the Learner Search to open learner profiles.

Q Learner Search

Save Filter Q Search

Last Name: Student #:

First Name: OPHRDC #:

Known By: Hospital Employee #:

Registration

Training Session: 2022 - 2023 Legal/Visa Status: --Select--

Learner Status: Draft Historical New Returning
 Withdrawn N/A

Learner Type: Trainee Student N/A Other

Step 3: Select "Add Training"

+ Add Training

Returning Student Not-Ready Edit Registration

	End Date	Type	Campus	FTE	Approval Status
3	31-Aug-2024	Student	Greater Ontario Area	0	Approved

Step 4: Select Learner Type. Training lines will be different based on the learner type selected.

Doe, John
 OPHRDC #: 920025133
 Mac ID: mcmasterlearner31
 Draft

Training Profile

Add Training

Learner Type: --Select--

- Elective
- Student
- Trainee

Step 5: Fill in Training Profile Information and save. The system will automatically fill in fields based off the last training line for the student. Please review and edit this information as needed to ensure the correct data is being saved.

Training Profile

Session 2023 - 2024 - Edit Training Approved

Learner Type: Student

Training Program: BHsc - MEP

Training Level: Year 2

Campus: Greater Ontario Area

Start Date: 01-Sep-2023

End Date: 31-Aug-2024

Employment Type: FULL TIME

Training Status: Active

Training Completion Status: Continue Training

Promotion Date: N/A

Comments:

4000 characters remaining

History Last modified on 19-May-2023, 10:26 by System

1. Update needed information

2. Save Delete Cancel

QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: [How to Submit a Ticket](#)